

CODE OF CONDUCT FOR THE STAKEHOLDERS



ST. THOMAS COLLEGE, PALAI

2019-2020

PREFACE

Education which consists of learning, skill development and value acquisition is the most important factor of human resource development. The development of human resource to the maximum is the prime responsibility of the society.

Various stakeholders like students, their parents, teachers, principals and the Governing Boards play a significant and concerted role in this process. St. Thomas College, Palai which strives for imparting value-based education, has always maintained 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 anew for the various stakeholders and let it be a lantern on our march towards the third decade of twenty first century.

Sd/-
Principal

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I CODE OF CONDUCT FOR THE STUDENTS OF THE COLLEGE

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. Every morning we begin our work with a 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. Classes will be held from 10.00 a.m. to 13.00 hrs and 13.50 hrs to 15.50. The time, from 9.00 a.m. to 10.00 a.m. and 16.00 to 17.00 hrs will be tutorial time.
2. Every student shall behave and conduct himself/herself in the College and the hostel in a dignified and courteous manner and should be respectful to the teachers.
3. Consumption of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus and the hostel and action will be initiated against those who are found to have consumed them.
4. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus and hostel.
5. Learning not to damage property whether public or private is one of the primary requirements for civilized behaviour. Students shall not disfigure/damage or destroy public or College properties. In the event of such damage or destruction the cost of such properties will be recovered from the student(s) concerned. Disciplinary action will also be taken against the delinquents.
6. Silence shall be maintained in the College Administrative Block. Students should help to keep an atmosphere of learning in the campus of the College.
7. Unauthorized entry of outsiders into the campus as well as the hostel is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or the hostel.
8. No one shall bring, distribute or circulate any notice, pamphlet, leaflet etc. within the campus or the hostel. The possession, distribution or exhibition of any object which is per se obscene within the campus or the hostel is also actionable offence.

9. Politically based student organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by the politically based student organizations.
10. Nobody shall exhibit any type of banners, flags, boards etc. inside the campus, gates, walls and on the compound walls. Similarly, students are prohibited from disfiguring the walls of the College building. Except with the specific permission of the principal, no student shall collect money either by request or by coercion from others within the campus or the hostel.
11. The College being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike or agitation including slogan shouting, *dharna*, *gherao*, burning of effigy or indulge in anything which may harm the peaceful and serene atmosphere of the institution and shall eschew from violence within the campus and hostel.
12. Any student who is found to exert undue influence on fellow students will be strictly dealt with.
13. No student will enter or leave the classroom when the session is on without the permission of the teacher.
14. Students absenting themselves without submitting proper leave application for more than ten working days will have their names removed from the rolls. They may be readmitted only at the discretion of the principal.
15. Usage of mobile/cell phones within the campus is prohibited. Violation of the ban would entail seizure of the same with fine. Misuse of IT including e-mails and social media is also strictly prohibited.
16. There is a students' grievance redressal cell in the College. In case the students have any grievance or complaint they may approach the head of the department first and if not satisfied, the principal. The principal will at his discretion refer the matter to the students' grievance redressal cell consisting of the vice-principal, one HoD and one senior teacher nominated by the principal.
17. Students who are charged in criminal offence or are under suspension will not be allowed to enter the College campus without the permission of the principal.
18. The Principal shall have power to declare holiday for the College if he is satisfied that peaceful academic functioning of the College cannot be carried on.

19. Any case of criminal activity or violation of law and order in the College campus will be reported to the police and the police shall register case and initiate action against the offenders.
20. The terms and conditions of admission and the code of conduct are included in the College calendar issued to the students and are binding on the student. In the application form for admission an undertaking shall be given by the student and the parent accordingly.
21. In the matter of internal discipline the decision of the principal shall be final.
22. Students should not throw litter in the campus; rather place them only in the waste bins. This campus is yours and you are duty bound to keep it clean.
23. All UG and PG students are required to wear their prescribed uniforms on all working days except Wednesdays. Students are expected to be properly dressed. Low waste jeans, colour *dhotis*, collarless T-shirts, indecent stitching and showy clothes are strictly prohibited. Women students are expected to show lady-like dignity in their dress and general behaviour.
24. Students are not permitted to bring their vehicles into the campus. The staff can park their vehicles at the allotted space in the campus.
25. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the principal, is likely to have an unwholesome influence on his fellow students, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
26. Rise from your seats when the teacher enters the classroom and remain standing till he takes his seat or till you are allowed to sit down. Greet your teacher appropriately when the teacher enters the class. Rise again and say 'Thank you, Sir' when the teacher leaves the classroom.
27. Nothing is more appreciated in a student than courteous and mannerly behaviour. Greet your teachers when you meet them inside and outside the campus. Do not tuck up your dhoti when you are in the campus. Please note, it is rude behaviour to enter a room without being asked to, not to say 'Thank you' when something is done for you, to jump queues, to scramble for seats in the bus, to get past a person at a door or passage without saying 'Excuse me' or not to say 'sorry' when you have bumped into someone.
28. Students are expected to spend their free hours in the Library/Reading Room. They should not loiter along the verandas or crowd at the gate or in the main road.

