

CODE OF CONDUCT FOR VARIOUS STAKEHOLDERS



PREFACE

Various stakeholders like students, their parents, teachers, principals and the Governing Boards play a significant and concerted role in the process of human resource development. JPM ARTS AND SCIENCE COLLEGE KANCHIYAR, which strives for imparting value-based education, has always maintains a standard code of conduct for all the above stakeholders as education is considered one of the main missions of the Management.

We are publishing the code of conduct for the various stakeholders.

Sd/-
Principal

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I CODE OF CONDUCT FOR THE STUDENTS OF THE COLLEGE

1.1 GENERAL RULES AND REGULATIONS

The following guidelines are issued in order to help the students to conduct themselves courteously and in accordance with the highest standards of mannerly behaviour.

1. It is hoped that the following guidelines/rules will be of help to the students in conducting themselves courteously and in accordance with the highest standards of decency.
2. Every morning, class begins with the prayer song. Come to attention when the song begins and keep standing till it ends, wherever you are in the campus, whether in the class or outside.
3. Students shall rise from their seats and greet the teacher when the teacher enters the classroom and when the teacher leaves.
4. No student shall enter or leave the classroom without the permission of the teacher concerned. She/he shall not be sent home without the written request of the parent/guardian.
5. Students are expected to spend their free hours in the library/reading room. They should not loiter along the verandahs or crowd round at the corridors and staircase. They are not permitted to enter class rooms other than their own.
6. Nothing is more appreciated in a student than courteous and mannerly behavior. Show due respect to your teachers and the other staff of the college. Greet them when you meet them inside or outside the campus. Every student shall behave and conduct himself/herself in the college and the hostel in a dignified and courteous manner.
7. Students are expected to be properly dressed.

8. Consumption of alcohol, smoking etc. is strictly prohibited in the campus and the hostel and action will be initiated against those who are found to have violated this rule.
9. Do not disfigure the walls, doors, windows, furniture etc. with graffiti bills, etc. Learning not to damage property whether public or private is one of the primary requirements of civilized behavior.
10. Political activism is strictly banned in the campus. Students are forbidden to organize or attend meetings other than those permitted by the principal. Strikes are strictly prohibited in the college campus and its premises. Nobody shall instigate or take part in any strike inside the campus.
11. In case students have any grievance or complaint they shall approach the class teacher first. If they are not satisfied they may approach the H.O.D and then if needed, appeal to the principal.
12. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or malpractice in connection with examinations or who in the opinion of the Principal is likely to have an unwholesome influence on fellow students shall be removed from the rolls.
13. As per the Govt. order No. Rt/No.346/05/ Higher Edn. dt.1-3-2005 students are not allowed to use mobile phone on the campus. In the event of any violation of this rule, the Principal or the teachers shall seize the phone and impose appropriate punishment as per Government Order.
14. All students should wear their identity cards when they are in the college campus. They will have to produce and show the same to the Principal, to members of the staff or such other person authorized by the Principal. The student may be asked to leave the campus for not producing the same when requested to do so.
15. Anyone who is suspended from the college shall not enter the college campus unless and until his/her suspension is revoked by the college authorities, or without the prior written permission from the principal.
16. No outsider should be invited to the college without the consent of the principal.
17. All kinds of applications submitted to the office by the staff, students and others must be complete in all respects. Incomplete applications will not be accepted.

18. No one shall engage in or conduct any activity which is detrimental to the reputation and interests of the institution. Publishing posts, comments, news in social media against college, students, teaching staff,

1.2 RULES FOR ADMISSION

1. College admissions are strictly based on university norms.
2. Application forms and prospectus under management quota can be obtained from the college office on payment of Rs. 500/- for UG Programmes and Rs. 800/- for PG Programmes.
3. Applications incomplete in any respect will be summarily rejected.
4. The principal reserves the right to reject admission/ readmission to any student, without assigning reasons.
5. Any students who take part in any demonstration, Hartal, Agitation or activities of similar nature political or otherwise in and around the premises of the college shall be denied the right to admission for higher learning in this institution without assigning any reason for the same.
6. No change of optional or second language will be allowed after admission.
7. Qualifying certificate and mark list once deposited will not be returned except when the student leaves the college. Hence they are advised to keep sufficient numbers of attested copies of these documents.
8. Fees once remitted shall not be refunded.

