

## **CODE OF CONDUCT**

### **PREFACE**

St. Aloysius College, Edathua is a premier institution set amidst the farmlands of Kuttanadu, providing quality education with a mission of “moulding the students as skilled, worthy, global citizens who can uphold the values of peace, fraternity and love.” The college envisions the “formation of global citizens with academic excellence and integrity of character who can champion the cause of a just society.”

Owned and managed by St. George Forane Church, Edathua, the college upholds the Christian ideals of love, compassion, service and brotherhood, and continues to light the lamp of wisdom in the minds of its students with the motto “Let Thy Divine Light Shine Miraculously.” The college functions with an understanding of the socio-cultural landscape of Kuttanadu and reflects that commitment in its approach towards education.

This code of conduct is being published to bring the functioning of the college and how the stakeholders are directed to be active partakers in its onward strides to light.

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## I

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

These guidelines are issued to inspire the students towards a more orderly and polite behaviour, and to set standards for their conduct and character:

1. All students are responsible to the Principal for their conduct both in and out of the college.
2. They shall respect all the teachers and greet them when they meet first either on campus or outside.
3. When a teacher or a visitor enters the classroom, the students should stand and remain so until they are permitted to sit.
4. Students should not enter or leave the classroom without permission. They shall not enter other classes without permission.
5. During free hours students are expected to make use of the library. No one should be found loitering on the veranda disturbing the other classes
6. They shall not deface the college walls and furniture by writing engraving, stamping, pasting etc. Everyone shall consider and handle the college property and library books as his/her own.
7. Students are forbidden to organize or attend any meeting on campus without the prior permission of the Principal. They are not allowed to address the college authorities in a group. Written sanction of the principal is necessary to collect any fund or to circulate notice or petition of any kind by any student either on campus or outside.
8. All the students must wear ID Badges on campus.
9. Any student who is persistently insubordinate, wilfully mischievous and who is likely to have an unwholesome influence on fellow students, will be removed from the rolls.
10. The educational concessions extended and the scholarships awarded are liable to be forfeited for any misconduct. Such concessions and scholarships may be withdrawn from students who resort to any misconduct.

11. Students are free to consult the Principal on any matter of college discipline, academic performance, co-curricular activities etc. On any matter of dispute, the decision of the Principal shall be final.
12. Political activism and students' strike are strictly banned inside the campus. Students are forbidden from organising or attending meetings other than the official ones.
13. Silence is expected during official programmes of the college.
14. Following instructions should be followed by the students who conduct study tours:
  - a. Only final year students are allowed to organize study tours.
  - b. Study tours should be conducted only with the prior permission of the Principal and the class teacher.
  - c. Booking of vehicles and arrangements for the stay while on tour should be made only after consultation with the class teacher concerned.
  - d. Class Teachers or other teachers deputed by the respective Heads of departments should accompany the students.
  - e. Any act of Indiscipline while on tour shall be considered as an act of indiscipline committed on campus and will attract punitive action.
  - f. The use of alcohol, drugs and smoking is strictly prohibited while on tour.
  - g. Every member of the party should try to see that their conduct while on tour, upholds the prestige and reputation of the college.
15. Students are required to reach the college in time.
16. They should attend every class with genuine interest and wholehearted co-operation.
17. They should keep the campus clean. They should not throw any waste materials on the floor or ground but shall drop them in the dustbins kept for the purpose.
18. After the second bell in the morning, every student must be in the classroom. Standing on the Veranda is not allowed. They should observe silence during the prayer song. They should keep silence in the library. They should learn to give respect and take respect.
19. Modesty in dressing is very compulsory. Boys are not allowed to wear collarless shirts on Campus. Students wearing *dhoti* should not fold it inside the campus.
20. Girls are earnestly advised to avoid wearing mini-skirts, sleeveless and deep necklines, flimsy clothes, short tops and leg-ins of transparent materials. They are also advised to wear a shawl/dupatta.

