



*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.*

## ***Code of Conduct***

### ***Students:***

#### **1. ADMISSION**

- 1.1 Admission is open to all candidates without distinction of cast or creed.
- 1.2 During the admission the candidate should be accompanied by the Parent/Guardian who will be responsible for him/her.

#### **2. DISCIPLINE**

- 2.1 Punctuality is an essential part of education and the students are expected to be in the class before the morning bell. You shall devotedly participate in the Morning Prayer. After the bells before each class hour you shall enter the class immediately and get seated in your place.
- 2.2 Attendance will be taken at the starting of each period and leave application form duly signed by the Parent, Class Tutor, HOD and the student has to be presented by the absentees of the previous day/days
- 2.3 Late comers may be permitted to enter the class. But they will not be given attendance.
- 2.4 Students shall not leave the college campus without permission before the classes are over.
- 2.5 Those without uniform, leave application etc. will not be permitted to remain in the class.
- 2.6 An atmosphere of study should be maintained in the campus. Students should keep silence in the College building during the class hours.
- 2.7. Students must appear for the IAEs and model examinations without fail.
- 2.8 Students are expected to submit the assignments and conduct the seminars with due earnestness.
- 2.9 Students should keep the classrooms, corridors and the premises clean.
- 2.10 Students are responsible for the safe custody of their belongings.
- 2.11 Students(day scholars) are not permitted to enter into Santhigiri Hostel.





- 2.12 Students shall not bring to the College, Cinema magazines and such other books/publications.
- 2.13 It is prohibited to conduct meetings, collect money or distribute notices in the College campus without the prior permission of the Principal.
- 2.14 All Christian students must participate in the Holy Mass and Retreats conducted in the College.
- 2.15 Students shall adhere to the lab timings correctly. No floppies/CDs/Pen drives shall be brought to the lab without permission.
- 2.16 Smoking and drinking Alcohol are strictly prohibited within the college and in the college Campus. Students shall not consume any type of intoxicants.
- 2.17 Students have to bring their parents to the college if requested by the authorities.
- 2.18 Students showing disobedience and disrespect to the management and the staff members are liable to be dismissed.
- 2.19 Students shall not enter other classrooms without the permission of the Principal/Teachers.
- 2.20 Students are not permitted to use mobile phones in the campus from 9.30 am to 4.30 pm.
- 2.22 English is the campus language of the college. All communications in the class rooms and outside between the staff and students and among the students themselves shall be in English.
- 2.23 All teachers in the college, irrespective of class or department are entitled to take disciplinary action against any student of this college.
- 2.24 All students shall adhere to the dress code prescribed by the college.
- 2.25 Those students who could not secure the required percentage of attendance are not eligible to appear for the University examinations and promotions.
- 2.26. Students are not allowed to write or draw on the walls and furniture. Any damage made to the property of the college will have to be compensated. If the culprit cannot be detected the concerned class/group or all the students may be imposed a fine. The punishment 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.
- 2.27. As per the ruling of the High Court dated 17.03.2003 all types of political activities in the college campus have been banned. Therefore, the students are not allowed to take part in any political agitations or demonstrations.



- 2.28. Students shall not indulge or stage in any activity like Dharna, Gherao, and obstructing entry to and from any class room, office, hall or places inside the campus.
- 2.29. No student of the college shall shout slogans inside the campus and interfere or cause disturbance to the functioning of the college.
- 2.30. Grievances of the students shall be brought to the notice of the Principal.
- 2.31. In all cases of disputes the decision of the Principal (Management) will be final.
- 2.32. Students are requested not to publish or upload any picture and videos related to Santhigiri College's Cell activities in the social media. Students are not supposed to post derogatory or sensitive statements against college, staff and colleagues in Whats App, Facebook etc... Student groups in social media are to be created or activated with the tutor's permission.
- 2.33. Boys are expected to come to college with a clean shaved face and proper hair cut

### **3. USAGE OF VEHICLES**

- 3.1. Two wheelers are permitted inside the campus only if the students are wearing helmet and possess a valid driving license.
- 3.2. Triple-riding and over speeding on motorcycle is strictly prohibited.
- 3.3. Bringing four-wheelers to the campus is not encouraged

### **4. UNIFORM**

- 4.1. Uniform is compulsory in the campus on Monday, Tuesday, Thursday, Friday and those days specially demanded.
- 4.2. Tags are compulsory for all days and it should be well displayed and not to be inserted in the pocket. If the student fails to obey the rule, he/she is liable to be fined each time.

