



# PRAJYOTI NIKETAN COLLEGE

(Aided and Affiliated to the University of Calicut)

PUDUKAD - 680 301, THRISSUR DT., KERALA

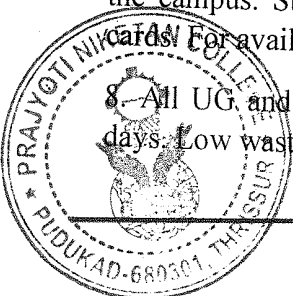
## CODE OF CONDUCT FOR THE STAKEHOLDERS

2021-2022

### I. CODE OF CONDUCT FOR THE STUDENTS

The following guidelines are issued in order to help the students to conduct themselves courteously and in accordance with the highest standards of mannerly behaviour.

1. The code of discipline exists primarily to provide the discipline necessary for an academic environment and educational goals
2. The regulations set forth are intended to secure the good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required of them, to ensure proper deportment of the entire body and to guarantee their total personality growth through our Holistic Vision.
3. The Students' registration in the College is considered an expression to abide by all the rules and regulations prevailing in the College. Every student, therefore, is committed to observe these rules.
4. A student's primary aim should be to develop his complete self while engaging in academic excellence for the service of his fellow men. The standard set before each student presupposes maturity, responsibility and judicious use of all the opportunities made available by the College.
5. Every morning we begin our work with a prayer song. Come to attention when the song begins and keep standing till it ends, wherever you are in the campus, whether in the class or outside. The students are expected to be there in their respective classes. Students have to inform their teachers in advance regarding their absence from class. They are expected to attend classes regularly, involve in ECA and show progress in academics.
6. Every student shall behave and conduct himself/herself in the College and the hostel in a dignified and courteous manner and should be respectful to the teachers.
7. At the time of admission the students will be provided with an identity card. All students must possess identity cards whenever they come to College and show it to the persons concerned when asked for. Students are also required to wear College identity cards while in the campus. Students are not permitted to enter the campus without wearing their identity cards. For availing of any service from the College, identity card is mandatory for students.
8. All UG and PG students are required to wear their prescribed uniforms on all working days. Low waste jeans, colour dhotis, collarless T-shirts, indecent stitching and showy



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clothes are strictly prohibited for men. Women are expected to show lady-like dignity in their dress and general behaviour. They shall wear plain saree or churidar/kurta.

9. Movement of vehicles in the College campus shall be at a moderate speed. Two-wheelers and other vehicles should be parked only in the parking area provided outside the main gate.

10. Consumption of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus and in the hostel and action will be initiated against those who are found to have consumed them. Smoking in the College campus is strictly prohibited.

11. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus and hostel.

12. Learning not to damage property whether public or private is one of the primary requirements for civilized behaviour. Students shall not disfigure/damage or destroy public or College properties. It is the responsibility of the student to treat College property with care and to help keep the building and the campus neat and clean. Any damage done by a student to the property of the College or of others must be repaired or replaced at the student's expense. Besides, the student may also be subjected to disciplinary measures.

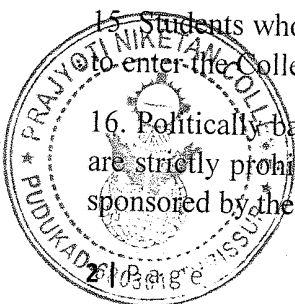
13. Any student may be suspended, dismissed or expelled from the College at any time during the year for the following reasons:

- a) Stealing
- b) Any form of cheating or dishonesty
- c) Any form of public immorality in the campus or during a College function
- d) Possessing or bringing into campus pornographic material
- e) Bringing alcoholic or any intoxicating beverages into the campus; coming into the campus under the influence of alcohol or prohibited drugs and misbehaving. Possession, use or trafficking of drugs within the campus.
- f) Bringing or carrying within the campus any lethal weapon.
- g) Physical assault on others
- h) Gross and deliberate discourtesy to College personnel or Students on or off campus.

14. Any case of criminal activity or violation of law and order in the College campus will be reported to the police and the police shall register case and initiate action against the offenders.

15. Students who are charged in criminal offence or are under suspension will not be allowed to enter the College campus without the permission of the Principal.

16. Politically based student organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by the politically based student organizations.





17. The College recognizes the right of a student to dissent and to fight for the legitimate rights of students. However, this right should not infringe upon the right of other students to attend class and/or of the Teacher to conduct his/her lesson. Students shall not take out demonstrations along the corridors or enter the classrooms and obstruct the teaching process. Students are not expected to indulge in Party politics inside the campus. In pursuance of the order of the Hon'ble High Court of Kerala, the Management has banned 'Student Politics' in this College Campus. Any violation on this rule will invite disciplinary action against the student.