29. All types of ragging, eve-teasing are strictly prohibited. Such cases will be reported immediately to the police.
30. Attendance will be marked at the beginning of each period by the teacher engaging the class. Late-comers may be given or refused attendance for the period, or marked late, at the discretion of the teacher concerned. If a student is absent for one hour, it will be treated as absence for half a day and if his absence is for two or more than two hours, it will be treated as absence for one full day.
31. A student requiring leave for a particular period may be granted such leave by the teacher concerned. A student who is present cannot leave without permission.
32. Application for leave for more than a period must be made to the Principal in the prescribed form by 10 a.m. When absence is due to some unforeseen cause, the application should be submitted as early as possible, and in no case later than the first day of the student's return to the College.
33. Absence without leave from any examination or from the composition or practical work will be reported by the teachers concerned to the Principal. Leave of absence from a term examination should be obtained from the Principal.
34. A student absenting himself/herself from the College even for a day should submit the leave application to the Principal, duly signed by the teacher in-charge.
35. A student absenting himself/herself for a period exceeding five working days, whether with leave or without leave, should on his return to the College, report to the Principal.
36. A student absenting himself/herself without leave for more than ten consecutive days will have his name removed from the rolls and he may be re-admitted on payment of College dues, if any.
37. Application for leave must be countersigned by the student's guardian and recommended by the tutor or the teacher-in-charge of attendance or the HoD and is to be submitted to the principal immediately after the return from his/her leave. For hostel students, the warden's recommendation is sufficient. All leave applications including duty leave, must be submitted within one week.
38. Duty leave for physical education activities will be granted only to athletes representing the College or university in various matches, tournaments and sports events. Such students should submit their leave applications duly recommended by the Director of Physical Education not later than one week after the event.

39. The maximum period for which duty leave can be granted to a student for sports is 10% of the total number of working days. NCC cadets are also eligible for such leave.
40. Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the university on valid grounds. This condonation shall not be counted for internal assessment.
41. Benefit of attendance may be granted to students attending University College Union co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week from competent authorities and endorsed by the head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.
42. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.
43. At the time of admission the students will be provided with an identity card. Students are required to wear College identity cards while in the campus. Students are not permitted to enter the campus without wearing their identity cards. For availing of any service from the College, identity card and uniform are mandatory for students.
44. If a student loses his/her identity card, a duplicate should be obtained immediately on payment of Rs. 100/-.
45. Identity card should be produced for verification when it is asked for by any member of the College staff.
46. Boy students not residing with their parents should normally reside in the Christu Raj Hostel. They can, however, stay with their local guardians.
47. Students are strictly forbidden to reside in unapproved lodgings. Those desiring to reside in approved lodgings must obtain the permission of the Principal.
48. Students shall submit to the College office in the prescribed form obtainable there, full information regarding their residence.
49. Any subsequent change in residence can be made only with the written permission of the principal.

50. A student seeking admission to Christu Raj hostel has to pay Rs 5000/- as caution deposit, Rs 1000/- as administrative charges and Rs 1000/- as admission fee along with his application for admission. No exemption will be made to this rule except in the case of scheduled tribes, scheduled castes and Christian converts from them.
51. For admission to the hostel, application should be made direct to the warden or to the asst. warden after securing permanent admission in the College. The application form is to be downloaded from the hostel website (www.crhostel.in).
52. The mess being run on the dividing system, rates vary according to the menu, the strength of the mess and fluctuation in prices.
53. Women students in degree and postgraduate classes can find accommodation in the four women's hostels located just opposite the College - Sacred Heart, Alphonsa, Adoration and Assumption.
54. In all matters of admission, accommodation and disciplinary action against the boarders, the Principal's ruling will be final.
55. A hosteller leaving the College is not entitled to T.C. and caution money unless he/she produces a certificate from the warden that his/her dues to the hostel have been fully paid up.
56. If a student residing in the hostel absents himself/herself from the classes without bonafide reasons he/she shall be asked to quit the hostel.
57. Dismissal from the hostel for grave misconduct will entail similar punishment in the College and punishment in the College for misconduct of boarders will entail similar punishment in the hostel also.
58. Three percentages of the total seats in the hostel are reserved for handicapped students.

