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GOVERNMENT OF KERALA
HIGHER EDUCATION (G) DEPARTMENT

PM

CIRCULAR

No. 26483/G1/15/H.Edn.

Dated, Thiruvananthapuram, 12.10.2015.

Sub: - Higher Education- Rules/Regulation for the smooth functioning of the campuses and hostels of Universities and affiliated colleges – Instructions - issued.

It has come to the notice of Government that certain unfortunate incidents took place in the Colleges and Hostels in connection with Onam Celebrations. In order to prevent such incidents in future, the following guidelines/regulations are issued for the smooth functioning of the campuses and hostels.

1. All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution of the College. 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 'Discipline Committee' should monitor and supervise the celebrations in the college.
2. Students' Union activities should be supervised by a Committee chaired by the Head of the Institution with Staff Advisor as Convener, and HoDs and Discipline Committee members.

3. All students have to wear identity tag in the college.
4. College Union Office has to function only during 8 a.m. to 6 p.m., during the working days of the academic year. However, during any celebration time, Head of the Institution can extend the time up to 9 p.m. On summer vacation, the key of the Union Office should be kept with the Head of the Institution. The Head of the Institution or the Committee appointed by the College Council will conduct periodic visits to the College Union Office.
5. No type of vehicles should be used during celebrations inside the college Campus/ Hostels.
6. Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. The College authorities must provide security for the vehicles parked in the parking area. Expenses in this regard will be met from College Fund/PTA Fund.
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 by the College Council with five members. 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 and 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.

10. CCTV Cameras will be installed in selected common places such as Entrance/Exit gate of the College and Hostel.
11. Public, including former students, will be allowed to enter the college 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/Paid programmes such as DJ, Musical events should not be permitted inside the campus. No type of fund raising from the students should be permitted, as these practices lead to extortion and misuse of funds. Technical festivals should be limited to Technical activities. There is no restriction for students' programmes.
13. Bike race/motor car race/elephant procession or similar activities should not be permitted inside the Campus/Hostels.
14. In the interest of security of students, Police may be informed in advance about all festival celebrations.
15. Separate guidelines will be issued by the Government regarding the hostel policy.
16. Counselling service/Social work service may be arranged to cope with student problems. Individual/group counselling may be arranged. Anti Ragging awareness programmes must be conducted. Activities like NSS/NCC/Yoga/Sports may be encouraged.
17. For all Students' programme in the campus, presence of teachers is mandatory. The Students' Programme should not be permitted beyond 9 p.m.

18. The system followed in running Mens' Hostel of Trivandrum Medical College will be adopted for running hostels in other Colleges. In the alternative., Hostel Mess should be run on contract basis.

19. Complaint Redressal Mechanism/Grievance Cell must be formed in all Colleges. Complaint Box must also be installed in all colleges. 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.

DR.K M ABRAHAM
ADDITIONAL CHIEF SECRETARY

To

The Additional Chief Secretary, Home & Vigilance
The Secretary, Higher Education Department
The Secretary to Governor, Kerala Raj Bhavan, Thiruvananthapuram
The Director General of Police, Thiruvananthapuram
The Director of Technical Education, Thiruvananthapuram.
The Director of Collegiate Education, Thiruvananthapuram.
The Director of Medical Education, Thiruvananthapuram.
The Secretary, Kerala Human Rights Commission, Vazhuthakkad, Thiruvananthapuram
The Registrar, University of Kerala/Calicut University/MG University/CUSAT/
APJ Abdul Kalam Technological University/Central University /Kannur University/
NUALS/Sanskrit University
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SECTION OFFICER