### **DRESS CODE**

Self-Discipline is an essential element for every human being. Wearing dress decently and modestly is an integral part of our culture and self-discipline. The style, size and shape of the college uniform shall be in accordance with the norms provided by the college management.

#### **First Uniform:**

PG Boys: Formal pants, full sleeve shirt and black belt.

PG Girls: Formal pants, Full sleeve shirt and overcoat.



UG Boys: Formal pants, half sleeve shirt and black belt

UG Girls: Formal pants, half sleeve shirt and overcoat. Cloths for uniform should be purchased only from the person/shop assigned by the college.

**Second Uniform:**

The second uniform, if any, shall be formals for boys and Sari or Churidar for girls in consultation with class tutor.

Students may be permitted to use second uniform on specific occasions by the class tutor in consultation with the Principal on the days when uniform is not compulsory

**Boys:**

Regular pants and normal shirt with sufficient length to insert / Plain T-Shirt with collar

(Trousers with low waist, cargos and pencil-thin model fashion trousers are not permitted)

**Girls:**

Long skirt with a shawl /churidar with loose bottom and shawl (decent slits)/ half sari / sari are only allowed. Leggings/ leggings may be used only with churidar without slit. Maftha color can either be black or navy blue. Hair shall be properly clipped.

**5. COLLEGE BUS**

5.1 College buses are the extension of the college campus. All the rules and regulations that are to be observed in the college campus should be adhered to in the college bus also

5.2 Girls shall sit from the front seats and boys from the back seats.

5.3 Girls and boys shall not share the same seats.

5.4 All are expected to behave modestly and decently in the bus.

5.5 Students shall not make unnecessary noise in the bus.

5.6 Keep the bus clean and tidy.

5.7 Only those who possess a college bus pass shall travel by the college bus.

5.8 Students are permitted to travel only through the route mentioned in the bus Pass. Defaulters in both cases will have to pay a fine each time.

5.9 The bus drivers or others deputed are authorized to check the bus passes.



## **6. AVAILING LEAVE**

- 6.1 The written application for leave shall be presented to the class tutor first and then to the Head of the Department for granting permission of leave.
- 6.2 If you are unable to present the written application due to sickness or other emergency cases, the same shall be informed to the Class Tutor before the classes start.
- 6.3 Leave application form duly filled in shall be submitted to the Class tutor and then to the HOD before 9.30 am.
- 6.4 Medical certificates should be submitted to the class tutor along with the leave application form. Late submission of medical certificates will not be accepted.
- 6.5 Attendance will be taken during each hour and internal attendance marks will be calculated accordingly.
- 6.6 Leave even for the part of the Day will be granted only on the written application. Students shall not leave the college campus without permission before the classes are over. In emergency cases out pass shall be obtained from the class tutor.

## **7. SUSPENSION / DISMISSAL**

Discipline is integral to education and irregular attendance, habitual disobedience, disrespecting the teachers and visitors, harassing or manhandling other students, dishonesty, laziness; breaches of discipline or conduct detrimental to the morale of the Institution are sufficient reasons for the suspension or dismissal of the student.

### **1. Faculty**

- 1.1 The working hours of the college are from 9.30 a.m. to 4.30 p.m. All are expected to be present in the college during these hours.
- 1.2 Faculties have to mark their attendance before 09:30 AM and after 04:20 PM.
- 1.3 You shall go to the class immediately after the first bell in the morning. Attendance has to be taken at the starting of each period and the attendance slip duly filled in shall be given to the office staff. You should keep its copy for attendance calculation. Those without uniform shall not be permitted to remain in the class. Late comers shall be allowed to enter the class. They shall not be given attendance. Engage the class till the bell goes.