As per judgement of the Hon'ble High Court of Kerala in RP. 435/03, the Management has a right to stall organisational activities of student organisations directly or through their member students in the campus. An undertaking to the effect shall be obtained from the students and parents at the time of admissions to various courses.

18. Students may not organize or attend any meetings other than those of the College Union in the campus without the explicit written permission of the Principal. On no account may outsiders be invited to address the students inside the campus without the consent of the Principal.

19. No one shall bring, distribute or circulate any notice, pamphlet, leaflet etc. within the campus or the hostel. The possession, distribution or exhibition of any object which is per se obscene within the campus or the hostel is also actionable offence.

20. Nobody shall exhibit any type of banners, flags, boards etc. inside the campus, gates, walls and on the compound walls. Similarly, students are prohibited from disfiguring the walls of the College building.

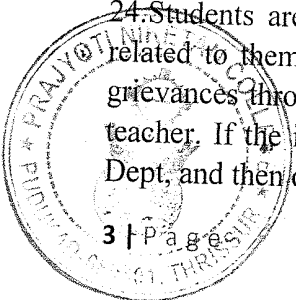
22. Students may not organize programmes for collecting funds nor may they make any kind of fund-collection in the campus, without the explicit prior permission of the Principal.

21. The College being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike or agitation including slogan shouting, dharna, gherao, burning of effigy or indulge in anything which may harm the peaceful and serene atmosphere of the institution and shall eschew from violence within the campus and hostel. It is unlawful to act otherwise and such actions will invite punishment on the leaders who take the lead in disrupting regular work in College

22. Crackers or fireworks of any magnitude may not be set off or exploded in the campus without the permission of the authorities.

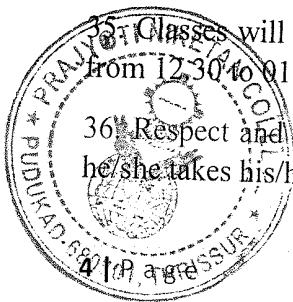
23. Any student who is found to exert undue influence on fellow students will be strictly dealt with.

24. Students are free to meet, write to and talk to the Principal individually about issues related to them or to the College Administration. But they are requested to address their grievances through proper channel. Students should raise their grievances first to the class teacher. If the issue is not getting resolved at that level, it can be taken to the Head of the Dept. and then only it should be brought to the attention of the principal.





25. There are two grievance redressal cells in the College – Dept Grievance Redressal Cell and College Grievance Redressal Cell. In case the students have any grievance or complaint they may approach through department first and if not satisfied, they can approach the College Grievance Redressal Cell through the principal. (Refer University Regulation 2019)
26. All types of ragging and eve-teasing are strictly prohibited. Such cases will be reported immediately to the police.
27. Ragging is a Criminal offence punishable under the law. The government has banned all sorts of ragging in the educational institutions in the State. The students are warned against indulging in any kind of ragging. Strict disciplinary action including dismissal from the College will be taken against the students who resort to any kind of ragging. The Hon'ble Supreme Court of India has directed the authorities of the educational institutions to take strong measures to prevent the incidents of ragging. The open court has ordered in the case SLP (C) No.24295/2004 that students who indulge in ragging should be strictly dealt with. The cases of ragging will be reported to the police station.
28. Use or possession of mobile phones by the students in the campus during working hours is not permissible. Mobile phones found in the custody of students in the classroom, whether in use or not, will be confiscated.
29. Whenever a student attends a meeting in the College auditorium, special care should be taken to maintain a proper sense of decorum. Strict silence should be maintained while somebody speaks on the dais. Make it a point to reach the auditorium before the dignitaries enter the same. Never walk out of the auditorium while somebody speaks on the dais. As far as possible, leave the auditorium only after the programme is over. Howling or whistling inside the auditorium shall be reprimanded.
30. Unauthorized entry of outsiders into the campus as well as the hostel is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or the hostel.
31. Parents, guardians and others related to students who may visit the College are to report in the Office. They should not go to the classrooms to meet the students.
32. Boys may not enter the Retiring Rooms of girls.
33. Students should not throw litter in the campus; rather place them only in the waste bins. This campus is yours and you are duty bound to keep it clean.
34. Silence shall be maintained in the College Administrative Block. Students should help to keep an atmosphere of learning in the campus of the College.
35. Classes will be held from 09.30 a.m. to 03.30 pm. There will a lunch break of one hour from 12.30 to 01.30 pm
36. Respect and obey the teacher when he/she enters the classroom and remain standing till he/she takes his/her seat or till you are allowed to sit down. Greet your teacher appropriately





when the teacher enters the class. Rise again and say 'Thank you, Sir/Miss' when the teacher leaves the classroom. No student shall enter or leave the classroom when the session is on without the permission of the teacher.

