



SREE NARAYANA GURU COLLEGE, CHELANNUR  
AFFILIATED TO UNIVERSITY OF CALICUT

**CODE OF CONDUCT OF STUDENTS**

The following guidelines are issued in order to encourage and help students to conduct themselves in accordance with the expected standards of mannerly behavior.

1. The college has a five day working schedule from Monday to Friday.

Students should regularly attend all the lectures and practicals.

2. Students should register at least 75% attendance for lectures and/Or practicals of every subject.

3. If a student is found irregular in attendance, disciplinary action will be taken.

4. Students should be present for lectures and/or practicals on time.

5. All the students should wear ID Card in college campus.

6. In case of loss of identity card, students should report to the authority with an application.

7. Students are required to participate in classroom activities such as seminars and group discussion.

8. Students must complete and submit assignments, journals, projects for evaluation on time.

9. Students must appear for all tests (Internal exam, mid-term tests, etc.).

10. For semester examinations, students must be present in the examination hall half an hour before the commencement of the examination.

11. Any communication, transfer and passing on, any cheating/copy/writing material by candidate to one another in any manner during the examinations is strictly prohibited.
12. Students should spend their free time in the library.
13. Students should be respectful to teachers.
14. Students should wear formal and decent dress in college campus.
15. Students should maintain silence and peaceful atmosphere in the campus.
16. Students should abide by the rules and regulations of college.
17. Students are expected maintain discipline in college campus. They should behave in a dignified manner befitting the reputation of the college.
18. Any misbehavior of students shall incur fine and/or punishment.
19. Students should follow the academic calendar as per the instructions given from time to time. All students are expected to attend college functions.
20. They should be honest and fair in academic and co-curricular activities.
21. Students should strictly keep their mobile phones switched off while they are in the classroom, laboratory and library. Mobile phones are strictly restricted in the examination hall during examination sessions. Students should be responsible for the safety of their mobile phones and other valuables in college premises.
22. Loud and impolite talk or use of abusive language by students in college premises would be dealt with punitive action.
23. Students should be held responsible for any breakage or damage to college property, if found guilty. They should handle furniture, equipments, fixtures and appliances of the college and laboratories carefully.
24. They should maintain cleanliness in college campus and help create a plastic-free campus.
25. Students should park their vehicles in the parking lot allotted to them.
26. Students should not involve in any misbehaviour considered as punishable offence by law such as **ragging, harassment, molestation and bullying**. Action should be taken

against the students encouraging and indulging in ragging as per the Directions of Hon'ble Supreme Court of India. Prohibition of Ragging Act-Kerala 1998 includes suspension from institution, debarring from appearance of the examinations or FIR in police station depending on the nature of misconduct of students.

27. Students should not involve in anti-institutional, anti-social, immoral or political expressions and activities within college premises.

28. Students are not permitted to arrange any unauthorized celebrations in college campus. They are also not permitted to distribute or display bills or materials like notices, banners, religious symbols, etc. in college campus.

29. Consumption of intoxicants, chewing tobacco or processed tobacco items such as *panmasala*, *gutakha* or chewing gum or any such misbehavior may result in severe punishment.

30. Entry to outsiders in the college campus is strictly prohibited. Any case of criminal activity or violation of law and order in the college will be reported to the nearest police station.

31. Unlawful control, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks are contrary to law or policy.

32. Stealing or unauthorized access to other's resources is considered a punishable act.

33. Misconduct at the time of student body elections or student meetings is not tolerated.

# Code of Conduct for Teachers

Since teaching job is a noble profession, teachers should maintain the dignity and honour of teaching profession through words and deeds. As they are continually under the scrutiny of society and students, there should not be any incompatibility between precepts and practice. They should inculcate the required qualities before students are expected to imbibe the same.

1. Teachers should uphold the principles embodied in the Vision and Mission statements of the college.
2. Devotion to duty is the primary requisite and teaching should be undertaken as a mission.
3. Teachers should abide by the rules, regulations and statutes of agencies concerned in terms of code of conduct.
4. Teachers should follow work ethics in terms of teaching plan, its execution and any other task assigned by college or HoD.
5. Teachers should be sensitive towards students with different capabilities and should cater to their differential needs for overall development.
6. Teachers should use student-centric methods and ICT in classroom teaching for effective curriculum delivery.
7. Teachers should be punctual and report to duties on time.
8. Teachers should create an appropriate and motivating learning atmosphere in the class as well as on campus with a view to giving vital learning experiences to students.
9. Teachers should encourage students to improve their attainments, develop their personalities and enable them to contribute to the society.
10. Teachers should assess students' attainment of course outcomes and programme outcomes through a variety of means including class tests.
11. Teachers' behavior with students should be polite, cordial, encouraging and sympathetic.
12. Teachers should respect the right and dignity of every student.

13. Teachers shall impartially deal with students regardless of their religion, caste, gender or physical characteristics.

