

N.S.S COLLEGE MANJERI

Estd. 1965

(Affiliated to University of Calicut)

CODE OF CONDUCT AND PREFOSSIONAL ETHICS

STUDENTS

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that, (i) The student shall be regular in the classes and must complete his/her studies in the Institute. (ii) In the event, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the College Authority. (iii) In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the College.
- 4 . Inability to produce the identity card, issued by the Institution, or refusing to produce it.
5. Unauthorized possession or use of harmful chemicals and banned drugs.
6. Smoking within the College campus.
7. Possessing, consuming, distributing, selling of alcohol in the Institute

8. Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc
9. Rash driving on the campus that may cause any inconvenience to others
10. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities
11. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
12. abuse of Institution's computers and/or other ICT instruments
13. Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

The principles of academic integrity require that a student should

- i) properly acknowledges and cites use of the ideas, results, material or words of others.
- ii) Properly acknowledge all contributors to a given piece of work.
- iii) Make sure that all assignments in a course are submitted by his/her own.

Anti-Ragging

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

Anti-Ragging Committee

The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

Anti-Ragging Squad

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

TEACHERS

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor 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 professional growth continuous through study and research;
4. Maintain active membership of professional organizations and strive to improve education and profession through them;
5. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with the dedication;
6. 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation: and
7. Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and the students

Teachers should:

1. Respect the right and dignity of the students in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
4. Recognize the difference in aptitude and capabilities among students and strive to meet their individual need;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of the for any reason;
7. Pay attention to only the attainment of the students in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

Teachers and colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing consideration of caste, creed, religion, race or sex in their professional Endeavour.

Teachers and non-teaching staff:

Teachers should:

Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

1. Teachers should help in the function or join staff-council covering both teachers and the non-teaching staff.

THE PRINCIPAL

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Kerala as in KSR.

Significant codes applicable to principal are listed below.

1. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
2. To maintain and promote academic activities in the College in all possible avenues.
3. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
4. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
5. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
6. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College.
7. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
8. To promote and maintain harmonious relationships of the College with the adjoining society.
9. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
10. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution.

SUPPORT STAFF

College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

1. The support staff should acquaint themselves with the College policies and adhere to

them to their best ability.

2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
5. They should not hamper the functioning of the college by engaging themselves in political or ant secular activities.
6. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
7. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
8. They should also be responsible for the proper use and maintenance of college equipments and furniture.
9. No support staff should be under the influence of drugs or alcohol during office hours.
10. The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matter.