37. Students may be summoned during class time ordinarily by means of a call slip signed by the Principal. Unless otherwise indicated in the call slip, it is understood that the student is wanted only at the end of the period.

38. There shall be no movement of the students in the corridors of the College buildings while lecture is in progress in the classrooms.

39. A Teacher may send a student out of class when the teacher has evidence of the student's continued misbehaviour

40. If a Teacher is not in class at the prescribed time, the students should wait quietly inside the classroom for ten minutes. After this lapse of time, the students may consider themselves dismissed from this particular class and the monitor shall report the teacher's absence to the Principal/HOD. However, if the class is notified of the Teacher's time of arrival the students are obliged to wait until the time designated.

41. Students are expected to spend their free hours in the Library/Reading Room. They should not loiter along the verandas or crowd at the gate or in the main road. Those who prefer to sit in the classroom for doing academic work will not in any way cause disturbance to the neighbouring class.

42. Important notices will be put up on the respective notice boards. It is the responsibility of the students to read these notices and to respond if summoned. All administrative, departmental and activity bulletin boards are for official use only; to tamper with them is a serious offence.

43. In the matter of internal discipline the decision of the Academic Council shall be final. Academic Council will be issuing orders based on the Discipline Committee proceedings.

## **II Code of Conduct for Online Learning and Exams**

### **A – General Principles**

The following Code of Conduct is a direct application of the Prajyoti Code of Ethics that promotes the values of loyalty and participation in light of the University's social and educational objectives. The standards below regard participation in online learning at Prajyoti Niketan College, including lessons, supplementary activities, tests, final exams and graduation sessions.

### **B Participating in Online Courses**

In line with the Code of Ethics and the General University Regulations, students are required to:





- respect attendance rules for online courses in the same way as on-campus courses, thus, connecting to the lessons punctually and participating throughout the entire lesson;
- access the virtual classroom with a username that allows for immediate recognition, including name and surname, and avoiding nicknames and other pseudonyms;
- participate seriously and honestly in online courses, with working camera, microphone and stable internet connection.
- be fully aware that the actions of each single member of the Prajyoti community contributes to the quality of life at the College;
- do not share lesson content on social media or online;
- do not disturb or prevent online lessons from taking place;

### **C – Taking Final and Mid-Term Exams Online**

In line with the Code of Ethics and the General University Regulations as well as the educational commitments made upon registration, when taking final and mid-term exams online, students are required to:

- be equipped with a device with a webcam, microphone, speaker and a stable internet connection available;
- take all exams seriously, without any external assistance, behaving loyally and honestly to the College rules;
- make sure that none access the room they are sitting for the exam;
- allow the Commission, upon request, to monitor their surroundings before and during the exam, using the devices available to them (computer, tablet or smartphone).

It is forbidden:

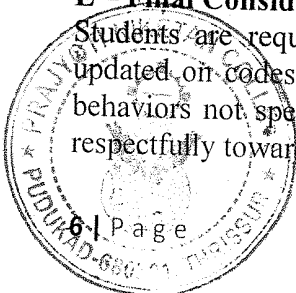
- to act in the name of another student or have another person act in your name in order to fulfill any academic requirement or alter one's academic performance in any way;
- to allow anyone to offer assistance during an exam;
- to use any device or other form of assistance during an exam, with the exception of devices explicitly authorized by the instructor;
- to access course materials or external content, including those available through Prajyoti online platforms, during an exam.

### **D – Disciplinary Actions**

In addition to possible civil and criminal consequences of failing to comply with the aforementioned Code of Conduct, Prajyoti Niketan College may apply disciplinary sanctions against students who violate the rules. Disciplinary sanctions are noted in a student's file and will be considered in subsequent evaluations, including rankings. With specific reference to online learning, the competent academic board will rule harshly against any infractions of the rules, including even the simplest attempt to alter an evaluation of one's academic progress, with explicit reference to taking tests and exams remotely.

### **E – Final Considerations**

Students are required to understand and respect the aforementioned guidelines and stay updated on codes of conduct and regulations by checking the College's web site. For any behaviors not specifically mentioned in this Code of Conduct, students are required to act respectfully towards the College and to others in order for College life to proceed normally.





Students are urged to periodically consult the College's web site [www.prajyotini.net](http://www.prajyotini.net) to get updated on the rules and guidelines that shape the Prajyoti world.