1.1 Mahatma Gandhi University Students' Code of Conduct Rules - 2005

Mahatma Gandhi University Students' Code of Conduct Rules-2005 introduced vide UO. No. 162/2004/2/Elen. dated 16 February 2005 has laid down rules for maintaining discipline in all Colleges affiliated to the university, which will be binding on all students of the College. The university order prohibits political activity inside the campus. Political activity is defined as "any act, activity or conduct by any student in a College by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication whatsoever".

Prohibition on political activity inside the campus means the following:-

- a) No student of a College shall get himself/herself involved in any political activity by himself/herself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- b) Taking part in any political activity by organizing students or gathering inside the College campus for the purpose of doing any activity as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal has the power to take disciplinary action against students who indulge in the aforesaid activities.
- c) It shall constitute gross indiscipline to call for an appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or student wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they will be punished as per the rules stated above.
- d) No student of a College shall stage or indulge in any activity like dharna, gherao, and the like obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- e) No student shall shout slogans inside the classrooms, office or any other place inside the campus and obstruct or cause disturbance to the everyday functioning of the institution.

1.2 High Court Order Prohibiting Campus Politics

The Honourable High Court of Kerala has declared in the St. Thomas College, Palai Case Judgement dated 26-05-2003 that the educational institution has the right to prohibit political activities on the campus and forbid students from organising or attending meetings other than the official ones within the College campus. The relevant part of the judgement is quoted below:-

We are of the view that guideline (9) banning political activities within the campus and forbidding the students from organising or attending meetings other than the official ones within the campus is not designed to prohibit any of the fundamental rights of the students guaranteed under Article 19 (1) (a) or 19 (1) (c). It is not a total prohibition of any fundamental right, but only a reasonable restriction confined to College campus and the code of conduct cannot be flouted in the name of any other freedom or the rights guaranteed under Article 19 (1) (a) or 19 (1) (c). Once students are admitted to an educational institution they are bound by the code of conduct laid down by the educational institutions through the prospectus or College calendar and it is implicit that they should observe the code of conduct

necessary for the proper administration and management of the institution. Restrictions are only reasonable and designed to promote discipline in the educational institution so that the objectives of the educational institution could be achieved and the wisdom of laying down those restrictions cannot be challenged by the student after getting admitted to the educational institution. The right to admission not being absolute there could be regulatory measures for ensuring educational standards and maintaining excellence in education. Rules are made for maintaining discipline in the educational institution which is applicable equally to the management, teaching staff, non-teaching staff and the student community as a whole for its proper functioning. Clause 9 of the General Discipline laid down by St. Thomas College, Palai does not violate Article 19 (1) (a) or 19 (1) (c) of the Constitution of India and therefore liable to be upheld. In other words, those restrictions are for the proper functioning of the educational institution itself.

1.3 UGC Regulation on Curbing Ragging

In June 2009, the UGC has notified a comprehensive set of regulations to curb the menace of ragging in educational institutions.

1.3.1 What is Ragging?

As per the UGC Regulations 2009, 'Ragging' constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which rudeness a fresher or any other student.
- b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or torment or embracement so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student including a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or group of students.

- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of sexual abuse, homosexual assaults, stripping, forced obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

1.3.2 Punishments for Ragging

The UGC regulations stipulate that students can be expelled from an institute and debarred from taking admission to any other institute for a specified period after being found guilty of the offence.