14. Teachers should be affectionate towards students and make themselves available even after class hours and help them.

15. Teachers should engage in research, community welfare and professional development activities.

16. They are also expected to update their knowledge by attending seminars, workshops, conferences with the prior permission of Principal.

17. Prior permission of the Principal is required if a teacher wishes to leave the campus before office hours.

18. Teachers should remain present to all the functions organized by the institution.

19. Teachers are entitled to casual or medical leaves and vacations as per the rules issued by University of Calicut. Faculty members, when needed, should get the leave sanctioned in advance and with proper substitute arrangements made for classes and laboratory sessions. In case of emergency, the Head of the Department or the next senior faculty should be informed with appropriate substitute arrangements.

20. All teachers are expected to submit their self-evaluation report (API) at the end of every academic year.

21. Teachers are expected to adhere to a responsible pattern of conduct with peers and the community.

22. Teachers are expected to manage their private affairs in a manner consistent with the dignity of the profession.

23. No teacher is allowed engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India.

# Code of Conduct for Administrative Staff

Administrative staff provides support services. Efficient discharge of duties by office staff is crucial in the proper functioning of the institution. Administrative staff is expected to follow certain standards of their profession. Their professional conduct would be assessed in relation to job performance, workplace conduct and relationship with students, faculty, colleagues and the general public.

1. The support staff is expected to be familiar with college policies, government circulars and university statutes relevant to their duties and responsibilities and should adhere to the same to the best of their ability.
2. Staff should be punctual and efficient in discharging duties.
3. Staff should be available at the table during office hours.
4. Staff should help students by fulfilling their requirements like issuing transfer certificates promptly without delay.
5. Staff should respect dignity and individuality of students and accordingly behave respectfully with them.
6. Staff should treat all students equally without discrimination on the basis of religion, caste or gender.
7. Staff should not use abusive or obscene language and should not engage in threatening behavior, etc.
8. Staff should draw attention of the authority if there is any kind of problem in college campus.
9. Staff must apply professional and ethical standards while on duty. They should demonstrate courtesy, respect, patience and willingness to help students, teachers, parents and general public in any context.
10. Staff should accept and carry out any additional task assigned by Principal or Head of office.
11. Staff is entitled for various kinds of leave and they should avail the facility with prior permission of Principal and make substitute arrangement during leave period.
12. Documentation is the most important task. The same should be done

meticulously and in a time-bound manner.

13. Lab attendants and lab assistants should follow all rules and regulations of laboratories and the code of conduct applies to them also.
14. Any kind of malpractice or dishonesty shall be dealt with severely.
15. No staff shall engage directly or indirectly in any trade or business.
16. No staff shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
17. No staff shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India.

# Code of Conduct for Heads of the Departments

HoDs are responsible for the proper functioning of departments. They should demonstrate the qualities before they expect the same from their colleagues.

1. HoDs should distribute workload of the department. They should be responsible for the academic planning and academic audit of the department, and they should look after implementation of academic policies approved by the Principal.
2. They should conduct periodical meetings to evaluate the progress of academic and administrative work of the department.
3. They should organize various activities for the development of students and as well as community service.
4. They should encourage department colleagues to update their knowledge by participating in seminars, workshops, national and international conferences, and writing and publishing research articles in books and journals.
5. HoDs should collect feedback responses from students on quality related department activities and revise strategies for better performance.
6. HoDs should believe in team work and create an atmosphere of harmony.
7. They should not commit any kind of mal-practice'



# Code of Conduct for Principal

Since the success of an institution depends on the dynamism, leadership and work ethics of the Head of the institution, the conduct of Principal should be above suspicion.

1. Principal should command respect by maintaining integrity and dignity of office.
2. Principal should be responsible for the staff's observance of the Acts, statutes, ordinances, regulations, rules and other orders issued, time to time, by university authorities, other regulatory bodies and the Management.
3. Principal should initiate development plans of the college with respect to academic programs to be worked out through relevant authorities, bodies, committees and members.
4. Principal has to ensure competence and effectiveness in administration from formulation of policies to day-to-day functioning of college.
5. Principal has the responsibility to address and resolve all issues pertaining to all stakeholders. He should take actions impartially and with complete transparency, as and when required, to maintain discipline.
6. Principal has the responsibility to ensure direction and coordination within the college. He should maintain harmony and discipline on the campus.
7. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities in the college.
8. Principal's approach should be democratic in taking decisions and implementing policies.
9. Principal should maintain a healthy and constructive relationship with the Management.

# **Code of Conduct for College Level Monitoring Committee**

1. The members shall always keep the Vision, Mission and Core Values of the institution in sight while formulating policies.
2. The committee shall review the functioning of the college at all levels.
3. The approach should be democratic, transparent and inclusive.
4. The committee should formulate policies to foster excellence in academic, research and community services.
5. The committee should ensure skill enhancement courses.
6. The committee shall make necessary budgetary provisions.
7. The committee shall establish continuous rapport with IQAC and discuss quality initiatives.
8. The committee shall work towards the all round progress of the institution.