### **III Code of Conduct for College Union**

The College Union is organized with the following objectives:

- a) To train the students of the College in parliamentary democracy so that they may be responsible future citizens of India, aware of their duties, responsibilities and rights.
- b) To promote opportunities for the development of character, leadership, efficiency and spirit of service among students.
- c) To organize cultural programs, quizzes, debates, seminars, work squads, study tours etc. so that the students may acquire knowledge on current topics and develop deep thinking about them.
- d) To encourage extra-curricular activities like Youth Festival, Sports Meet etc. which are conducive to the above objectives.

#### **1.4.1 Regulations Regarding the Election to the College Union**

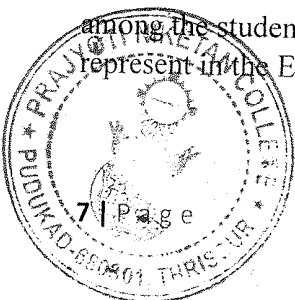
1. The election to the College union will be conducted on the parliamentary model as per paragraph 6.2.4 of the J.M. Lyngdoh Commission Report and order passed by the Supreme Court of India in SLP No. 24295/2004 and the High court of Kerala.

2. The College Union Council is the main student administrative body which organises all academic and non-academic programmes in the College. The Council comprises 17 students who are elected by the students of the college. The Council has a nine-member executive committee led by the Chairman. Both the Union Council and Executive Committee function under the guidance of the Staff Advisor, who is a teacher appointed by the Principal. The Union Council organizes the major events viz. Fine Arts Day and Sports Day under the leadership of the Fine Arts Secretary and General Captain respectively. Each department celebrates its Association Day under the leadership of the Association Secretaries. The Magazine Editor is in charge of the publishing of the College Magazine. The University Union Councillor (UUC) represents the students of the College in the University Union Council.

3. An SC/ST representative also will be nominated, if there is no SC/ST among those elected to the Executive.

### **IV CODE OF CONDUCT FOR THE STAKEHOLDERS**

4. One member representing the students of each Degree and P.G. class elected by and from among the student representatives of the respective years in the electoral council will also represent in the Executive Council.





5. Two lady representatives will also be there elected by and from among the lady representatives in the Students' General Council.
6. The language secretaries of Malayalam, English and Hindi will function as assistant editors for the respective sections of the College magazine.
7. The candidates contesting to the electoral council should possess a minimum of 75% attendance in the previous year (except in the case of first year students) and should have passed all the examinations held so far. Those who were granted condonation of attendance in the previous year are not eligible to contest in the election.
8. Anyone against whom disciplinary action of any kind has been taken (inside or outside the campus, civil or criminal) ipso facto stands debarred from contesting elections to electoral council.
9. Students are forbidden to contest in the Union election on the label of student organizations.
10. The office-bearers of these various departmental associations will be elected by the members under the supervision of the Department Heads.
11. The Principal is the ex-officio Treasurer and Patron of the College Union. Expenses for the activities of the College union require prior sanction of the principal and the College union advisor.

## **V ENVIRONMENTAL POLICY OF THE COLLEGE**

PrajyotiNiketan College, Pudukad is a qualityconscious college. It protects its own environment with its green campusinitiatives and keeps the premises pollution free. Environment development is intune with the educational policies implemented on the campus.

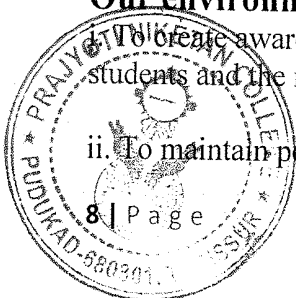
Environmental conscious administration, the management and the students of the college look after the environment carefully. Every year, during rainy season, we do tree plantation and carefully look after it. It's our own responsibility to preserve the work done on the campus related to the environment.

We regularly undertake plantation programme through NSS and NCC units every year as per schedules. On World Environment Day(June 5), every year students from all five departments are encouraged to plant saplings in their own backyards at home to enhance environmental consciousness.

### **Our environmental policy:**

i. To create awareness regarding environmental policy amongst the students and the management.

ii. To maintain pollution free campus by avoiding all types of drugs and narcotics







in the campus. As per the govtrules and regulations, instructions of tobacco free campus signboards are displayed at various places on the campus.

iii. To Use Solar Energy on College Campus by installing Solar Lamps and Solar water Heaters in Girls hostels.

iv. To sensitize the students and staff regarding the use of drinking water properly for which, we have provided purified (RO aqua-guard) drinking water facilities in the campus.

v. To bring in use the 'Rain Water Harvesting' on the campus. We have collected the rain water from the college roof and it is percolated to the land.

vi. To observe 'No Vehicle Day' and keep the campus vehicle free on that particular day. It helps to save fuel and avoids environmental pollution.

vii. To maximize the use of ICT and minimize the use of paper. It will help to go towards 'Paperless Office'.

viii. To use the solid waste through vermin-compost on the campus and use it as a fertilizer.

ix. To enjoy nature and to be with nature, we have built seating arrangements in the shade of trees in our campus.

x. To use 'Use me' Dry and Wet dust bins in the college campus so as to keep college campus clean

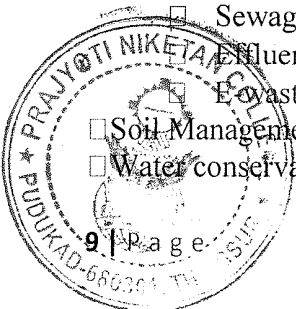
xi. To protect and nurture the Flora and Fauna on the campus

xii. To maintain green campus, 'Green Audit' is done regularly.

