

# **CODE OF CONDUCT FOR THE STAKEHOLDERS**

**Government College Kottayam**

## CODE OF CONDUCT FOR THE STUDENTS

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- 1) All Students of the college should possess Identity Cards duly signed by the Principal.
- 2) Students should be in time for classes. Class hours are from 10 am to 4 pm. Additional classes, add-on courses, remedial classes, or other programs may be arranged from 9 am to 10 am or 4 pm to 5.00 pm as and when required, and it is mandatory for the students to attend. Attendance shall be marked at the beginning of each class, whether lecture, practical, or tutorial, by the member of the staff in charge of the class.
- 3) Students are not permitted to absent themselves without leave for the whole or part of a day. No student shall absent himself/herself from a class without leave. Absence without leave of part of a session shall be considered as absence for half a day. A student coming to the class late without leave shall lose half a day's attendance, unless otherwise recommended by the member of the staff in charge of that class.
- 4) Students absent from the college for more than fifteen consecutive working days without satisfactory explanation are liable to have his/her name removed from the rolls.
- 5) Leave of absence should be granted by the Principal/HoD on the recommendation of the Class-tutor concerned. Permission for leave should be taken in advance, if possible. If the reasons of application for leave are not clear or satisfactory, the student will be called upon for explanation or the leave will be refused.
- 6) The minimum attendance stipulated by the University is 75% of the total number of working days of each semester. Exemption from shortage of attendance (subject to the maximum of 10 days) can be granted by the University on the recommendation of Principal.
- 7) Duty leave for sports activities will be granted only to student representing the College or the University in various matches, tournaments and sports activities. Students deputed to participate in matches, tournaments, and sports events, should submit his/her leave application duly recommended by the Head of the Physical Education to the Head of the Departments (Main subject) for necessary action not later than one week after the event. The maximum period for which duty leave can be granted to a student for sports and athletic activities is limited to 10% of the total number of working days.
- 8) Students deputed to participate in NCC/NSS/cultural events should submit his/her leave application duly recommended by the teacher concerned to the Head of the Departments (Main subject) for necessary action not later than one week after the event. The maximum

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period for which duty leave can be granted to a student for sports and athletic activities is limited to 10% of the total number of working days.

- 9) Students of the institution are expected to conduct themselves in the best standards of etiquette within and outside the College. Be clean and modest in dress, decent and polite in language and courteous in behavior. Show respect to each other and teachers.
- 10) Do not disfigure the college furniture, walls, doors or windows with drawings, engravings or by sticking posters. Do not tamper with the electrical and other installations.
- 11) Smoking and the use of alcohol and tobacco products are banned in the campus.
- 12) Do not use mobile phone in class rooms, unless otherwise directed by the teacher.
- 13) Grievances, if any, shall be taken to the Principal through representatives, or in person.
- 14) If classes are free during any period, engage yourself in meaningful cocurricular activities, or effectively utilize the library. You can address students in the classroom, or any gathering in the campus, only with the permission of the Principal or the teacher concerned.
- 15) Any student, who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraudulent 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 either temporary or permanent according to the gravity of the offence.

### **UGC Regulation on Curbing Ragging**

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

- 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 indiscipline 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.

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- 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.

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

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1. The term “parents/guardians”, refers to the persons named in the official register of the College as the parent or guardian of a student during the time of enrolment.
2. 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 have the right to raise issues and concerns related to the education of their child or other matters relating to the College.
4. Parents/guardians should participate in the Parents Teachers Association (PTA) general body and the class PTA meeting.
5. Parents/guardians should inform the HoD when a student is on leave due to ill health for more than 3 consecutive days.
6. Parents/guardians should maintain courteous and respectful attitude towards the staff of this College. In matters of discord and grievances, the parents/guardians are requested to make a direct meeting with the principal.

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

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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.
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 and 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. 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.
10. 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. For articles damaged by the students, a separate register should be maintained.

## CODE OF CONDUCT FOR THE TEACHING STAFF

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- 1) 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 4,30 p.m.
- 2) 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.
- 3) Apart from the academic responsibilities assigned, teachers are responsible to do the special duties assigned by the Principal, including accreditation-related duties, club activities, admission-related duties, tutorial-, mentoring-, remedial-activities, internal and University examinations duties, extension, co-curricular, extra-curricular and community extension activities.
- 4) They should maintain the documentation in the Attendance Register entrusted to them, teacher's diary, mentoring register, and registers/documents for other responsibilities.
- 5) All the teachers should keep the Code or Professional Ethics given by the University, UGC and the other statutory bodies from time to time.
- 6) Teachers should respect the right and dignity of the student and should deal justly and impartially with students irrespective of their religion, caste, political, economic, social and physical backgrounds.