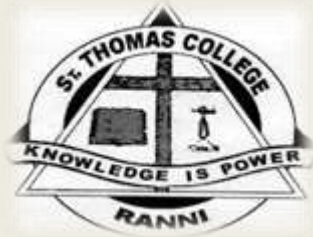




**ST. THOMAS COLLEGE, RANNI, PATHANAMTHITTA**

<https://www.stthomascollegeranni.com>



## **CODE OF CONDUCT AND ETHICS POLICY**



## **CODE OF CONDUCT FOR THE STUDENTS OF THE COLLEGE**

The rules and regulations of the college are framed by the Management and the Principal to ensure a peaceful campus atmosphere. The College community is bound to abide by the rules along with the directions offered by the Hon.High Court. Violation of the court orders or rules and regulations of the college is a punishable offence.

1. All students of the college should follow the rules and regulations of the college. Ignorance of rules is no excuse for misbehavior.
2. Every student shall wear his/her Identity card daily
3. Every student shall attend classes regularly and punctually.
4. No student is permitted to leave the campus during class hours without the permission of the HoD and Class Teacher.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
6. Students are expected to spend their free hours in the Library/Reading Room. They should not loiter along the verandahs or crowd at the gate or about the offices.
7. Nothing is more appreciated from a student than his/her courteous and mannerly behaviour. Show due respect to the teachers and other staff of the college.
8. Students are expected to be properly dressed. Showy clothes are to be avoided. All the students are expected to be dignified in their dress and general behaviour. Male students should not tuck up their dhoti in the campus. Students are not permitted to wear round neck T-Shirts, or those with graphic designs and vulgar messages. They are also not permitted to wear low waist jeans.
9. When the Principal or teacher enters a class room all students will rise and remain standing till they are directed to sit down.
10. Smoking, use of alcohol and drugs are strictly prohibited in the college premises. Students who are found intoxicated in the campus will be expelled from the campus with immediate effect.
11. Students known for repeated misbehavior will not be issued Conduct Certificate.
12. Indecent behavior towards the opposite sex will not be tolerated.
13. Students shall not invite or encourage outsiders to enter the campus.
14. Students are not permitted to drive or park their vehicles inside the Campus. Strict disciplinary action will be taken against those who violate the rules.

15. Students are also forbidden from undertaking any tour or excursion other than those permitted by the Principal.
16. Notice of any kind shall not be circulated among the students or pasted anywhere within the college premises without the written permission of the Principal
17. Political activism is strictly banned in the college campus. Students are forbidden to organize or attend meetings other than the official ones. Students resorting to strikes are strictly prohibited from entering the college campus. The directions of the Hon.High Court will be strictly complied with.
18. Meetings of any kind shall not be held within the college premises without the written permission of the Principal.
19. Except the meetings of various permitted college associations, no students shall address any gathering within the college premises without the permission of the Principal.
20. Do not disfigure the walls, doors, windows, furniture etc. with graffiti, engravings etc.
21. Students are forbidden to write anything on the black boards or address the class in absence of the teacher in the class room.
22. Permission of the Principal is necessary for the following
  - a) For organizing special meetings, entertainments or special functions in the college.
  - b) For using loud speakers in the college and its premises
  - c) For inviting persons from outside the college for any function in the college.
  - d) For collecting money for any purpose from among the students or staff.
23. Students are strictly forbidden from bringing and using mobile phones in the campus. Students who use mobile phones in the class will be fined and the same will be confiscated.
24. Since the college is co-educational all students shall be modest and disciplined in their behaviour inside and outside the college.
25. All our students are expected to maintain the prestige and reputation of the college in all matters of conduct and behaviour in and out of the college
26. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or do 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 either temporary or permanent according to the gravity of the offence.

27. Ragging/eve teasing/intimidating/harassing/using words of abuse etc. to anyone including junior students especially female students within the campus or outside is a punishable crime under Police Act, and such matters will be reported immediately to the police.

### **CODE OF CONDUCT FOR THE PARENTS/ GUARDIANS OF THE COLLEGE STUDENTS**

1. Parents/guardians of the students are expected to uphold the vision/values of the College.
2. Parents can raise their concerns related to the academic and non-academic matters of their child through proper channel
3. Parents/guardians should attend the general PTA and the class PTA.
4. The General Body is the supreme authority of the Parent Teacher Association. The General Body elects the members of the Executive Committee, and the tenure of the Committee is for a period of one academic year.
5. The role of the PTA is to help maintain a good relationship among students, staff and parents/guardians. It should also help maintain the discipline and academic standards of the College.
6. Parents/guardians should visit the department of their child at least once in a semester.
7. Parents/guardians should inform the class teacher when a student is unable to come to the college due to illness for more than 3 consecutive days.
8. In case of emergency, the parents/guardians should seek the permission of the HoD for the student to leave the campus before college time closes.

### **CODE OF CONDUCT FOR THE NON-TEACHING STAFF**

1. All non-teaching staff should work in association with the Superintendent under the orders of the Principal.
2. They should report to the duty in time and are not allowed to leave the College campus during the working hours without the permission of the principal.
3. They should strictly follow the rules and regulations of the College and work to maintain the academic atmosphere of the College through the works assigned to them
4. They should deal with students, staffs and colleagues with respect and courtesy.
5. They should maintain honesty, discipline, fairness and justice in their official duties.

6. 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.
7. They should get permission for leave from the Principal and should make necessary work arrangements.
8. Stock register for all the articles, equipment, chemicals, etc should be maintained by the Non-teaching staff who are working in the department laboratories and shall be responsible for the same
9. 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.
10. 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.

### **CODE OF CONDUCT FOR THE TEACHERS**

1. The teachers should uphold the vision and mission of the College, and work for the overall development of the students.
2. All teachers should report in time on all working days and mark their attendance in the register. They can leave the campus only after college hours.
3. The responsibility of the general discipline in the campus is entrusted with the teachers and if need arises can be reported to the Principal.
4. They have to do the special duties assigned to them by the Principal.
5. They should maintain a good rapport with the students, and the class mentors have a great role in ensuring that the academic and psychological needs of their mentees are met, even if they have to work outside of class hours
6. All the teachers should adhere to the Code of conduct or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time.
7. They should carry out their duties with dedication
8. Teachers should respect the right and dignity of the students
9. They should deal affectionately and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

10. They should cater to the different needs of the students depending on their varied aptitude and capabilities.
11. They should inculcate values among students
- 12 They should be amiable and approachable to students
13. They should abstain themselves from provocative words and deeds that incites unrest.
- 14 Due respect must be given to fellow teachers.
15. 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.
16. Leave may be taken on reasonable grounds and as far as possible, with prior intimation.
17. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution.
18. Teachers should maintain contact with the guardians of their students.

### **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 the nonteaching staff.
8. The Principal has to ensure equal treatment to everyone in the college campus by removing any kind of discriminatory practices 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 extracurricular 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's Cell and the Complaint Redressal Cell in the College should inform the Principal any case that is reported to it.