As per the regulations any students can be fined up to Rs. 2.5 Lakhs if found guilty of ragging. The UGC regulations provide for justification of a student, a period from one to four semesters.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/withdrawing scholarship/fellowship and other benefits.
- c) Debarring from appearing in any test/examination or other evaluation process.
- d) Withholding results.
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- f) Suspension/expulsion from the hostel
- g) Cancellation of admission
- h) Rustication from the institution for periods ranging from 1 to 4 semesters

- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- j) Fine ranging between Rupees 25,000/- and Rupees 2.5 lakh
- k) Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

1.4 College Union

The College Union is organized with the following objectives:

- a) To train the students of the College in parliamentary democracy so that they may be responsible future citizens of India, aware of their duties, responsibilities and rights.
- b) To promote opportunities for the development of character, leadership, efficiency and spirit of service among students.
- c) To organize cultural programs, quizzes, debates, seminars, work squads, touring parties etc. so that the students may acquire knowledge on current topics and develop deep thinking about them.
- d) To encourage extracurricular activities like Youth Festival, Sports Meet etc. that are conducive to the above objectives.

1.4.1 Regulations Regarding the Election to the College Union

1. The election to the College union will be conducted on the parliamentary model as per paragraph 6.2.4 of the J.M. Lyngdoh Commission Report and order passed by the Supreme Court of India in SLP No. 24295/2004 and the High court of Kerala.
2. The College union will have a Students' General Council and an Executive. All students are members of the Students' General Council. In order to conduct election to the Executive Council, an electoral council consisting of two elected representatives from each class will be formed. The electoral council will elect the Executive Committee consisting of the following office bearers: the Chairman, Vice-Chairman, General Secretary, University Union Councillors, Magazine Editor and the Arts Club Secretary. There shall be a Secretary of sports who will be nominated by the committee consisting of the Principal, The Head of the Dept. of Physical Education and the Staff Advisor of the Students' Council.
3. An SC/ST representative also will be nominated, if there is no SC/ST among those elected to the Executive.

4. One member representing the students of each Degree and P.G. class elected by and from among the student representatives of the respective years in the electoral council will also represent in the Executive Council.
5. Two lady representatives will also be there elected by and from among the lady representatives in the Students' General Council.
6. The language secretaries of Malayalam, English and Hindi will function as assistant editors for the respective sections of the College magazine.
7. The candidates contesting to the electoral council should possess a minimum of 75% attendance in the previous year (except in the case of first year students) and should have passed all the examinations held so far. Those who were granted condonation of attendance in the previous year are not eligible to contest in the election.
8. Anyone against whom disciplinary action of any kind has been taken (inside or outside the campus, civil or criminal) ipso facto stands debarred from contesting elections to electoral council.
9. Students are forbidden to contest in the Union election on the label of student organizations.
10. The office-bearers of these various departmental associations will be elected by the members under the supervision of the Department Heads.
11. The Principal is the ex-officio Treasurer and Patron of the College Union. Expenses for the activities of the College union require prior sanction of the principal and the College union advisor.

1.5 College Library

1. The library will be open from 8.00 a.m. to 6.00 p.m. on all working days except Sundays and other office holidays. The issue/return counter works only from 9.30 a.m. to 4.30 p.m. Saturdays will be maintenance days and the library will be open from 8.45 a.m. to 3.45 p.m. But no book will be issued/returned on those days.
2. Students entering the reading room or the stacks at the reading and reference counters should produce their identity cards at the entrance on demand.
3. Before entering the library personal articles like books, umbrellas, bags etc. should be kept at the entrance at places assigned for the purpose. Strict silence should be observed in and around the Library.

4. Magazines and papers should not be removed from their places on the tables and stands.
5. No mechanical reproduction or tracing of materials shall be made without the permission of the librarian.
6. Books of reference, illustrated and rare books, special books, multivolume collections, serial publications and periodicals will not be issued out. However, these may be consulted within the library after making necessary entries in the reference register.
7. Books are issued to the students on borrower cards. Degree students will be issued two cards each, P.G. students 5 and research students 5. As a rule, only one book will be issued on a single card. The reader must surrender his/her card when a book is issued and take back the card when the book is returned.
8. I P.G. and I D.C. students should apply for Borrower Cards in the prescribed form (available in the library) within 30 days of their admission. Cards are issued for the duration of the course.
9. On completion of the course, students should return their library cards by the dates fixed for the purpose, Borrower cards are not transferable.
10. Students should submit in writing to the librarian, if their library card is lost. To replace a lost card a duplicate may be issued after one month, on payment of a penalty of Rs. 20/-.
11. We have the open shelf system here and the student has access to any section/shelf. After making his selection, the borrower must fill in the loan slip (available at the counter), and hand over the book, loan slip, borrower card and his identity card at the issue counter. The book will be issued after the loan slip, the card and the identity card are checked.
12. Before leaving the counter the borrowers shall point out to the Librarian any damage or mutilation on the books they are taking. The Librarian will make necessary entries in the book and put his initials.
13. It is the duty of the librarian and his staff to examine the books when they are returned by the borrowers in order to take immediate action whenever necessary.
14. The loan period is 14 days. But in special circumstances the Librarian can call back any book at any time from a reader, even if the period of loan has not expired.

