

SREE AYYAPPA COLLEGE

ERAMALLIKKARA, CHENGANNUR, ALAPPUZHA DISTRICT

KERALA



**(GOVT. AIDED COLLEGE AFFILIATED TO THE UNIVERSITY OF
KERALA)**

NAAC Accredited



HAND BOOK OF CODE OF CONDUCT

PREPARED BY

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1. INTRODUCTION

The guidelines and norms associated with Code and Conduct of any institute is mandatory to ensure good conduct and ethical practices in the Institute. The reputation of an institute depends on its academic, nonacademic performance as well as on the behavior of the institute community. Our Motto is **“Self Discipline Is The Key To Success”**. SreeAyyappa College, Eramallikkara, is pleased to declare the institute's general policy of Code of Conduct with respect to its Principal, Faculty Members, Non-teaching staff, Supporting Staff and Students. This Policy includes the procedures and practices to be followed in laboratories, library, hostel and examination halls. The antiragging policy of the institute is also included in this handbook to avoid any incidents of ragging in the college/hostel campus. This Code of conduct shall apply to all kinds of conduct of the students on the premises of the college and all activities, functions hosted by college and other recognized student organizations and any off-campus activities that has or may have serious consequences or adverse impact on the interest of the Institute or reputation. This document is maintained as hardcopy and also published in the college official web site.

2. CODE OF CONDUCT FOR PRINCIPAL

1. To maintain and keep the spirit of inclusiveness in terms of imparting education in the Institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their best for the development of the institution.
3. The Principal shall uphold values like Integrity, Honesty, Respect, Innovation, Excellence, Service, Hospitality, Freedom of Thought and Expression.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, politics, or religious identity as within the framework of Indian Constitution and to ensure that there are no chances of incidents of caste or gender discrimination, sexual harassment, ragging and body shaming.
5. The Principal shall act for the effective and efficient use of resources, the solvency of the College and for safeguarding its assets.
6. To generate and maintain required alertness among all the stakeholder of the College.
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to build mutual confidence and healthy practices among all staff.
8. To maintain and promote academic activities in the College in all possible direction and thus encourage exploration of newer areas for further academic pursuit in launch of courses.
9. To create an environment suitable for research oriented academic discussions and promotion of research activities in the institution to add further to the knowledge pool.
10. To uphold, keep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-tranquility required for academics.

11. To promote and maintain the practices of extra-curricular activities amongst the students and other human resources of the institution.
12. The Principal is expected to adhere to Observance of the Act, Statutes, Ordinance, Regulation, Rules and Orders issued there under by the university authorities and other government bodies from time to time

3. CODE OF CONDUCT FOR STAFF

1. Acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development.
2. Develop healthy relationships with students, colleagues, parents, management, and others in the college community, characterized by professional integrity and judgment.
3. Work with honesty and integrity in all aspects of the career.
4. Represent themselves, their professional status, qualifications and experience honestly.
5. Uphold the reputation and value of the profession.
6. Take all reasonable steps in relation to the care of students under their supervision, to ensure their safety and welfare.
7. Report, where appropriate, incidents or matters which impact student welfare.
8. Ensure that any communication with students, colleagues, parents, college management and others is appropriate, including communication via electronic media, such as e-mail, texting, and social networking sites.
9. Maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback.
10. Apply their knowledge and experience in facilitating students' holistic development.
11. Develop teaching-learning and assessment strategies that support differentiated learning in a way that respects the dignity of all students.
12. Develop and uphold good practice and maintain the highest quality of educational experiences for students.
13. Engage with the planning, implementation and evaluation of curriculum at classroom and college level.
14. Take personal responsibility for sustaining and improving the quality of their professional practice.
15. The domain knowledge of the faculty members is periodically updated to accommodate the revision of curriculum and syllabus.

4. CODE OF CONDUCT FOR STUDENTS

1. College faculty members, administrators, officers, employees, guests and visitors and other students are treated with respect, dignity, impartiality, courtesy and sensitivity.