21. Smoking is strictly prohibited on campus. The use of intoxicants like drugs, liquor, pan masala etc. is strictly banned. Anybody violating this rule has to face serious consequences.
22. Decent behaviour is expected in bus and boat. Any complaint of misbehaviour will be seriously dealt with. Vulgar comments on the opposite sex will invite serious actions. Wandering inside the campus is prohibited.
23. Students are advised to use English for communication, utilize the library during lunch break and free hours, actively participate in extracurricular activities like NSS, NCC, Clubs, Associations etc.
24. The use of mobile phones on college campus was banned Vide G.O. No. RT/No.34605. Higher Education dated 1/3/2005. The College Council, the PTA General Body & the PTA Executive have discussed the matter seriously and decided to enforce it strictly for the good of the student community. The Ethics Committee worked out the details of the enforcement and the following decisions were taken:
  - a. Students are not allowed to bring mobile phones to campus.
  - b. If any student is found with a mobile phone in hand or using it, it shall be reported to the department concerned. All the teachers are authorised to report the same to the department concerned.
  - c. On remitting a fine of Rs. 100/- as penalty, the parents can claim the phone equipment from the Principal.
  - d. In case of repeating the offence, the equipment will be withheld by the Principal. The student can claim it only at the end of the course.
  - e. If parents want to contact their wards on urgency during college time, they can contact on Phone No. 0477-221-2264 and 0477-221-5164 at the office.
25. Those students who resort to two-wheelers for daily commuting should strictly observe all the safety rules issued by the motor vehicle department on and off the campus. They have to wear the helmet and are not allowed to carry more than one person on the pillion. They should obtain a parking permit from the college authorities to park their bikes in the parking shed.
26. Two-wheelers with parking stickers pasted on only will be permitted to the campus. Bikes and parking permits are not transferable.
27. Near the gate, the pillion should be emptied and the bike should be driven to the parking shed very slowly, carefully and without making any abnormal noise.
28. Attendance will be marked at the beginning of each period. If a student is absent for one hour in a session, it will be treated as absence for half-a-day.

29. Late-comers may be refused attendance for the period or marked late at the discretion of the teacher concerned. The college will not be responsible for any accident or untoward incident happening outside the campus during class hours.
30. Attendance is part of the internal assessment. Hence, students are cautioned to maintain full attendance. If the student is absent, a leave application should be submitted to the class teacher the next day.
31. Names of students absenting themselves without leave for more than 10 working days, will be removed from the rolls. They may be re-admitted at the discretion of the Principal after payment of the re-admission fee and the first instalment fees/semester fees.
32. Students shall make benefit from the services of mentors. The student information system including attendance is automated.
33. The College Library normally remains open from 9.00 am to 5.00 pm on all working days.
34. Members of the staff and students of the college are members of the library.
35. Students should submit their identity cards at the counter before entering the library.
36. Strict silence must be maintained in the library. No books or periodicals shall be removed from the library unless it is registered at the issuing counter.
37. Borrowed books must be returned within a fortnight and they can be re-issued for a further period of 15 days if no one else has applied for the book. A book may be recalled at any time even before the expiry of the period.
38. Members are expected to use books with care. If a book is lost or damaged, it should be replaced at once together with fine. If the book is not replaced, the defaulter shall have to pay two times the cost of the book together with a fine. Students are not allowed to pass on the books to anyone in or outside the college.
39. Books lost, damaged or defaced must be paid for by the student in whose name they were issued.
40. All books must be returned by the due date. An overdue fine (Rs. 7 per week) will be imposed on all books not returned on time. Students are liable to forfeit their membership of the library for disregard of the library rules, indiscipline or misbehaviour.

## II

### MAHATMA GANDHI UNIVERSITY STUDENTS' CODE OF CONDUCT RULES, 2005

No. 162/2004/2/Eln. Priyadarshini Hills, dated 16<sup>th</sup> February 2005

READ: (1) The Guidelines enunciated in para 7 of the affidavit filed by the Government in RP No. 435/2003.

(2) The judgement of the Hon. High Court of Kerala in RP No. 437/2003

### ORDER

As per paper (2) read above, the Hon. High Court of Kerala had directed the State Government and all the Universities in Kerala to lay down rules for maintaining discipline in all the colleges including Government-owned and affiliated, which will be binding on all the students in these institutions.

In exercise of the powers conferred under section 10(17) of the Mahatma Gandhi University Act 1985 the Vice-Chancellor, subject to ratification by the Syndicate has approved the Mahatma Gandhi University Students Code of Conduct Rules 2005 (appended) to be implemented for maintaining discipline in the campus immediately.

Orders are issued accordingly:

1. **Title:** These rules shall be known as Mahatma Gandhi University Students' Code of Conduct Rules - 2005. It shall come into force with immediate effect.
2. **Object:** These rules are framed with a view to maintaining and enforcing good conduct inside the classrooms and campus in the affiliated colleges, Departments of teaching and Research and self-financing schools of the Mahatma Gandhi University.