### CONSTITUTION FOR GREEN AUDIT

The Green Audit Committee will act as per the environmental policy and shoulder the responsibility of maintaining and protecting environment surrounding the college. The aim of the committee is to provide advice for the development of environmental policy and practice in the areas of.

- Waste Management
  - Solid waste management
  - Sewage water management
  - Effluent water treatment
  - E-waste management
- Soil Management
- Water conservation and management





- Tree plantations
- Bio-diversity and threatened/ endangered species preservations
- Energy use and conservations
- Eco-friendly techniques
- Eco-friendly campus
- Noise Pollution
- Air Pollution
- Paper less operating procedure
- Green environment and clean campus

## VI. POLLUTION MANAGEMENT

### A. Periodic Awareness Programme for Staff, Students and Society:-

Our college has been continuously conducting awareness programmes for staff, students and society for protecting and maintaining environment. The awareness is also done by arranging programmes, rallies on various issues related to environment and health. The college students and faculty members are involved in the activities through NSS/NCC.

### B. Establishment of oxygen park, plantation of oxygen rich plants

Our college has a beautiful green campus. We have skillfully planted plants like Peepal, Neem and Tulsi so as to make the campus full of oxygen. The greenery has remained useful in developing Oxygen Park in our college.

### C. 'No Smoking, No Tobacco' in campus area

Tobacco and tobacco products are strictly prohibited in the college premises and consuming tobacco and tobacco products is a punishable offence. The instructions regarding this have already been given to the students and the staff members. The boards are displayed at various places in the college.

### D. No Vehicle Day

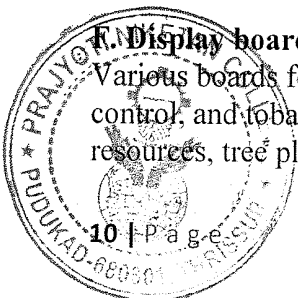
To avoid the air pollution the vehicles are not allowed in the campus but they are parked in the parking area, reasonably away from college. Our college has a separate parking area to avoid pollution. The *Second Thursday* of every month is declared as no vehicle/ bicycle day in our college. No staff member or students is allowed with vehicle on these two days and the staff and students strictly follow these guidelines.

### E. Compulsory pollution check-up of 2W/4W

To have a PUC certificate is a mandatory document by RTO authorities; we are creating awareness and instructing students through periodic notices to go for PUC certification of their vehicles.

### F. Display boards on college campus

Various boards for the awareness on the environment control, noise control, and tobacco free campus, conservation of energy, recycling of resources, tree plantation and environmental policy of college have been





### **G. National and Social outlook**

This is inculcated in the students through programmes such as Constitution day, Swachh Bharat Abhiyan, blood donation camp, polio eradication, communal harmony, fund raising and natural calamities and other such activities

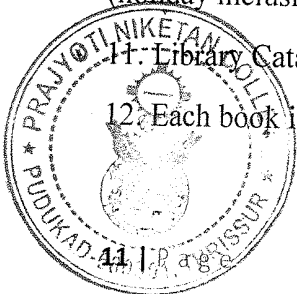
through NSS units. The college arranges blood donation camp every year.

### **H. Eco-ventilators/Exhaust fans in the laboratories and the library**

All the laboratories and library have proper ventilation and exhaust fans to maintain the freshness.