1.3 ATTENDANCE AND LEAVE

1. Each working day is divided into two sessions, the morning session consisting of three periods and the afternoon session consisting of two periods. (Or as specified by the University/Govt. from time to time)
2. Students must be in their seats by the second bell at the beginning of the session. At the third bell they shall stand up for prayer.
3. Attendance will be marked at the beginning of each period.
4. Late comers should not enter the class nor should any student leave the class without the permission of the Principal /Vice Principal in charge.

5. All working days irrespective of the number of periods shall be considered as full working days.
6. The semestral certificates of attendance and progress required by the university for admission to the university examination will not be granted unless:-

The student has attended not less than three fourths number of working days during the academic year and the principal is satisfied with the progress and conduct of the student.

1. Students are not permitted to absent themselves without leave for the whole or part of a day.
2. Absence without leave for one period or a session will be considered as half day of absence.
3. Leave for one period or an hour may be granted by the teacher in charge of the class. A student who absents himself/herself for a day or more may be granted leave on submission of application for leave to the Principal with the recommendation of the HOD or the class teacher concerned. Leave shall not be granted on flimsy grounds.
4. Absence without leave from any examination, seminar and lab shall be reported by the respective teachers to the principal.
5. In case of absence from internal examination leave should be obtained from the Principal.
6. A student absenting without leave for more than 10 consecutive days without satisfactory explanation will have his/her name removed from the rolls.
7. A student absenting for a period exceeding 5 working days with or without leave should report himself/herself to the principal on his/her return to the college.
8. Students absenting from internal examination without grave reason will not get further chance, of writing the exam.
9. Students who have less than 75% attendance should obtain permission from the University for writing university examinations. College has no responsibility in this regard.
10. Attendance will be marked and reported to the university as per rules.
11. Each day attendance will be closed at 9.50 am during the first hour. Attendance will be marked at the beginning of all other hours.

12. Students who avail themselves of leave for a period of more than one day will have to submit their request in writing to the Principal with the recommendation of the class teachers.
13. For full day leave of absence, students have to submit their requests with the signed consent of the parent and class teacher. Application for leave must be countersigned by parent & class teacher.

1.4 ARRIVAL AND DEPARTURE

1. All students shall be in the class by 9.35 am or as notified by the University/ College from time to time.
2. Students are not to hang about in the town and at the bus waiting shelter. Those who arrive early are to spend their time in the library. Do not loiter on the Verandahs or crowd round near the stair case.

1.5 UNIFORMS

1. Wear uniforms on all working days. Shirts are to be buttoned up ID cards are to be worn around the neck. Wear your shirts in a decent manner. Uniform pants must be executive type. It is compulsory for boys to tuck in their shirts. Anybody entering the campus without uniform and ID card will be charged a fine of Rs. 50/-. Violation of dress code will be treated as misconduct attracting disciplinary action.

II CODE OF CONDUCT FOR THE PARENTS/ GUARDIANS OF THE COLLEGE STUDENTS

College ensures a peaceful learning environment that is safe, positive and supportive for all students and staff of the College. The College is run by the St. Joseph's Province of CST Fathers Aluva. The College treats the parents/guardians of the students as active partakers in the formation of each student. Parents/guardians should always attend their children/wards in forming good character. They should cooperate with the College authorities in this regard.

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 the students. 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 ethos of the College.
4. Parents have the right to raise issues and concerns related to the education of their child 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 belong to the collective responsibility of teachers and parents/guardians.
6. The General Body shall be the supreme authority of the Association. Only the parents/guardians of all the students on rolls of the College during a year and all permanent teachers on roll shall constitute the General Body of the Association. The General Body elects the members of the Executive Committee, and the Committee shall be for a period of one academic year.
7. The day-to-day functioning of PTA is done by the PTA Executive which may be convened according to the needs of the institution.
8. 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.