2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a peer group.
3. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
4. Violations of academic conduct like cheating on an exam, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
5. Avoid any activity or behavior that would unfairly give advantage or disadvantage to another student academically.
6. Stealing, misusing, destroying, defacing or damaging college property or personal property of others is prohibited.
7. Refrain from getting involved in or encouraging any sort of discrimination, harassment or bullying of employees and other students.
8. Posting derogatory comments about individuals of the Institute on social media or indulging in any such related activities having grave ramifications on the reputation of the Institute is prohibited.
9. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.
10. All the students who secure admission should follow the prescribed dress code during the period of their study, barring in exempted days / occasions.
11. Audio or video recording in class rooms or actions of other students, faculty, or staff shall not be done without prior permission.

5. CODE OF CONDUCT FOR LABORATORY

1. Students must adhere to the laboratory specific rules displayed at the entrance of different labs.
2. Students should not tamper with the lab equipment.
3. Silence should be maintained in the lab.
4. Students must sign in the lab attendance registers before entering and leaving the lab.
5. No eatables or drinks are allowed inside the lab.
6. Efforts should be taken for maintaining the labs clean and tidy.

6. CODE OF CONDUCT FOR COLLEGE LIBRARY

1. Students are expected to make the maximum use of the library and reading room facilities provided in the college.
2. Strict silence should be maintained inside the library and the reading room.
3. Students are allowed to use the library during the library timing only.
4. Nothing except writing materials shall be taken inside the reading room and library.

5. Books are to be returned within the stipulated period from the date of issue and fine will be charged otherwise.
6. Books must be carefully examined at the time of issue. The borrower shall be held liable for any damage detected later.
7. Tearing of picture or any other type of mutilation of magazine, book, etc. is serious offence. The borrower shall be asked to replace such book, at his/ her cost.
8. The loss of any book must be immediately reported to the librarian and with his permission the book may be replaced by a new volume failing which its cost as decided by the librarian must be paid.
9. Sub-lending of books is strictly prohibited.
10. All books issued from the library shall be returned without fail on or before the last working day of the academic year.

7. CODE OF CONDUCT FOR EXAMINATIONS

1. Hall Ticket and Student Identity Cards are compulsory to enter the examination hall
2. Mobile phones / Electronic gadgets/ books / bags are not allowed in the examination hall.
3. Strictly follow the seating arrangements as per the university register number.
4. Take the respective seat before 10 minutes of the examination
5. Strict silence should be observed in the Examination hall
6. Exchange of pens / pencils / drawing instruments / calculators, tables, are not allowed.
7. Do not write anything on hall tickets and mathematical tables and question paper except register number and name on question paper.
8. Any type of malpractices will be informed to Examination Chief Superintend of the College immediately.

8. CODE OF CONDUCT FOR WOMEN'S HOSTEL

8.1 Code of Conduct for Hostel Matron

1. The Hostel Matron is in charge of all the students staying in the Hostel and is responsible for coordinating Hostel activities so as to facilitate a smooth functioning of the Institution and for maintaining student discipline in the Hostel.
2. The Matron should supervise the day-to-day affairs of the Hostel and its inmates including Mess requirements, Health, Cleanliness etc.
3. The Matron should compulsorily be present in the hostel throughout the academic year. She is allowed to take leave with the prior permission of Hostel warden/Deputy Warden only.
4. The Matron should enter required information in the movement register for Hostel staff before leaving /entering hostel premises. The register will be in the custody of the Deputy warden.

5. The hostel should be closed down for vacation only with the knowledge of Warden/Deputy Warden and only if the number of inmates is less than 5.
6. Matron should see to it that all students follow the inmate rules strictly.
7. Visitors for inmates are allowed only between 8 am and 6 pm.
8. The movement register of the inmate should be maintained by the Matron

8.2 Code of Conduct for Hostel Inmates

1. Hostel inmates are to obey the hostel timing which is displayed on the hostel notice board.
2. Any students who wish to leave earlier/stay out of the Hostel overnight,etc should do so only after obtaining prior permission from the Hostel Matron.
3. Those students who leave the Hostel premise for purpose other than attending regular college should do so only after entering their name, date and Time in the Outgoing/Incoming register.
4. Light in rooms should be switched off before 10.30 pm. Those students who wish to study after 10.30 pm can do so in Study area. During Exams the time can extended to 12 am.
5. Inmates must follow the instructions of the Principal regarding the use of mobile phones inside the Hostel.
6. The system of dividing mess is followed in the Hostel.
7. A mess Secretary and Assistant Secretary should be selected among second year and third year Hostel inmates.
8. A mess Committee of 5 students should be selected every month for the smooth functioning of the Mess.
9. The Mess Secretary and Assistant Secretary selected from the Mess Committee are the in charges of the mess activities.
10. Mess bill for each month should be published on the first working day of the next month.
11. A copy of the Mess bill should be submitted to the Deputy Warden.
12. Payment of mess bill should be done to the Deputy Warden.
13. Date of payment of mess bills and fine for defaulters are published on the hostel notice board.
14. Meals should be taken in the mess hall. Food is not allowed in the room.