## **VII COLLEGE LIBRARY**

1. The Library is a place of serious study and research. A quiet atmosphere should therefore be maintained inside the Library. It is the Library Staff's responsibility to enforce the rule of silence and as such the librarian is authorised to take necessary steps in this regard. Nobody is allowed to take books and other reading material out of the Library without the permission of the Librarian.
2. The Library will be kept open from 8.30 am to 5.30 pm.
3. All students should read and understand library regulations.
4. Students without the identity cards may not enter the Library. Explicit written permission from the Principal is necessary for outsiders to use the Library facility.
5. Books will be issued against Readers' Tickets. Three tickets are issued to each under graduate student and five tickets to a Post Graduate student which can be used to borrow one book per ticket. Duplicate of tickets will not be issued.
6. Library tickets are non-transferable. The owner of the ticket shall be held responsible for the books borrowed against his/her ticket. Hence the need to keep the tickets carefully. Loss of the ticket must be immediately reported to the Librarian.
7. Books borrowed from the Library must be returned within a fortnight. But the Librarian may recall the books issued out without previous notice and terminate the loan.
8. Due date is marked on the date label inside the book.
9. If the due date for return of book falls on a weekend or short holidays, the book must be returned on the next working day.
10. If a book is not returned on the due date the student will be charged one rupee per day (holiday inclusive) per book as fine.
11. Library Catalogues are available for reference in the Library.
12. Each book is to be registered by the student in the respective registers.

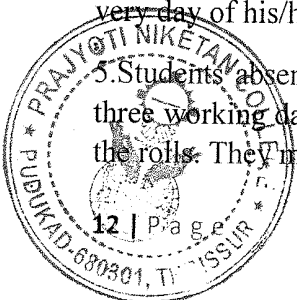




11. Library Catalogues are available for reference in the Library.
12. Each book is to be registered by the student in the respective registers.
13. It is the duty of the borrowers to take maximum care of the Library Books issued to them. Please help us to keep the books fresh and clean. Dog-eared pages of a book, marking or writing therein with ink or pencil, tearing out its pages, and spoiling the binding will constitute damage to a book. Any such damage to a book is a serious offence. Unless the borrower points out the damage at the time of borrowing the book, he/she shall be required to replace the book or pay the price of the latest edition of that book, including postage. It is the discretion of the Authorities to press for a heavier penalty.
14. For loss of books the following procedure will be followed:
  - a) If new edition or copies of the lost books are available with the book suppliers, the book has to be replaced with a new one.
  - b) If the lost book is not available for replacement, the value of the lost book will be realized at the following rates:
    - i) Ten times the face value of the books which are published prior to 1946.
    - ii) Six times the face value of the books which are published between 1946 and 1970.
    - iii) For books published after 1970 penal cost @ 3 times of the above value will be charged.
15. Periodicals, Journals, Reference Books, rare and out-of-print books cannot be taken outside the Library.
16. Final year students are required to return their Library books and tickets to the Library before proceeding to collect 'Hall Ticket'. They should obtain a 'Nodues certificate' from the Library.

### **VIII ATTENDANCE AND LEAVE**

1. The working day is divided into two sessions, three hours in the FN and two hours in the AN. Attendance will be marked at the beginning of each period.
2. No student shall absent oneself from class without tendering leave form.
3. Absence from class for one hour in one session will be considered as absence in that session.
4. Application for leave should be submitted to the Principal through the recommending Authority (Class Teacher) by the student himself, before availing oneself of leave, except in unavoidable and unforeseen circumstances, when the application should be tendered on the very day of his/her return to the College.
5. Students absenting themselves without submitting proper leave application for more than three working days without intimating the class teachers will have their names removed from the rolls. They may be readmitted only at the discretion of the Principal.





6. Absence without tendering leave on the following day, as well as absence from Internal Examinations and Test papers will be dealt with seriously.

#### **Attendance and Progress Certificate (APC)**

The issuing of APC required by the University for admission to the University examination will be conditional on the following factors:

1. The Student must have kept three-fourth of the attendance prescribed by the University in the course of instruction followed by the student during each semester.
2. The Principal must be satisfied with the student's progress as evidenced by his/her performance in the Internal Examinations. (GAI/El/815/92 dt. 30.6.92) 3) Those Students who have not attained sufficient academic progress as evidenced by his/her performance in the Internal examination or those who have shortage of attendance will not be recommended for writing the university examination.

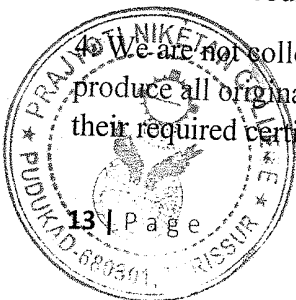
#### **Condonation on Shortage of Attendance**

1. A student who has failed to earn the required attendance in each semester, at the end of which there is a University Examination, must attend the College to receive such additional instruction as the Principal may prescribe to enable him or her to attain the certificate.
2. The Vice Chancellor has the right to grant condonation of absence upto 14 days in a semester. In case the shortage of attendance exceeds 14 days but not 24 days, the Syndicate alone shall be competent to grant condonation.
3. If shortage of attendance exceeds the permissible days of 24, the Principal will not forward such application to the University (GAI/G3/1500/92 dt. 13.10.92).
4. Students will be recommended for condonation only if the Principal is satisfied that the absence was for reasons beyond the control of the student.
5. Condonation will not be granted for more than two semesters during any course of study.