- 1.4 As part of creating a serious work culture for the staff and students, the staff members are requested to recreate in the staffroom only during the interval times. Other hours are to be used for serious study and class preparation.
- 1.5 Our medium of instruction is English. All communication in the class and outside among staff and students shall be in English.
- 1.6 You should have a personal knowledge of each of your students and you should take special attention to their academic excellence. Special care should be given to the weaker students.
- 1.7 Creating discipline in the college is not the sole responsibility of the Principal or Manager. It should be the cooperative effort of all the staff, Principal and Manager. It is your right and duty to pay special attention to the behavior and discipline of the students.
- 1.8 You shall not use mobile phones while taking the classes.
- 1.9 You shall not discontinue from the College during the academic year. You may discontinue at the completion of the academic year.
- 1.10 You shall submit your original certificates in the college office on the day of your joining. You shall deposit an amount if you wish to get your certificates from the office during the semester.
- 1.12 Christian staff members shall participate in all the religious activities, like Holy mass, retreats etc. and thus motivate the students to be more religious.
- 1.13 There shall be a dress code for the teachers in tune with the dress code we have given to the students. Male teachers shall use formal dress. Recommended dress code: Blue or black pants with light designed long loose sleeved shirt inserted, black shoes, black belt. On Fridays male staff can wear casuals. Dress code for female teachers is sari and they should be modest in dressing. On Fridays female staff can wear casuals.
- 1.14 **There shall be a staff training program and a tour every year.**
- 1.15 **Leave**
  - o All approvals will be subject to eligibility and balance of leave available.
  - o Faculty have to enter the number of days of leave availed in the academic year without fail.



- o Normally no leave shall be permitted immediately preceding or after any recognized holiday/vacation.
- o SCL (special casual leave) not exceeding 5 days in an academic year may be granted to attend conferences/examinations and personal consultancy/research at the instance of the faculty member with prior permission of the principal.
- o OOD(on official duty) is granted for performing the official duty of the department, university or work in statutory boards of university/institution, subject to prior approval of the Principal.
- o The cases where attendance is not marked for a session (in/out)will be treated as casual leave(CL)/ extra ordinary leave(EOL) for the whole day, unless leave applications for half day are submitted on time(within 3 days).
- o In the cases where the faculty /staff was present for duty during the designated time but failed to mark the attendance for the session will be treated as “not signed”,if specifically recommended to that effect in writing by the HOD.
- o Absence without leave entitlement shall be extra ordinary leave(EOL) without pay and shall need the prior approval of the Principal.
- o Submit supporting documents along with applications for \*OOD (on official duty), SCL.
- o Failure to submit the leave application on time (within 3 days) will lead to unauthorized absence and loss of pay/disciplinary actions.
- o Faculty should inform their leave to the HOD so that the class hours are not left free.

#### **1.16 Grievance Redressal**

- o If there are any grievances it can be informed to HOD/Principal

#### **1.17 Holy Mass and Retreat**

- o There will be Holy Mass on the first Tuesday of every month at 11.45 am.
- o All Christian students and staff must participate in the Holy Mass and class tutors should verify the attendance of Christian students in the chapel.



- o Retreat is conducted for both Christians and non-Christians in the College. All the staff and students must participate in these retreats.
- 1.18 Cell activities
- o The Cell Coordinators along with other cell members shall plan suitable programs for the academic year and they should inform other staff about all the cell activities, especially the general functions by notice or mail well in advance.
- 1.19 Teaching/Notes
- o Your classes should be well prepared and prepare the course plan before starting each subject. You should be an expert in your subject.
  - o Prepare notes before starting each module and send the soft copy to the Principal and HOD.
  - o Complete the portions according to the course plan before each IAEs. If you are lagging behind, you shall take special classes and keep pace with others.
  - o You may choose any teaching methodology: chalk and talk, ICT tools, group discussions, case studies, numerical treatments, design exercises or any other innovative practices. The basic requirement is that the students understand what you teach.
  - o Your teaching is evaluated based on your regularity, punctuality, content and methodology.
- 2. HOD**
- 2.1 HOD shall coordinate all the activities of the Department. He/She should ensure team work and discipline among the staff.
- 2.2 He/She shall prepare a time table well in advance in consultation with the Principal. If any change in normal time schedule occurs the same should be intimated to the staff through notice or mail. Permission of the Principal has to be obtained for all major changes in the time schedule.
- 2.3 He/She shall monitor all the duties of staff in his department and if there are deficiencies, correct it.