9. CODE OF CONDUCT FOR PARENTS/GUARDIANS

1. The term “parents/guardians”, refers to the persons named in the official register of the College during the time of enrolment as the parent or guardian of a student.
2. The College expects the parents/guardians to deal with the College authorities in matters regarding their wards. No outsiders or relatives are expected to engage with matters of the

students unless it is duly informed by the parents in an officially assigned format and procedure.

3. Parents/guardians of the students are expected to uphold the vision, values and ethics of the College.
4. Parents have the right to raise issues and concerns related to the education of their ward or other matters relating to the College. Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to the College's policies and procedures.
5. Parents/guardians should come to the general PTA and the class PTA. They should remember the fact that formation of the students belongs to the collective responsibility of teachers and parents/guardians.
6. The day-to-day functioning of PTA is done by the PTA Executive which may be convened according to the needs of the institution.
7. It is the aim and objective of the PTA that it should help to maintain good relationship among students, staff and parents/guardians. It should help to maintain the discipline and academic standards of the College.
8. The PTA should help the College authorities to maintain good discipline and high academic standards.
9. The PTA shall try to institute scholarships, prizes, medals, etc. to benefit students showing a high proficiency in their studies.
10. The PTA should ensure improvement in the standards of infrastructural facilities.
11. They are advised to meet in person the HoDs and Principal regarding the conduct and overall performance of the wards. It is highly appreciable that the parents/guardians should visit the HoD at least once in a semester.
12. Parents/guardians are advised to inform the HoD/class-in-charge when a student is on leave due to ill health for more days or on exams days..
13. Parents/Guardians must attend the general/class PTA conducted annually/semester wise.

10. CODE OF CONDUCT TO AVOID INCIDENTS OF RAGGING

1. As per UGC regulations on curbing the menace of ragging in higher educational institutions-2009, an Anti Ragging Committee and Anti Ragging Squad and Anti Ragging Mentoring Cell are constituted to prohibit ragging activities inside the campus.
2. Steps are taken for issuing the proceeding of the Principal on this matter for every academic year. The details are uploaded in the website of the college.
3. The brochure of admission contains the regulations and helpline numbers. Public declaration will be taken by the students that ragging is totally prohibited in the campus before the admission starts.
4. Affidavit by student and parent are collected and filed during admission. Additional affidavits are collected for those who seek admission in the hostel.

5. The institution will convene a meeting (faculty members, parents, student representatives, hostel wardens etc) before the commencement of an academic session and explained the various measures to be taken to prevent ragging.
6. Posters and notices are displayed in the campus to make awareness about regulations and punishments. Instructions are issued by the institution to have a close watch at vulnerable places and tighten the security.
7. An orientation programme by police officer for both seniors and freshers is conducted for every academic year.
8. Printed leaflet(which includes the regulations, helpline numbers, anti ragging squad members details) are provided for the newly admitted students..
9. Guidelines are provided to Committees (course in charges, student advisor, wardens, senior representatives) to promote healthy relationships.
10. Separate blocks in hostels for first year students and round the clock vigil in hostel premises is provided.

11. CODE OF CONDUCT FOR ORGANIZING PROGRAMMES/EVENTS

1. The objective of organizing the programme, target group and it's relevance in the current academic scenario has to be clearly stated.
2. The resource/technical persons for the programmes are knowledgeable in the chosen area.
3. The venue has to properly arranged and plastic-free.
4. The organizer has to record the attendance of the participants in all the programmes.
5. The programme/event should be strictly followed as prescribed by the Handbook of Code of Conduct of the college while conducting a programme.
6. Geo-tagged photographs and video recording has to be maintained.
7. The feedback of the participants are to be collected via Google form after the programme and analysed for improving the quality of next programme.
8. Programme report with objective, details, photographs, media coverage, participants' attendance and feedback analysis has to be submitted to IQAC after the programme.



PRINCIPAL