

POLICY DOCUMENT ON CODE OF ETHICS

CODE OF CONDUCT FOR PRINCIPAL

- Oversee all administrative and financial activities of the institution
- Constitute necessary committees for the smooth functioning of the institutional activities
- Make sure transparency and effectiveness in every institutional activity
- With the support of corresponding Committees and Cells, the Principal should implement strategic plans and actions for the betterment of the institution.
- Principal is responsible to maintain discipline in the college
- Principal is the final authority to interpret and the right to frame bylaws. and also enforce rules governing the conduct of staff and students on the campus.
- Principal shall monitor and approve financial estimates, infrastructural requirements and academic plans and ensure proper maintenance of all necessary records of the institution.
- Principal shall be impartial in all his/her decisions
- Maintain tolerance in sensitive issues related to students and subordinates
- Ensure hygienic environment, eco-friendly campus and safety in the institution
- Uphold the values of gender equity
- Facilitate student placements and student development programmes

CODE OF CONDUCT FOR HEAD OF THE DEPARTMENTS

The Heads of the Departments in the Institution follows the guidelines issued by the Higher Education Department, Government of Kerala regarding the appointments, duties and responsibilities.




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CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. 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.

Teachers of the institution are bound to follow rules and regulations prescribed by UGC, University of Kerala, Kerala Service Rules (KSR) and Management. Based on the above-mentioned authorities following are the main rules of code of conduct.

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.

(viii) Participate in extension, co-curricular and extra-curricular activities including community service.



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I. TEACHERS AND THE STUDENTS

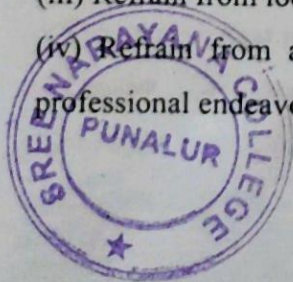
Teachers are bound to:

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

II. TEACHERS AND COLLEAGUES

Teachers are bound to:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.



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IV. TEACHERS AND AUTHORITIES:

Teachers are bound to:

- (i) 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;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) 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.

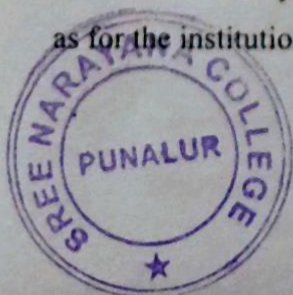
V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers ought to treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VII. TEACHERS AND GUARDIANS

Teachers ought to:

- (i) Make sure that institution maintains contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas for the benefit of the students as well as for the institution.



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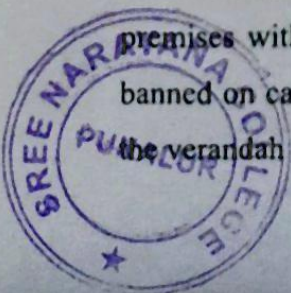
VII. TEACHERS AND SOCIETY

Teachers ought to:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Code of Conduct for Students

- Adhere to the Vision and mission of the Institution that imbibes Sree Narayana Guru's teachings.
- When a teacher enters the class, the students must keep standing until the teacher has invited them to sit down or he/she himself / herself occupied his/her seat.
- Students should keep with them texts and note books required for the classes they attend.
- No student shall leave the classroom during a lecture without the permission of the teacher.
- Students who happen to have no class should not loiter in the corridors of the campus during the class hours.
- Students are forbidden to attend or organise any meeting in the college or to collect money for any purpose without the permission of the principal. They should not circulate among the students any notice of petition or paste it anywhere in the college premises without any written sanction of the principal. Political activism is strictly banned on campus. Students resorting to strikes are strictly prohibited from entering the verandah of the building or the class rooms.



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- They should always show respect to seniors and superiors, polite and courteous to all
- Habitual negligence in college work, dishonesty, obscenity in word or any other acts of misconduct will result in severe disciplinary action.
- Students are forbidden from making any marks on the furniture or on the walls of the college.
- Students are expected to maintain decency and decorum in dress and behaviour. Indecent behaviour, uttering bad words will be punishable.
- 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 his fellow students, shall be removed from the rolls. The removal shall be temporary or permanent according to the intensity of the offence.
- All students admitted to the college should wear their identity cards and show them whenever the authorities demand.
- Mobile Phones are banned on campus. Violation of this rule will be punishable.
- No notice, petition etc. of any kind shall be circulated among students for publicity without the permission of the Principal.
- Political activism is strictly banned on the campus by the honourable high court and the management. Students are forbidden to organise or attend meetings other than the official ones.
- Students shall not take active part in political agitations directed against the Government or the Management. No flags except national flags are allowed on campus / premises of the college.
- Drinking alcohol, smoking, snuffing or using any other intoxicants are strictly prohibited on the campus.
- Any type of gatherings, celebration should be done with the prior permission of the principal
- The Principal is the final authority in the interpretation of the college byelaws and he reserves the right to frame and enforce rules governing the conduct of students in the classrooms and on the campus.



