6. General Information to Students

6.1 Dress Code

Jyothi has prescribed uniforms and ID cards both for boys and girls. All students should wear them whenever they enter the campus to attend class or for any other purpose. Uniforms are supplied through the college office. Wearing coats over the uniforms while working in the workshops is compulsory. T-shirts, Jeans and slippers are not allowed in the campus on any occasion. Boys should wear black full shoes and girls black half shoes.

6.2 Discipline, Conduct and Behavior

1. All students are expected to wear the college uniform and ID Card in the campus.
2. The behavior of the students, and there hairstyle, shaved face, both within and outside the college premises should be decent and befitting to a professional institution.
3. The students shall move silently when proceeding from one class to another so that classes at work are not disturbed.
4. No student shall leave the class without the permission of the concerned teacher.
5. Students are prohibited from organizing or attending meetings in the college, distributing notices and collecting money for any purpose without the permission of the Principal.
6. Any student:
   - who is persistently insubordinate
   - who is habitually irregular in attendance or inattentive to his work in the class
   - who is repeatedly or willfully mischievous or obscene in word or deed
   - who involved in cyber crimes or bullying against peers, teachers or the management
   - who is guilty of fraud or malpractice at examinations
   - who indulges in movements which lead to communal ill feelings or enimity
   - who indulges in ragging junior students

Will be punished according to the decision of the disciplinary committee.

7. Students must work quietly while in the library or the computer centre or spend time in such a way as not to cause any interference with the work of others.

8. Scribbling or etching on drawing boards and desks and writing on the wall are strictly prohibited.

9. Students are prohibited from shifting furniture or projection facilities provided by the college.

10. Students must not leave their vehicles in the college porch under any circumstance.

11. No student, staff or outsider is permitted to enter the class room while classes are going on without the permission of the concerned teacher.

12. Use of mobile phone in the Educational institutions is banned by the State Government of Kerala and Hon'ble High Court of Kerala.

6.3 Attendance and Leave Regulations

Student are expected to attend all classes without fail. If, for unavoidable reasons, leave of absence is required, permission from the competent authority should be sought as given below.

1.Application for ordinary leave should be submitted to the Group Advisor concerned, who is competent to sanction leave up to maximum of three days at a time. For periods beyond three days at a time, the Heads of Departments will be the sanctioning authority. **Applications for ordinary leave will not be considered under any circumstances, if submitted 2 days after the date of return from leave.**

2. Students may apply to the heads of departments through the group advisor for leave falling on medical grounds, within 3 working days after returning from leave. A medical certificate should invariably be attached with the application. In the event of a student being short of attendance at the end of a semester, condonation of shortage of attendance will be recommended on this basis.

3. Students are eligible for duty leave, if they perform a duty for the

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NAAC Accredited College with NBR Accredited Programmes*

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NBA accredited B.Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering, Electrical & Electronics Engineering and Mechanical Engineering valid for the academic years 2016-2022. NBA accredited B.Tech Programme in Civil Engineering valid for the academic years 2019-2022.

college. Duty leave can be recommended by faculty members who are authorized to do so.

Duty leave application should be submitted to the Principal/Vice Principal before the duty is performed.   The records of duty leave sanctioned should be shown to the respective staff members and be entered in the attendance register. This must be done before the end of the semester. The respective group advisor must also be informed about the duty leave granted before the end of the semester.

Duty leave is limited to a maximum of 10% of the number of working days in a semester. Students who do not satisfy the attendance requirements as per university regulations will not be permitted to appear for the University Examinations.

6.4 Group Advisory System

A group advisory system has been implemented very effectively to help the students. Each student is attached to a faculty advisor who will be responsible for the welfare of those under him/her. The faculty Advisor keeps records of all academic and extracurricular activites besides personal information of the student under him/her.

6.5 Ragging

Ragging of any type or misconduct towards any student both in the college campus and outside shall be considered a criminal offence and will be immediately reported to the police. Perpetrators will not be permitted to continue their studies.

Students and parents shall, at the time of admission, furnish an affidavit to the effect that the students shall not indulge in ragging.

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Human Resource (HR) Manual

Version	Date	Created By	Reviewed By	Remarks/Change Log
4.00	July 2021	Mr. Vinod K	Fr. Roy J. Vadakkan	4.6. Gratuity 4.7. ESI 8.17.12. Exit Management Summary Removed Incentive to Research, Development & Academic Achievements

Document Revision History:

Version	Date	Created By	Reviewed By	Remarks/Change Log
1.00	Oct 2012	Dr. Lazar John Er. Thomas Mathew	Rev. Msgr. George Edakkalathur Rev. Fr. Varghese Kuthur Rev. Fr. Roy J. Vadakkan Dr. Gylson Thomas	Initial Version – First Baseline Approved by the Governing Body on Oct3, 2012
2.00	Jun 2016	Fr. Roy. J. Vadakkan Fr. Joju Chiriyankandath Fr. Jinto Pereppadan Prof. Joseph Joshy	Msgr. Thomas Kakkaserry Er. Thomas Mathew Er. Boby Peter Dr. K. K. Babu Prof. Usha Menon	Travel Policy, Performance Management and Office Discipline related changes have been incorporated
3.00	Sep 2018	Fr. Roy. J. Vadakkan Er. Thomas Mathew Fr. Dr. Jaison Paul	Msgr. Thomas Kakkaserry Er. Boby Peter Lt. Col. Jacob E D	4.6.1. Incentive to Research, Development & Academic Activity 4.6.2. Consultancy Projects 7.7.1. Performance Appraisal System
4.00	Sep 2018	Mr. Vinod K	Fr. Roy J. Vadakkan	4.6. Gratuity 4.7. ESI 8.17.12. Exit Management Summary Removed Incentive to Research, Development & Academic Achievements