3. **Application:** These rules shall be applicable to all the affiliated colleges under the University, University departments of teaching and research and self-financing schools of the University.

4. **Definitions:**

- a. College: means a college as defined in Section 2 (2) and Section 2(7) of the M.G. University Act 1985.
- b. Vice Chancellor: means the Vice Chancellor of the Mahatma Gandhi University.
- c. Students' Grievance Redressal Committee: Students' Grievance Redressal Committee constituted as per Rule 8 of these Rules.
- d. Student: means a part-time or full-time student as defined in Section 2(26) of Mahatma Gandhi University Act.
- e. Principal: means Head of College as defined in Section 2(16) of the Mahatma Gandhi University Act 1985.
- f. Political activity: Political activity means any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication, whatsoever.

In case of definitions not mentioned above, the definitions in the University Act and Statutes shall prevail.

5. **Prohibition on Political Activity inside the Campus:**

- a. No student of a college shall get himself involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- b. Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have

- the power to take disciplinary action against students who indulge in the aforesaid activities.
- c. It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.
  - d. No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any classroom, office, hall or other places inside the campus and such activities shall be treated as misconduct No student shall shout slogans inside the classrooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution. These activities shall be treated as misconduct.

**6. Procedure for Imposition of Punishment:**

- a. The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- b. If it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 5 above and that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.
- c. If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the College Council. After reporting the matter and after seeking the views of the Council referred to above, the Principal shall appoint a competent teacher/teachers to enquire into the matter and to submit the report immediately.
- d. The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person against whom the allegations/delinquency, were made. The Enquiry Officer also shall give a fair and

reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit, including the imposition of the following punishments.

1. Imposition of fine
2. Issuance of compulsory transfer certificate
3. Dismissal from the college.

In the event of the imposition of punishment of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

#### **7. Prohibition of Damage to Property:**

The student shall not disfigure the classrooms, compound wall, or other buildings, inside the college campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipment and other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damages so caused. The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of the Prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of non-payment, the recovery proceedings shall be taken against the person responsible.

#### **8. Students' Grievance Redressal Committee:**

In every college, there shall be a Students Grievance Redressal Committee constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of three teachers nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the secretary shall be the ex-officio members of the said committee. The committee shall meet once every month and evaluate the steps taken or frame guideline or general instructions or directions for the maintenance of a peaceful atmosphere on the campus. The Committee shall generally discuss the various basic problems of the students and any unhealthy

relationship between the students, students and teachers or students and non-teaching staff of the college and suggest and implement remedial measures.

**9. Right to Appeal:**

A student against whom the disciplinary orders had been passed; shall have a right to appeal to the Board for Adjudication of Students Grievances as provided in Chapter 27 of Mahatma Gandhi University Statute 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order. The appellate authority shall also have the power to condone the delay in filing the appeal if it is proved to the satisfaction of the appellate authority by the appellant that he was prevented by sufficient cause from preferring the appeal within the time.

### III

#### **THE KERALA PROHIBITION OF RAGGING ACT, 1998**

Translation in English of the Kerala Prohibition of Ragging Act, 1998, published under the authority of the Governor.

*Preamble.* - WHEREAS it is expedient to prohibit ragging in educational institutions in the State of Kerala.

BE it enacted in the Forty-Ninth Year of the Republic of India as follows:-

1. *Short title, extent and Commencement.* - (1) This Act may be called the Kerala Prohibition of Ragging Act, 1998.

(2) It extends the whole of the State of Kerala.

(3) It shall be deemed to have come into force on the 23rd day of October 1997.

2. *Definition.* - In this Act, unless the context otherwise required, -

(a) 'head of the educational institution' means the Principal or the Headmaster or the person responsible for the management of that educational institution;

(b) 'Ragging' means doing of any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes –

- i. teasing, abusing or paying practical jokes on, or causing hurt to, such student; or
- ii. asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do.

3. *Prohibition of ragging.* - Ragging within or without any educational institution is prohibited.

4. *Penalty for ragging.* - Whoever commits, participates in, abets or propagates ragging within, or without, any educational institution shall, on conviction, be punished with imprisonment for a

term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

5. *Dismissal of student.* - Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted to any other educational institution for a period of three years from the date of order of such dismissal.
6. *Suspension of student.* - (1) Whenever any student or, as the case may be, the parents or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.

