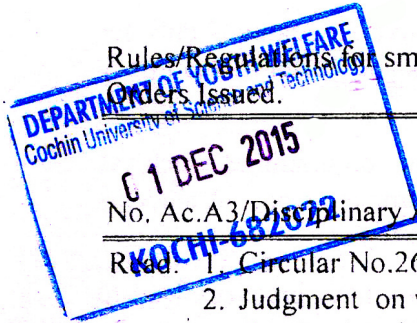


COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Rules/Regulations for smooth functioning of the Campuses and Hostels – Instructions implemented –
Orders Issued.



ACADEMIC 'A' SECTION

No. Ac.A3/Disciplinary Action/2015 (8)

Dated. Kochi-22, 28.11.2015

- Read: 1. Circular No.26483/G1/15/H.Edn. dated 12.10.2015
2. Judgment on writs petition Nos. 30612 to 30615 of the Hon'ble High Court of Kerala dated 20.10.2015

ORDER

In order to prevent the unfortunate incidents happened in the colleges and hostels in connection with Onam Celebrations in future, Government of Kerala have issued the following guidelines/regulations for the smooth functioning of the campuses and hostels vide the circular read above. The Judgment cited (2) above also insist that the directions in the Government Circular is to be enforced strictly.

Sanction is accorded by the Vice-Chancellor to adapt and implement the same as given below:

1. All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution Celebrations of any type should be communicated to the Head of the Institution through concerned Staff advisor at least five working days prior to the event, with programme details, guests attending, source of funds, expenditure estimates etc. The "Advisory Council" should monitor and supervise the celebrations in the campus.
2. Students' Union activities should be supervised by the Advisory Committee
3. All students have to wear identity tag in the Colleges/University Departments
4. University Union Office has to function only during 8 am. to 6 pm., during the working days of the academic year. However, during any celebration time, Head of the Institution can extend the time up to 9 pm. On summer vacation, the key of the Union Office should be kept with the Youth Welfare Director. The Head of the Institution or the Committee appointed by the Advisory Council will conduct periodic visits to the University Union Office.
5. No type of vehicles should be used during celebrations inside the University campus/Hostels.
6. Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. The authorities shall provide security for the vehicles parked in the parking area. Expenses in this regard will be met from PTA Fund/DDF.
7. The Security of the Campus and Hostel is to be entrusted with Ex-service men, as far as possible.
8. In order to monitor and supervise the functioning of the Hostels, separate committees for boys' and girls' hostels have to be constituted. The Head of the Institution shall be the Chairman/Chairperson and Hostel Warden the Convener.
9. If any complaint is received from Hostel inmates or from the public to the Head of the Institution about the misbehavior of students or about activities like keeping weapons, consuming alcohol, using drugs in campus/hostel rooms etc., steps will be taken as per the rules in force. The Committee intended for Hostels must be vigilant and effective. Room of security personnel should be located near to the entry gate of the Hostel.
10. CCTV Cameras will be installed in selected common places such as Entrance/Exit Gate of the Hostels and other buildings.

269
01-12-15

01.12.15

11. Public, including former students, will be allowed to enter the University campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any case.
12. Programmes by External agencies/Professional groups or Paid programmes such as DJ shows, Musical Events etc., will not be permitted inside the campus as part of students celebrations. Technical festivals should be limited to Technical activities.
13. No type of fund raising from the students should be permitted, as these practices lead to extortion and misuse of funds.
14. Bike Race/Motor Car Race/Elephant procession or similar activities will not be permitted inside the Campus/Hostels.
15. In the interest of security of students, Police should be informed well in advance, about all festival/celebrations.
16. Separate guidelines will be issued by the Government regarding the hostel policy.
17. Counseling Service/Social Work/Service may be arranged to cope with student problems. Individual/group counseling may be arranged. Anti Ragging awareness programmes must be conducted. Activities like NSS/NCC/Yoga/sports may be encouraged.
18. For all Student's programme in the campus, presence of teachers is mandatory. The Students' Programme should not be permitted beyond 9 pm.
19. The system followed in running Men's Hostel of Trivandrum Medical College will be adopted for running hostels in the University. As an alternative, Hostel Mess should be run on contract basis.
20. Complaint Redressal Mechanism/Grievance Cell must be formed in all Schools/Departments. Complaint Box must also be installed in all Schools/Departments. At least one complaint box is to be separately marked for lodging complaints addressed to the Police. The mobile number of the Police Officer at District level must be mentioned in the Complaint Box.
21. A pole barrier should be kept slightly far away and the entry of the vehicle of the students shall be restricted by a security guard appointed by the College. Only the vehicles of the teaching and non-teaching staff shall be permitted to go beyond the pole barrier for access to places near their Departments.

These regulations/guidelines are to be strictly adhered to by all concerned.

Sd/-

**Dr. DAVID PETER S.
REGISTRAR**

To

1. All Heads/Directors/Principals of Departments/Schools/School of Engineering/CUCEK/*Recognized Institution*
2. The Joint Director, Kerala State Audit Department/Finance Officer/Controller of Examinations
3. The Chief Warden, University Hostels/Hon. Treasurer,
Cochin University Union/Director, Department of Youth Welfare
4. The Security Officer/Statistical Officer/Legal Affairs Section
5. PS to Vice-Chancellor/PS to Pro-Vice-Chancellor/PA to Registrar
6. Day file/Stock file/File copy

Forwarded/By Order

hmi
SECTION OFFICER (ACADEMIC 'A')