#### **IX ISSUE OF CERTIFICATES**

1. After the completion of the course, Transfer & Course Certificates will be issued to students without fee for one year. After this period these documents will be issued only on payment of a late fine of Rs 55. Duplicate Transfer Certificate will be issued only after the original T.C. has been irrecoverably lost as certified by a Magistrate.
2. Students have to settle their accounts before the discharge certificates are issued.
3. The Conduct Certificate is a document which a student should collect. It will not be issued as a matter of course.

We are not collecting any original certificates or documents from students. They have to produce all original certificates during the time of admission only. We keep only copies of their required certificates.





5. A student, former or present, applying for a Certificate of Transfer, Character, Age, Marks, Identification, Attestation etc. shall do so to the Principal in writing, stating the year, the Class number and the Class last attended and the home address.

6. Ordinarily a notice of 24 hours is necessary for the issue of a certificate. Application for Certificates received after 1 pm will be attended to only on the following day.

7. No certificate will be sent by post unless the transmission charges have been prepaid. Pass Certificate, Mark List, etc. have to be claimed at least within six months after leaving the College. The College Office cannot be held responsible for any damage or loss to the certificates, left unclaimed by students, indefinitely.

### **XCODE OF CONDUCT FOR PARENTS/GUARDIANS OF THE STUDENTS**

1. The term "parents/guardians", refers to the persons named in the official register of the College during the time of enrolment as the parent or guardian of a student.

2. The College expects the parents/guardians to deal with the College authorities in matters regarding the students. 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/guardians of the students are expected to uphold the vision, values and ethos of the College.

4. Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College. Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to the College's policies and procedures.

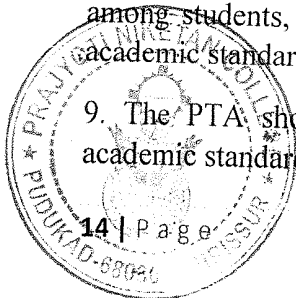
5. Parents/guardians should come to the general PTA and the class PTA. They should remember the fact that formation of the students belong to the collective responsibility of teachers and parents/guardians.

6. The General Body shall be the supreme authority of the Association. Only the parents/guardians of all the students on rolls of the College during a year and all permanent teachers on roll shall constitute the General Body of the Association. The General Body elects the members of the Executive Committee, and the Committee shall be for a period of one academic year.

7. The day-to-day functioning of PTA is done by the PTA Executive which may be convened according to the needs of the institution.

8. It is the aim and objective of the PTA that it should help to maintain good relationship among students, staff and parents/guardians. It should help to maintain the discipline and academic standards of the College.

9. The PTA should help the College authorities to maintain good discipline and high academic standards.





10. The PTA shall try to institute scholarships, prizes, medals, etc. to benefit students showing a high proficiency in their studies.
11. The PTA should ensure improvement in the standards of infrastructural facilities.
12. They are advised to meet in person the teachers, Heads of Departments and Principal regarding the conduct and overall performance of their children/wards. It is highly appreciable that the parents/guardians should visit the class teacher at least once in a semester.
13. Parents/guardians should inform the class teacher when a student is on leave due to ill health for more than three consecutive days.
14. In cases of extreme necessity, the parents/guardians should directly contact the class teacher, and if delegated the class tutor in order to get the permission for the students to leave the campus during working hours.
15. No parent/guardian is allowed to enter the classroom of their children. They can meet the student in duly assigned places in the department blocks.
16. Parents/guardians should maintain courteous and respectful attitude towards the staff (teaching and non-teaching) of this College.
17. In matters of discord and grievances, the parents/guardians are requested to make a direct meeting with the Principal/respective Head of the Department. Kindly do not resort to any inappropriate, malicious and judgemental gossips in case of issues regarding your student and College. A direct conversation will clarify any confusion regarding the issue. The College takes seriously any issues that are brought to its attention.
18. With regard to any complaints regarding grave issues, the parents/guardians should meet the Principal first of all. If the Heads of Depts direct the parents/guardians to the office of the Principal regarding any issue, they should deal it with the Principal in person.
19. In matters where other students are also involved, no parent is allowed to make any kind of direct communication with them in person. Only in the presence of the Principal/Head of the Dept/class teacher, a parent can meet other students.

### **XICODEOF CONDUCT FOR THE PRINCIPAL**

1. The Principal of the College is responsible to abide by the Code or Professional Ethics for College Teachers.
2. The 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.