(2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

7. *Deemed abetment.* - If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.
8. *Power to make rules.* - (1) The Government may, by notification in the Gazette, make rules for carrying out all or any of the purposes of this Act.

(2) Every rule made under this Act shall be laid, as soon as may be after it is made, before the Legislative Assembly, while it is in session for a total period of fourteen days, which may be comprised in one session or two successive sessions, and if before the expiry of the session in which it is so laid, or the session immediately following, the Legislative Assembly makes any modification in the rule or decides that the rule should not be made, the rule shall, thereafter, have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

9. *Repeal and saving.* - (1) The Kerala Prohibition of Ragging Ordinance, 1998 (2 of 1998) is hereby repealed.

(2) Notwithstanding such repeal, anything is done or deemed to have been done or any action taken or deemed to have been taken under the said Ordinance shall be deemed to have been done or taken under this Act.

## **IV**

### **ELECTION TO THE COLLEGE UNION**

**The Hon'ble High Court of Kerala, through its judgement on 26-08-18, in the St. Aloysius College case, has permitted the college to conduct elections to the college union in the Parliamentary mode.**

**In the Parliamentary mode, the elected/nominated representatives from each class constitute the Parliament. The Union Executive consisting of the Chairman, Vice Chairman, General Secretary, Arts Club Secretary, Magazine Editor and two University Union Counsellors are elected by the Parliament and the Union Executive. The Moderator of the Parliament is the Dean of Student Affairs. There will be two staff advisors to the Union Executive of which one shall act as the treasurer.**

**The Union Executive Shall be accountable to the Staff Council and to the Parliament. Important decisions should be ratified by these bodies.**

**All the students are members of the College Union.**

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

1. Members of the non-teaching staff should work in collaboration with the Superintendent and under the authority of the Principal. All of them should report for duty on time.
2. Responsibilities assigned to them must not be sub-delegated without prior permission from the Principal.
3. They shouldn't leave the college campus during working hours without the permission of the Principal.
4. They should abide by the laws and regulations of the College. Students, staffs and colleagues should be treated with respect and courtesy.
5. They should make sure that the confidentiality of the records/files assigned to them is maintained at all times.
6. When complaints are raised against the functioning of any section in the college office, he/she should be directed to the Superintendent or the Principal immediately.
7. Members of the non-teaching staff are allowed to take leave on working day under unavoidable circumstances. However, they must get the Principal's permission and inform their immediate superiors before going on leave.
8. Those members of the non-teaching staff working in the department laboratories should maintain a stock register for all the articles under their care. For articles damaged by the students, a separate register should be maintained
9. Usage of alcohol, cigarettes or any other drugs/intoxicants are banned within the campus. Accepting bribes of any kind is an actionable offence.
10. Files shouldn't be delayed purposefully. Complete co-operation with the management is expected from the members of the non-teaching staff.

## VI

### CODE OF CONDUCT FOR THE TEACHERS

1. Teachers should handle the subjects assigned by the Head of the Department.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. The Mentor-Mentee system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
5. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
6. Students and staff must display ID cards at all times when they are on campus.
7. Students should not be denied admission into the classrooms/labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
8. Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HoD/Principal for necessary action.
9. Cases of indiscipline, misbehaviour or insubordination should be dealt with at the HoD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.
10. Staff members must take attendance within the first 5 minutes of starting the period.
11. Teachers are advised to refrain from awarding punishments like dismissal from the classrooms, making them stand in the classrooms, or summoning their parents to campus,
12. Trouble makers in the classrooms must be reported to the HoD/Principal for further action.
13. They must maintain a teacher's diary during each semester/year.
14. Teachers assigned to be invigilators must report to the Chief Superintendent 15 minutes before the commencement of the Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 10 minutes before the commencement of the examination. The candidates should be present in the examination halls before the commencement of the examination and no candidate should be allowed after the

commencement of the Examination. Ensure that the candidate should not carry any material except the Hall ticket, ID card and non-programmable calculator into the examination halls. Ensure that the relevant question papers are given for distribution in the hall. Candidates are not allowed to leave the examination hall until 1.5 hours from the commencement of the examination. Please ensure to collect the answer book from the candidates before they leave the examination hall. Malpractice cases, if any, should be reported to the Chief Superintendent immediately. Invigilators should not take the liberty of condoning the defaulters by giving an oral warning.