- 2.4 Conduct department meeting on all Tuesdays and send the minutes to the Principal on Wednesdays
- 2.5 HOD should regularly discuss all matters of the Department and the status of each class with the Principal.
- 2.6 Distribute Faculty Diary to all staff and filled in diaries should be submitted to the Principal on every Monday.
- 2.7 Verify the course plan, notes submitted by staff and monitor the time schedule of the syllabus coverage.
- 2.8 HOD should be a model to the other staff in all matters related to teaching and in the observance of staff rules and regulations.

### **3 Class tutors**

- 3.1 Know your students personally – names, family background, behavior etc.
- 3.2 Closely follow the academic progress, discipline and conduct of each student. Suggest ways and means for improvement, involve their parents if necessary.
- 3.3 If a student indulges in a serious interdisciplinary activity, his/her parents should be informed of the same on the same day and the same has to be communicated to HOD and Principal.
- 3.4 Keep the details of students in the students' biodata book and update it regularly.
- 3.5 Hard copy of the University mark list should be collected by the current class tutor.
- 3.6 Maintain regular communication of all the matters/programmes related to the class with HOD and other staff who are taking classes in that division.
- 3.7 When the university result is published the top ranked student shall be given a prize by the Principal in consultation with the HOD.
- 3.8 Maintain a student-friendly atmosphere in your class.
- 3.9 Handbook
  - o Handbooks should be prepared and circulated among the students through their google classroom and their email before the commencement of the semester.
- 3.10 Internal Marks
  - o All teachers shall keep the records of the attendance, IAE marks, assignments; seminar marks etc of your students and prepare internal marks using those documents.



- o Internal marks are to be collected by the class tutors from the subject teachers immediately after the publishing of results and the same should be consolidated and made a progress report.
- o Forward the internal marks to the students and if there are any valid grievances make necessary arrangements to solve it and update the internal marks and inform it to the students.
- o Copy of Handbook and Internal marks should be kept in the department folder also.

### 3.11 Leave of students

- o The written application for leave shall be presented to the class tutor first and then to the HOD for grant of permission of leave.
- o If a student is unable to present the written application due to sickness or other emergency cases, the same shall be informed to the Class Tutor before the classes start.
- o Leave application form duly filled in shall be submitted to the Class tutor and then to the HOD before 9.30 am. Those without leave applications will not be permitted to remain in the class.
- o Medical certificates should be submitted to the class tutor along with the leave application form. Late submission of medical certificates will not be accepted.
- o If medical certificate is valid give attendance and marks for attendance
- o The students shall not go out of the college campus between 9.30 and 4.20. In cases of emergency, Out Pass will be given by the class tutor.

### 3.12 Absentees in a class

- o If a student is repeatedly absent in your class, call his home and find the reason and inform it to the HOD.
- o Conduct parents meeting after the IAEs in consultation with HOD. During the parents' meeting Class Tutors shall discuss with the parents mainly on the academic performance, attendance and conduct of the students.
- o Summon the parents of those students who get less than 25% in more than one subject in the IAEs.

### 3.13 Disciplinary Actions



- o Inform the students in detail the rules and regulations of the college and other rules including anti-ragging Act on the first day itself.
- o Accept grievances from students if any and inform it to HOD and Principal.
- o Class tutor should inform the concerned parents about disciplinary action taken against a student on the same day itself.
- o If there is a function in Indoor Stadium, auditorium/ Seminar Hall class tutors and staff assigned must be with the students for maintaining discipline.

3.14 Fine

- o Those who did not pay the fine of the previous week will be sent out of the class on Monday.

**4. Administrative Staff**

- o The administrative staff must be present in the office from 9:00 AM to 5:00 PM.
- o They should work sincerely for the effective administration of the institution and their behavior should be polite and accommodating towards students and teachers.

**5. Non-Teaching Staff**

- o Loyalty to the College by punctuality and reliability in all duties.
- o Integrity by being honest in words and actions.
- o Creating and maintaining strong relationships with: a. Proper interactions with students b. Maintaining professional boundaries with students and staffs.
- o Dignity by treating students by care and kindness.
- o Being supportive and cooperate with other staff members
- o Responsibility by meeting the required standards for every assigned task.
- o Respect by mutual respect, trust and confidentiality
- o Justice by being committed to the well-being of individuals, the wider community and the common good of all people.
- o He / she must respect and maintain the hierarchy in the Administration.
- o He /she should adhere strictly to the working hours (9.00 am - 5.00 pm) and must dress decently and appropriately.
- o Must not use unauthorized persons to perform official duties.