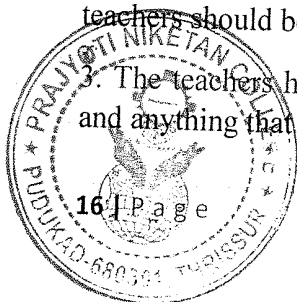




4. The Principal should initiate development activities of the College in due consultation with the management. The Principal should put best efforts to bring in adequate infrastructural support for the College.
5. The Principal has the prime responsibility to maintain the academic atmosphere of the 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 students, teaching staff and non-teaching staff.
8. The Principal has to ensure equal treatment to all the people in the College by removing any kind of discriminatory and disparate practices at any level 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, teachers and non-teaching staff members should be ensured by the Principal.
10. The institution of new scholarships, and channelizing funds for academic and extracurricular activities should be done only with the due permission of the Principal.
11. Every department should get permission from the Principal for the extension programmes they plan to conduct.
12. 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 concerned government authority without any delay.
13. The Principal should be aware of the different activities and matters of importance of various Departments, Clubs and Forums functioning in the college.
14. The Principal should take measures to ensure the collective responsibility of all staff and students in the College and thereby build mutual confidence amongst them.

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

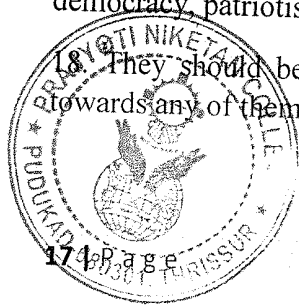
1. The teachers should uphold the vision and mission of the College, and work for the holistic development of the students.
2. The official working hours for teachers are fixed to be from 9.00 am to 4.00 pm. All the teachers should be present in the respective staff rooms of departments before 9.30 am.
3. 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.







4. They have to do properly the special duties assigned by the Principal.
5. They should mark the attendance every hour and ensure the uploading of attendance into MIS system.
6. They should maintain a personal contact with the students, and the class teachers and mentors have greater responsibility in the well-being of the students of their respective classes. Each Class teacher and Mentor should keep the contact details of their students and their parents.
7. Members of the teaching staff may borrow six books from the College library.
8. The member of the Staff will sign the issue-register while borrowing the books. While returning the books, they will make sure that the Librarian has put his/her signature in the issue register.
9. All books borrowed from the Library by members of the Teaching Staff must be returned by the third week of March, every year, for the annual Physical stock verification of the Library.
10. All the teachers should keep the Code or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time.
11. Teachers should seek to make professional growth continuous through extension activities, consultancy services and research.
12. Teachers should express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
13. Teachers should maintain active membership of professional organizations and strive to improve education and profession through them.
14. They should perform their duties in the form of teaching, tutorial, practical and seminar and research work conscientiously and with dedication.
15. Teachers should 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 in the conduct of university and College examinations, including supervision, invigilation and evaluation.
16. They should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
17. Teachers should inculcate scientific outlook, respect for physical labour and ideals of democracy, patriotism and peace among students.
18. They should be affectionate towards students and not behave in a vindictive manner towards any of them for any reason.

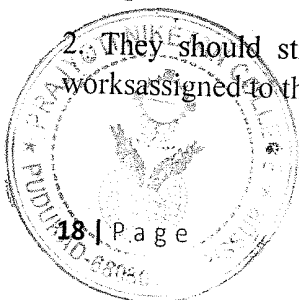




19. Teaching faculty should pay attention only to the attainment of the student in the assessment of merit.
20. They should make themselves available to the students, help and guide students.
21. Teachers should aid students to develop an understanding of our national heritage and national goals.
22. They should refrain from inciting and instigating students against other students.
23. They should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
24. All teaching staff should treat members of the profession in the same manner as they themselves wish to be treated.
25. They should speak respectfully of other teachers and render assistance for professional betterment.
26. Teachers should refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
27. They should cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
28. Teachers should cooperate through their organizations in the formulation of policies of the other institutions and accept offices.
29. 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.
30. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution.
31. Teachers should maintain contact with the guardians of 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.

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

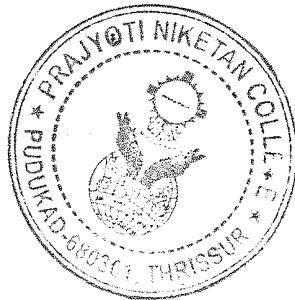
1. All the non-teaching staff, being supporting staff of the College should work in collaboration with the Superintendent under the orders of the Principal from 8.30 am to 4.30 pm. Each one shall report to the duty on time.
2. They should strive to maintain the academic atmosphere of the College through 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.
6. They should deal with students, staff 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. 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.
10. 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.
11. 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.
12. All the non-teaching staff should co-operate with the Management, Principal and the teaching staff for the smooth and efficient functioning of the College.

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*B. S. Sankar*  
PRINCIPAL  
Prajyoti Niketan College  
PUDUKAD