15. Practical examinations have to be conducted in the respective Laboratories / Workshops / Drawing Halls only.
16. The Head of the Department is responsible for conducting all academic programmes of the Department as per the norms of affiliating University. In pursuance of the above objective, he/she is required:
  - a. To formulate Timetables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
  - b. To train and update the faculty to deliver good instruction to the students.
  - c. To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
  - d. To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.
  - e. To ensure that all classes are held as per the timetable and make alternate arrangements for the classwork of teachers absent on that day.
  - f. To convene meetings of Faculty to coordinate the activities of the Department.

## VII

### **THE PRINCIPAL**

The Principal is the Academic and Administrative Head of St. Aloysius College, Edathua who, within the framework of the University/ Government rules and legislation, exercises authority and supervision over all aspects of admission, teaching and allied aspects, conduct of Internal and University examinations and all other related duties with the assistance of Teaching, Administrative, Clerical and other staff under his/her purview. There are:

1. Vice Principal
2. Associate Professors
3. Assistant Professors
4. Librarian
5. Bursar
6. Superintendent
7. Head Accountant
8. UD clerk
9. LD Clerk
10. Office Assistants
11. Mechanic
12. Housekeeping Staff

### **Functions of Principal**

Functioning within the framework of the Statutes of Mahatma Gandhi University/ Regulations of Govt. of Kerala and subject to supervision and the assistance of the College Governing Body, the Principal of St. Aloysius College Edathua as the Academic and Administrative Head of the College is responsible for:

- The Academic Excellence of the College
- All Teaching, Research and Extension Activities
- Fostering Academic Programs such as Workshops, Seminars and faculty development programs for the enrichment of Faculty Members and students
- The admission of students and maintenance of discipline
- Management of College Library, Computer Labs, science laboratories, other infrastructure and services in the premises
- Correspondence relating to administration of the College
- The observance of the Provision of Accounts Code
- The Administration and Supervision of Curricular, Extra-Curricular/Co-Curricular Activities.

- Supervision of College and University Examinations, Assessment of answer papers and such other work pertaining to the examinations as assigned.
- The assessment of reports of Teachers/ Non-teaching Staff.
- Maintenance of Service Books and of other records of the College.
- Any other work relating to the college as may be assigned to him/her by the competent authority from time to time.

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) as well as the set of prescripts enforced by the Government of Kerala as in the Kerala Service Rules.

**As the academic head of the institution, the Principal should strive:**

- To behave in such a manner that earns respect by upholding integrity, dignity, decorum and efficiency at all levels.
- To be impartial in his decision with members of the staff.
- To maintain tolerance while dealing with burning issues among students and subordinates.
- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- 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.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- 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.
- 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.
- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus add to the societal dynamism.

- To endeavour for the progress of the Kuttanad region surrounding the College so that academic practices may result in community development.

### **Functions of Vice Principal**

- The Vice-Principal assists the Principal in all the duties and officiates during his/her absence.

### **GOVERNING BODY**

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- The governing body shall act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- The body shall monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- Governing bodies shall ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- The governing body shall ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- The governing body shall actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.

### **SUPERINTENDENT**

1. General Administration and Supervision of the office. Member in Purchase Committee and preparation of minutes.
2. Member of College Council.
3. Member UGC Planning Board of the College.
4. Member of IQAC of the College.
5. Member of UGC Building Construction Committee.
6. Act as a Leader, Guide and Trainer of the Non-Teaching Staffs of the Institution.
7. Act as an Advisor to the Principal in the matters of Administration and Finance.
8. Take personal attention to utilize the complete amount allotted to the

college under State Plan Fund and UGC Fund as per the monthly target fixed by the DCE time to time.

9. Verification and timely disposal of Audit objection raised by the A.G. and the DCE.
10. Propagate good practices in official procedures in the office.

### **HEAD ACCOUNTANT**

1. Responsible for all type of disbursement of cash, cheque and DD.
2. Custodian of one set of Cash Chest Key.
3. Maintenance and custody of all registers, i.e., Cash Book, Advance Register, Audit Objection Register, Chalans and Chalans Register and Bill Book etc. in connection with all financial transactions.
4. Maintenance and custody of General P.D. Account Registers.
5. Supervision and control over all section clerks under accounts section.
6. Supervise the day-to-day affairs of the office in the absence of the Superintendent.
7. Timely disposal of audit objection of the A.G. and the DCE.
8. Monthly Closing Certificate entry in the Cash Book as per KFC Rules.
9. Cash Chest key with the Treasury should be exchanged during December of every year.