15. Books issued will not be renewed. However, if there is no other demand, a book may be re-issued for one or more week after it is returned. Delay in returning a book after the due date will entail a fine of one rupee per day of delay for each volume.
16. Borrowers will be responsible for the loss of or damage to the books taken out by them. Marking on books with pencil or ink, soiling them, injury to pages or binding, underlining, writing remarks etc. on pages, folding or tearing off pages, etc. will be held as serious charges.
17. If a book belonging to a set or series is lost or damaged and a new volume is not separately available, the user will be required to replace the whole set or series. The damaged set or series may be taken away by the person after making the replacement.
18. If a book is lost, it should be reported to the librarian immediately. He will decide if the book is to be replaced or paid for.
19. If a book is not returned within one month after the due date, it will be considered lost. No member will be allowed to borrow books until the dues, if any, are cleared. If after the payment of the cost, a book lost or missing is recovered, the library will not accept it.
20. Books taken for reference/consultation need not be put back on the shelves by the readers themselves but may be handed over to the Assistant-in-charge.
21. All library arrears should be cleared by the students before they receive their hall tickets for university examinations or before obtaining the T.C. if they leave before the completion of the course.

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

St. Thomas College, Palai, 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 Catholic Diocese of Palai. This institution inculcates Christian values and virtues in its campus aiming at an integral formation of the students: academic, emotional, social, creative, physical and spiritual. 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. The PTA shall try to institute scholarships, prizes, medals, etc. to benefit students showing a high proficiency in their studies.
12. The PTA should ensure improvement in the standards of infrastructural facilities.
13. 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.
14. Parents/guardians should inform the HoD when a student is on leave due to ill health for more than 3 consecutive days.
15. 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 3.45 pm.
16. Parents/guardians can approach any teachers of the staff only with the prior consent of the HoD.
17. No parent/guardian is allowed to enter the classroom of their children. They can meet the student in duly assigned places in the department blocks.
18. Parents/guardians should maintain courteous and respectful attitude towards the staff (teaching and non-teaching) of this College.
19. 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.

20. With regard to any complaints regarding grave issues, the parents/guardians should meet the Principal first of all. If the HoDs direct the parents/guardians to the office of the Principal regarding any issue, they should deal it with the Principal's in person.
21. 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. For articles damaged by the students a separate register should be maintained
13. 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.

14. 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 9.30 a.m., and they can leave the campus only after 4 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 online, 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. Members of the teaching staff may borrow books from the College library, and they can keep text books with them for the whole academic year. Other books may be kept up to 30 days. At a time they can take maximum ten books. However, all books borrowed from the library should be returned before 30th April every year. All the privileges for the staff regarding the borrowing of the books can be revoked at times of grave necessities, and the librarian will inform the matter beforehand.
8. 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 perceptions and practices. The

national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

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 maintain active membership of professional organizations and strive to improve education and profession through them.
7. They should perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication
8. 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.
9. 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/her opinion.
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 and strive to meet their individual needs.

4. They should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. They should inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
6. They should be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. They should pay attention to only the attainment of the student in the assessment of merit.
8. They should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. They should aid students to develop an understanding of our national heritage and national goals.
10. They should refrain from inciting and instigating students against other students, colleagues or administration.

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

3. They should cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. They should cooperate through their organizations in the formulation of policies of the other institutions and accept offices.
5. 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.
6. They should adhere to the conditions of contract.
7. They should give and expect due notice before a change of position is made.
8. They should 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.

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.

4.6 Teachers and Guardians

1. Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of 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.

4.7 Teachers and Society

1. Teachers should recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. They should work to improve education in the community and strengthen the community's moral and intellectual life.
3. They should be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. They should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

5. They should refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

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. The institution of new scholarships, and channelizing funds for academic and extra-curricular activities should be done only with the due permission of the Principal.
12. Every department should get permission from the Principal for the extension programmes they plan to conduct.
13. 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.
14. 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.
15. 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.