9. The PTA should help the College authorities to maintain good discipline and high academic standards.
10. The PTA also has to take creative steps to collect voluntary subscriptions, donations, gifts, etc. from members, non-members and other institutions for furthering the aims and objectives of the association.
11. They are advised to meet in person the HoDs and Principal regarding the conduct and overall performance of the children/wards. It is highly appreciable that the parents/guardians should visit the HoD at least once in a semester.
12. Parents/guardians should inform the class tutor when a student is on leave due to ill health for more than 3 consecutive days.
13. In cases of extreme necessity, the parents/guardians should directly contact with the HoD, and if delegated the class tutor in order to get the permission for the students to leave the campus before 3.10 pm.
14. Parents/guardians can approach any teachers of the staff only with the prior consent of the HoD.
15. Parents/guardians should maintain courteous and respectful attitude towards the staff (teaching and non-teaching) of this College.
16. In matters of discord and grievances, the parents/guardians are requested to make a direct meeting with the principal/ respective HoD. Kindly do not resort to any inappropriate, malicious and judgemental gossips in case of issues regarding your student and College. A direct conversation will clarify any confusion regarding the issue. The College takes seriously any issues that are brought to its attention.
17. In matters where other students are also involved, no parent is allowed to make any kind of direct communication with them in person. Only in the presence of the Principal/HoD/class tutor, a parent can meet other students.

III CODE OF CONDUCT FOR THE NON-TEACHING STAFF

1. All the non-teaching staff, being supporting staff of the College should work in collaboration with the Superintendent under the orders of the Principal. Each one shall report to the duty in time.
2. They should strive to maintain the academic atmosphere of the College through the works assigned to them.
3. They are not allowed to sub-delegate the responsibilities entrusted to them without the prior permission of the principal.
4. They are not allowed to leave the College campus during the working hours unless permitted by the principal.
5. They should adhere strictly to the laws and regulations of the College.
6. They should deal with students, staffs and colleagues with respect and courtesy.
7. They should maintain honesty, discipline, fairness and justice in their official duties.
8. They should keep the confidentiality of the records maintained in their offices and are custodians of the files and papers entrusted to his/her section.
9. If anyone raises complaints against the functioning of any section, he/she should be directed to the Superintendent. Matters beyond the jurisdiction of the Superintendent should be referred to the Principal without any delay.
10. On unavoidable circumstances they can take leave on working days. They should get permission from the Principal and inform the leave to the immediate superiors for the proper functioning of the offices.
11. Non-teaching staff who are working in the department laboratories shall maintain a stock register for all the articles, equipment, chemicals, etc and they will be responsible for all the articles and files under their custody.
12. They should refrain from the use of alcohol and other intoxicants in the campus and also from receiving bribes of any type. Moral uprightness is expected from all staff members.
13. Strict action will be taken if any file is delayed purposefully.

All should co-operate with the Management, administration and the teaching staff for the smooth and efficient functioning of the College.

IV CODE OF CONDUCT FOR THE TEACHERS

1. The teachers should uphold the vision and mission of the College, and work for the holistic development of the students.
2. All the teachers should be present in the respective staff rooms of departments before 9.00 a.m., and they can leave the campus only after 3.30 p.m.
3. The teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.
4. They have to do properly the special duties assigned by the Principal.
5. They should mark the attendance and maintain the documentation in the Attendance Register entrusted to them.
6. They should maintain a personal contact with the students, and the class tutors and mentors have greater responsibility in the well-being of the students of their respective classes. Each Tutor and Mentor should keep the contact details of their students and their parents.
7. All the teachers should keep the Code or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time.

4.1 Teachers and their Responsibilities

1. Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her percepts and practices.
2. They should adhere to a responsible pattern of conduct and demeanours expected of them by the community.
3. They should manage their private affairs in a manner consistent with the dignity of the profession.

4. They should seek to make professional growth continuous through study and research.
5. They should express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
6. They should perform their duties in the form of teaching, tutorial, practical and seminarwork conscientiously and with dedication
7. They should cooperate 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, advising and counseling students as well as assisting in the conduct of university and College examinations, including supervision, invigilation and evaluation.
8. They should participate in extension, co-curricular and extra-curricular activities including community service.

