

# SREE NARAYANA COLLEGE, PUNALUR

Kollam, Kerala – 691305

*Managed by the Sree Narayana Trusts, Kollam*  
*Affiliated to the University of Kerala*  
NAAC Reaccredited with B++ Grade (CGPA: 2.91)  
DST- FIST Supported

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## CODE OF CONDUCT

The institution upholds a well-defined Code of Conduct to ensure a harmonious, inclusive, and disciplined campus environment. It emphasises mutual respect, ethical behaviour, and accountability among students, faculty, and staff.

- When a student meets a member of the teaching staff of the college within the campus outside, it is a matter of politeness that he/she should greet him/her.
- 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 the texts and notebooks 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 from the principal. Political activism is strictly banned in campus. Students resorting to strikes are strictly prohibited from entering the veranda of the building or the classrooms.
- Students are not permitted to lodge complaints collectively or submit petitions as a group to any authority, as such actions are considered disruptive to good order. They are expected to remain respectful toward seniors and superiors, act with politeness and courtesy toward everyone, and demonstrate a commitment to good order, decorum, and cooperation.
- Habitual negligence in college work, dishonesty, obscenity in word or any other acts of misconduct will involve severe disciplinary action.
- Students are forbidden from making any mark on the furniture or on the walls of the college.
- Students are expected to maintain decency and decorum in dress and behaviour. Indecent behaviour, and uttering bad words will be punishable.
- Any damage done to college property will have to be made good.



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Principal Incharge  
Sree Narayana College  
Punalur

*(Signature)*

- Any student who is persistently insubordinate, who is repeatedly or wilfully 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 gravity of the offence.
- All students admitted to the college should keep with them their, identity cards, with recent passport size, duly attested by the Principal and produce it when demanded by the authorities.
- Mobile Phones are banned on the Campus. It is a punishable offence as per court orders. (for students)
- 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 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 flag is allowed in campus / premises of college
- Political activities are summarily banned on the college campus. Students engaging in any such activity which may cause disruption to classes or disturbance on the college campus are liable to be dismissed from the college.
- Drinking alcohol, smoking, chewing, snuffing, and other unwholesome practices are strictly prohibited on the campus.
- Any type of gathering, celebration should be done with the prior permission of the principal
- No student can enter the campus other than the working hours of the college. Nobody is allowed to enter the campus without 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.

*[Handwritten signature]*

**Princ. pal Incharge  
Sree Narayana Colleg.  
Punalu**

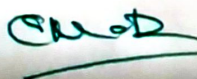


## MORNING PRAYER AND CLASS HOURS

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 however 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:
  - 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 or 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.



Principal Incharge  
Sree Narayana College