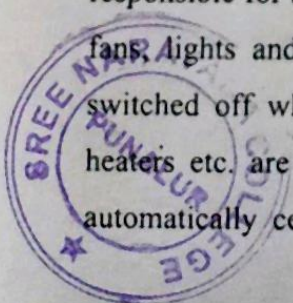
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REGULATIONS/RULES FOR THE OPERATION OF UGC- SPONSORED WOMEN'S HOSTEL

The college has a women's hostel located within the campus providing accommodation for 32 inmates. All students who do not reside with their parents or guardians shall reside in the hostel approved by the Principal. Changes in residence should be reported to the Principal. The Principal or one among the faculty members of the college appointed by the Principal, will be the Warden for the hostel. Warden is the chief authority of the hostel and shall take decisions on all matters related to the day-to-day event of the hostel. All employees who are posted for various duties in the hostel shall be under the control of warden. Communication between the inmates and employees at the hostel shall be routed through the Warden. The Warden shall manage the infrastructure of the hostel. Matrons shall be appointed for helping the Warden in the hostel. Students shall apply for accommodation in a hostel through the Head of the Department/tutor. At the time of admission students shall remit the required fees/deposits/mess advance. After the allotment is made by the Warden/Matron concerned, students shall occupy the rooms. Change of room may be permitted by the warden in exceptional cases, provided it is justified. Exchange of rooms shall be treated as violation of disciplinary rules. Such violation of the hostel rules of the residents shall be expelled from the hostels. Admission into the hostel is valid up to the end of the academic year. Students are deemed to vacate the hostel after the examination or the date of discontinuing the study. Students should vacate the hostel on summer vacation.

The hostel mess bill for each month will be displayed in the hostel notice board by the second of the following month. The mess fee must be paid before 7th of the following month. There shall be a students' Mess Committee and the Mess Secretary. Secretary can give suggestions regarding the mess to the Matron. The total expenditure for each month shall be collectively met by the students. The timings of the mess shall be fixed by the mess committee and matron. It is to be displayed at the entrance of the dining hall. It is not mandatory on the part of the kitchen staff to serve the meals outside the prescribed timings.

Residents will be completely responsible for all her personal possessions. Students are directed not to keep treasures in the hostel rooms. The hostel administration will not be responsible for any loss suffered. When students leave their rooms for attending classes then fans, lights and such other electrical gadgets must be switched off. Light must also be switched off when they go to bed. Use of all unauthorized electrical appliances such as heaters etc. are strictly prohibited. Any student who is suspended from the college will automatically cease to be a member of the hostel. Students' movement from and to the



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hostels should be recorded in the movement register kept with the Matron. Any Guest should record their name, the relevant details in the Visitor's Register. Cost of damage to any items or of the common property shall be charged from the concerned inmate. Ragging is strictly prohibited in the hostel premises and it is a criminal offence severely punishable as per the Supreme Court directives. It leads to immediate expulsion of the person engaged from the Hostel and it may extend even up to termination from the University.

MORNING PRAYER AND CLASS HOURS

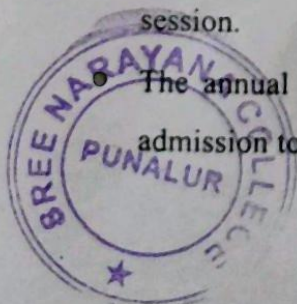
At the commencement of classes in the morning, the 'Daiva Dasakam' (prayer of humanity) is played on the public address system. Staff and students stand in reverential silence during its soothing and melodious rendering. The class hours are from 9.30 a.m. to 4.30 p.m.

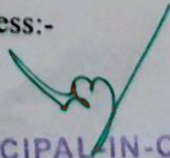
The College works under the full day system with two sessions. In between the two sessions there will be a noon interval of one hour from 12.30 p.m. to 1.30 p.m. Besides lecture classes, there will be seminars, tutorials, group discussions, counselling, club activities and extension works.

ATTENDANCE

- The teacher will mark attendance at the beginning of the period.
- A student who is not in the class when the attendance is taken shall be marked absent.
- A teacher shall however mark a student coming late present after dealing with him/her as he/she thinks fit.
- At the end of each term or at the beginning of the following term, a list will be put up on the General Notice Board, showing the number of days of attendance lost by each student till then.
- Absence from class for an hour will be considered as absence for the concerned session.

The annual certificate for attendance and progress required for promotion and for admission to the University Examination will not be granted unless:-




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- a. The student has at least 75% of the attendance prescribed by the University for the course.
 - b. The student has completed the course of instruction to the satisfaction of the authorities.
 - c. His/her progress in studies and conduct has been satisfactory.
- Students whose attendance falls below the prescribed minimum shall apply for exemption through the principal to the university.

Exemption will not be granted by the University, if the shortage of attendance exceeds 22 days. No application for exemption will be recommended more than once during a course. No application for exemption will be recommended by the Principal unless he/she is satisfied that the shortage of attendance was due to a cause beyond the students control. Ordinarily, long continued illness will be accepted as a plea for shortage of attendance. Absence without leave application will not be condoned under any circumstances.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Adhere Vision and Mission of the Institution
- The rules regarding Non-teaching staff's leave are as per Kerala Service Rules (KSR).
- All staff in the college shall discharge his/her duties efficiently and carefully according to the rules and regulations
- No staff employed in the college shall engage in other jobs directly or indirectly.
- In case of sickness or absence on medical grounds the staff are advised to produce a medical certificate to the concerned authority within one week.
- It is mandatory to do examination related duties conducted by the University or any other statutory agencies or any other college, upon proper intimation by the Principal and Chief Superintendent of Examinations. .
- Staff employed in a college shall refrain from his/her duties with prior permission from the college authorities.
- Staff employed in the college should not use any political influence for his/her individual service interests.

For availing casual leave, one should submit a written application to the Principal in

advance.