4.2 Teachers and Students

1. Teachers should respect the right and dignity of the student in expressing his/heropinion.
2. They should deal justly and impartially with students regardless of their religion, caste,political, economic, social and physical characteristics.
3. They should recognize the difference in aptitude and capabilities among students andstrive to meet their individual needs.
4. They should encourage students to improve their attainments, develop their personalitiesand at the same time contribute to community welfare.
5. They should inculcate among students scientific outlook and respect for physical labourand ideals of democracy, patriotism and peace.
6. They should be affectionate to the students and not behave in a vindictive mannertowards any of them for any reason.
7. They should pay attention to only the attainment of the student in the assessment ofmerit.
8. They should make themselves available to the students even beyond their class hours andhelp and guide students without any remuneration or reward.

9. They should aid students to develop an understanding of our national heritage and national goals.

4.3 Teachers and Colleagues

1. They should treat members of the profession in the same manner as they themselves wish to be treated.
2. They should speak respectfully of other teachers and render assistance for professional betterment.
3. They should refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
4. They should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

4.4 Teachers and Authorities

1. Teachers should 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.
2. They should cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
3. They should cooperate through their organizations in the formulation of policies of the other institutions and accept offices.
4. They should cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

4.5 Teachers and Non-Teaching Staff

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff

V CODE OF CONDUCT FOR THE PRINCIPAL

1. The Principal of the College is responsible to abide by the Code or Professional Ethics for University and College Teachers.
2. Principal is responsible for the day-to-day administration of the College.
3. The principal should take creative steps to materialise the vision and mission of the College from time to time.
4. The Principal should initiate development activities of the College in due consultation with the management.
5. The principal has the prime responsibility to maintain the academic atmosphere of the College. He/she should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities.
6. The Principal should monitor, manage and educate the administration of the institution and take remedial measures wherever it is necessary.
7. It is the duty of the Principal to ensure the discipline of the staff, students and non-teaching staff.
8. The Principal has to ensure the equal treatment to all the people in the campus of the College by removing any kind of discriminatory and disparate practices at any level on the basis of caste, creed, religion, race, and sex within the administrative and academic structure of the College.
9. Equal opportunities for all students should be ensured by the Principal.
10. The Principal should put best efforts to bring in adequate infrastructural and financial support for the College.

11. Incidents of sexual harassment, sexual abuse and violence against people who belong to scheduled castes and tribes should be immediately informed to the Principal, and the Principal should give an official complaint to the consigned government authority without any delay.
12. The Women Cell and the Complaint Redressal Cell in the College should inform the Principal any case that is reported to it along with the actions the Cell has taken on behalf of it.
13. The Principal should take measures to ensure the collective responsibility of all staffs and students in the College and thereby build mutual confidence amongst them.

VI CODE OF CONDUCT FOR THE MANAGING BOARD OF THE COLLEGE

1. The Managing Board of the College consists of the Patron, the Manager, Principal and the members nominated by the Manager. The body should work with mutual understanding and respect for the good of the College. It should work to uphold the vision and mission of the College.
2. The Managing Board should ensure the academic profile of the College, and try to open new avenues for further research pursuits in the College. It should ensure an environment conducive for research for all times.
3. The timely maintenance of the infrastructure and channelling funds for the further development of the institution and initiating remedial measure should be prime concern of the Managing Board.
4. The Managing Board is responsible to enforce discipline in the College administration and campus from time to time.
5. It should maintain transparency and fairness in all kind of administrative activities.
6. It should ensure the taking of feedbacks from students, staff, parents, and non-teaching staff from time to time, and take necessary steps to improve the service of the College at all levels.
7. It should maintain vibrant relationship of the College with the local community and ensure their participation in the welfare of the College.
8. It should ensure non-discriminatory practices in the College providing equal opportunity to all irrespective of caste, creed, religion, race and sex.
9. The Managing Board should take active steps to implement regulations and requirements demanded by State and National Governments, and Councils for

Higher Education.

10. The Managing Board should meet at least once in a year but it is advised to meet as frequent as possible

