

Code of Conduct for Students

1. Academic Environment and discipline

- 1.1 Every student shall be alert and cooperative to ensure that the college has an academic ambiance.
- 1.2 Every student, both as an individual and as part of a group shall ensure that his/her actions are not disturbing the teaching and learning process in the college.
- 1.3 Students shall keep self discipline to concentrate on their studies and not to disturb the academic activities of other students.
- 1.4 Scribbling on walls/furniture etc are strictly forbidden. Loss or damage caused to building, furniture, tools and apparatus of the College due to violent action of students will be repaired by imposing collective fines on all the students of the College.
- 1.5 Students are not permitted to conduct meetings in the College buildings or anywhere in the College premises, to use Megaphone, loudspeakers etc., put up posters, banners or boards on the campus, to publish matters in Newspapers, Magazines, Journals or Social media in the name of the College without the formal consent of the Principal.
- 1.6 Students are not permitted to collect money from any other student without the permission of Principal.

2. Attendance of Students

- 2.1 Every student must make it a part of her personal duty to attend classes daily and punctually. Students are expected to be in class at the third bell and begin the day by reciting the common prayer.
- 2.2 When teachers are on leave students shall remain in the class and do the work assigned to them for the period. No student shall leave a class without the permission of the teacher.
- 2.3 No student shall be seen outside the classroom during class hours.

- 2.4 Students who are not attending classes or lectures or working in the Library, during College working hours shall take special care not to disturb classes that are going on.
- 2.5 The first hour attendance shall be collected by the NTS during the earliest 10 minutes of the hour.
- 2.6 On genuine grounds, late students may personally meet the Principal and get the attendance if he permits.

3. Attendance Compensation

- 3.1 Attendance compensation shall be limited to the classes lost for official purposes only.
- 3.2 The compensation form shall be submitted to the office within 7 days from the date of return of the student to the College.
- 3.3 Attendance compensation shall not be given to medical purposes.

4. Use of Vehicles in the campus by the students

- 4.1 All students who bring vehicle to the campus shall make sure that their Vehicle is parked only at places allotted for the purpose.
- 4.2 No parking is permitted on the sides of the road in front of the building.
- 4.3 No student is expected to disturb the academic atmosphere of the institution by blowing horn or by creating any kind of vehicular noise during the working hours.
- 4.4 All individuals who use vehicle in the campus must ride/drive it with utmost carefulness; so that the life of another person is not put to danger.
- 4.5 All individuals who use vehicle in the campus must have all the legally required documents and accessories with them.

5. Dress Code

- 5.1 U.G Students shall wear uniform on all days except Wednesday and other special days announced by the College authorities. Students

when not in uniform are expected to wear dresses that promote decency, modesty and the academic environment in the campus.

5.2 Students shall inculcate the habit of formal style of dressing in the campus.

5.3 When not in uniform, only full length trousers or white coloured dhotis are permitted for boys in the campus.

5.4 Low waist trousers, three by fourth pants, non-white dhotis and Leggings are not permitted in the campus.

6. Use of Mobile phone in the campus

6.1 As per the order of the Government of Kerala, mobile phones shall be switched off before entering the campus.

6.2 In the event of any emergency, students shall make phone calls from the department with the permission of teachers or principal's office with the permission of Principal.

6.3 If any student is seen with the switched on mobile inside the campus disciplinary action shall be initiated against him/her and a fine of Rs. 500 will be charged from him/her.

7. Disciplinary Action

7.1 If any student is found involved any kind of indiscipline, disciplinary action shall be initiated against him/her even without a formal complaint from anybody.

7.2 Students are not expected to challenge any kind of undisciplined acts their own as individual or member of a group. Rather, they shall bring such incidents into the attention of authorities.

7.3 Gang/s or any kind of gang activities are not permitted in the campus.

7.4 Any student found to be in the campus after consuming liquor/drugs or under intoxication shall be liable for disciplinary action.

- 7.5 Disciplinary actions shall include a reprimand (rebuke), issue of a memo, suspension and dismissal from the College.
- 7.6 The acts of indiscipline shall be reflected in the conduct certificate being issued by the Principal.

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

1. Teachers and their responsibilities:

Every teacher should see that there is no incompatibility between his precepts and practice. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

- 1.1 All teachers are expected to be actively involved in maintaining academic atmosphere in the campus.
- 1.2 Head of the Departments shall ensure that the tutor in charge has made alternate arrangements for dealing with 'free hours'.
- 1.3 The Tutor in charge shall be responsible for maintaining discipline among his/her students.
- 1.4 All teachers shall engage their allotted classes regularly on time. They shall leave the class only when the bell rings.
- 1.5 All the teachers shall record the attendance in a legible manner and shall hand over it to the office promptly.
- 1.6 All the teachers shall adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- 1.7 All the teachers shall manage their private affairs in a manner consistent with the dignity of the profession;
- 1.8 All the teachers shall seek to make professional growth continuous through study and research;
- 1.9 Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- 1.10 Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, mentoring

students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

- 1.11 Participate in extension, co-curricular and extra-curricular activities including community service.

2. Teachers and the students

Teachers should:

- 2.1 Respect the right and dignity of the student in expressing his/her opinion;
- 2.2 Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- 2.3 Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 2.4 Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- 2.5 Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- 2.6 Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- 2.7 Pay attention to only the attainment of the student in the assessment of merit;
- 2.7 Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- 2.8 Aid students to develop an understanding of our national heritage and national goals; and
- 2.9 Refrain from inciting students against other students, colleagues or administration.

3. Teachers and colleagues

Teachers should:

3.1 Treat other members of the profession in the same manner as they themselves wish to be treated;

3.2 Speak respectfully of other teachers and render assistance for professional betterment;

3.3 Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

3.4 Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

4. Teachers and authorities:

Teachers should:

4.1 Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

4.2 Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

4.3 Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

4.4 Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

4.5 Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

4.6 Give and expect due notice before a change of position is made; and

4.7 Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5. Teachers and non-teaching staff:

5.1 Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

5.2 Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

6. Teachers and guardians

Teachers should:

6.1 Try to see that institution maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Code of Conduct for Non Teaching staff

- 1.1 All non teaching staffs are expected to be actively involved in maintaining academic atmosphere in the campus.
- 1.2 All the non teaching staffs shall seek to make professional growth continuous through consistent up-gradation of skills and knowledge relevant to their work.
- 1.3 Perform their duties conscientiously and with dedication;
- 1.4 Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, assisting the conduct of university and college examinations and other such tasks;
- 1.5 Participate in extension, co-curricular and extra-curricular activities including community service.
- 1.6 Should co-operate with the teaching staff in creating an atmosphere conducive for teaching learning processes.
- 1.7 Non-Teaching staff should help in the function of joint staff-committees covering both teachers and the non-teaching staff.

Code of Conduct for Parents

- 1.1 Parents shall ensure that their ward faithful to his/her academic responsibilities.
- 1.2 Parents shall maintain a constant contact with the teachers of their ward and remain updated about his/her academic performance.
- 1.3 Parents shall attend Parent-Student-Teachers (PTS) meetings being arranged for the evaluation of academic performance of students and the general body meetings of Parent Teacher Association (PTA) without fail.
- 1.4 Parents shall take initiatives to bring to the attention of teachers any beavioural deviation of their ward.
- 1.5 Parents shall extend co-operation for maintaining an academic ambience in the institution.