

CODES OF CONDUCT



POLICIES AND PROCEDURES



MAR THOMA COLLEGE CHUNGATHARA

Codes of Conduct

The rules and regulations of the college ensure a peaceful and lively campus atmosphere. The college community is bound to abide by such rules along with the directions offered by the Honourable High Court of Kerala through its various judgements. The violation of these court orders will invoke contempt of the court and invite punishment.

Code of Conduct for Students

1. Dress code: Only formal wear is allowed on the campus. It should be based on a collective decision by the Parent Teacher Association and the Management committee members.
2. Students should wear their ID cards every day and the identity card must be returned to the college at the end of the course and bus concession card, at the end of every academic year.
3. Students shall always behave with dignity and courtesy and their behaviour in the college shall conform to the standards of academic decorum. Respect elders and teachers.
4. Students shall do their best to preserve the peaceful academic atmosphere of the campus.
5. Be regular and punctual to the College. Students should be present in their class by 9.30 a.m. and can leave the campus only after regular class hours i.e., 3.30 pm. They shall not leave the campus, if in case of emergency, without prior permission from the authorities. No student is allowed to stay in the campus after 5 p.m.
6. No student shall leave or enter the classroom without the permission of the teacher during the class hours.

7. Students are not allowed to organise or attend any meeting, collect money from others, put up notices, address students in the classroom without prior permission from the principal.

8. Ragging, teasing, intimidating, harassing, using words of abuse etc., within the campus or outside are punishable crimes under Police Act and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished. Any type of ragging including physical and mental impairment to the students is reported as a non-bailable crime.

9. Smoking and using or keeping alcoholic drinks or drugs are strictly forbidden in the college campus.

10. Furniture in the classrooms and all valuable assets of the college should be well maintained and should not be damaged or dislocated. Students are prohibited from writing on the walls of college and classrooms. All serious and wilful damage will be required to pay for with such penalty as may be imposed by the Principal. Legal action will be raised against those who behave contrary to the rules.

11. Any disfigurement or damage to college building, water, gas, fire, electrical installations, gardens and premises will invite penalty, legal and disciplinary action and the cost of the damages, if any, will be recovered from the students

12. All the complaints or grievances of the students should follow the three - tier grievance redressal system and should be reported to the Grievance Redressal Cell.

13. Educational concessions awarded to students are liable to forfeiture for misconduct and the concession will be withdrawn.

14. Students should not crowd in the verandas obstructing passage or sit on the side walls of the corridors.

15. As per High Court Order students and outsiders are not permitted to bring vehicles inside the campus during class hours. They are only allowed to park the vehicle at the respective parking lot allotted to them.

15. Students are strictly prohibited from using mobile phones anywhere in the campus as per Govt. Order No. 30115/K3/09/dated 10-2-2010.

16. Students who fail to register their names or to apply for the University examination will not be permitted to continue the course in the following year.

17. For any breach of discipline, students will be expelled from the college by the Principal in consultation with the College Council.

Library Rules

18. The library functions on all days except on Sundays and other holidays from 9.00 am to 5.00 pm.

19. Personal belongings like bags, umbrellas, etc. are not allowed in the library and should be set aside before entering the library.

20. Strict silence is to be observed in the library.

21. Students are permitted to freely access the books, journals and magazines.

22. Students should return the books within the allotted time frame failing which they will be levied a fine.

23. Students who fail to pay the fees on time will be levied a fine for their late submission.

24. A student coming late for the class shall not be allowed to enter the classroom without the permission of the teacher.

25. Students who are frequent late comers shall be directed to Heads of the departments or to the Principal and may have to face disciplinary actions in this regard.

26. Permission will be granted to take leave based on the submission of a request letter with proper and acceptable reasons.

27. Students who are absent on valid medical grounds should inform the same to their respective class teachers and should produce a valid medical certificate by registered medical practitioner on the date of joining the college after leave to avail exemption subject to a maximum of nine days except in special genuine cases accorded by the college.

28. The attendance certificate required for the University examination will be issued only if a student has attended sufficient number of classes in an academic year. Principal who monitors it should also be satisfied with the same.

29. Students who have cleared all their dues including hostel fees or any other fees will be issued a Transfer Certificate towards the end of an academic year. Before the issue of the same, the student should submit a non-liability certificate from the corresponding Departments, Library, lab etc. Forms can be collected from the office.

General rules of the Office

The college office functions on all working days from 9.30 am to 4.30 pm.

1. Application for all the certificates should be addressed to the principal
2. All the fees must be paid by the due date
3. If a student needs a conduct, transfer, bonafide certificates etc. he/shall apply for it at the office and can be collected within a week

Code of Conduct for Faculty

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make continuous professional growth through study and research
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
5. Maintain active membership of professional organizations and strive to improve education and profession through them
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
7. Co-operate, collaborate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications during admission, advising and counselling students

as well as assisting the conduct of University and college examinations,
including supervision, invigilation and evaluation

8. Participate in extension, co-curricular and extra-curricular activities including community service.
9. Respect the right and dignity of the student in expressing his/her opinion
10. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
11. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
12. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
13. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
14. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
15. Pay attention to only the attainment of the student in the assessment of merit.
16. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward.
17. Aid students to develop an understanding of our national heritage and national goals.
18. Refrain from inciting students against other students, colleagues or administration.
19. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

20. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
21. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
22. Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
23. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
24. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.
25. Teachers should try to see through teachers' bodies and organizations, that institutions maintain 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 and for the benefit of the institution.
26. Teachers should recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
27. Work to improve education in the community and strengthen the community's moral and intellectual life
28. 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
29. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
30. 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 Principal

1. The principal should make a conscious effort to be fair and square to the staff and students.
2. The Principal assumes responsibility and accountability for his performance and constantly aims to prove competence.
3. The Principal seeks to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
4. The Principal shall not disclose confidential information regarding students and staff unless it serves professional purposes or is required by the law.
5. The Principal makes joint efforts to inform parents of all information that should be disclosed in the interest of the student.
6. The Principal should train teachers to be responsible for their actions and to maintain professional boundaries.

Code of Conduct for Non-Teaching Staff

1. All non-teaching staff should be loyal to the College by being punctual and honest in all duties.
2. Create and maintain strong relationships with students and staff through proper interactions and maintenance of professional boundaries.
3. Care must be taken while treating students and being supportive and cooperative with other staff members.

4. Practise mutual respect, trust and confidentiality among the colleagues and must maintain the hierarchy in the Administration.
5. Unauthorised persons are not allowed to perform official duties.
6. Practise justice by being committed to the welfare of individuals and the wider community.

Code of Conduct for the Governing Body

1. The Governing Body is responsible for the proper financial management, including the development of the assets of the College and management of its academic affairs.
2. The Governing Body shall meet at least once in every six months, but it may meet at shorter intervals also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.
3. Except any emergency meeting, which shall be so notified, all meetings shall be held in the College premises
4. The minutes of the proceedings of the meeting shall be recorded in the Proceeding Book by the Secretary and signed by all the members present.
5. It is the duty of a Governing Body to undertake financial management and to arrange for the college building, furniture and equipment as required, including playground, auditorium, libraries and other development activities of the college.
6. All records of the Governing Body shall be kept in the College Office and the Principal of the College shall be responsible to preserve all records properly and safely.