

# CODE OF CONDUCT

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# CODE OF PROFESSIONAL ETHICS

## I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself according to the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

### Teachers should:

- i. The teachers should uphold the vision and mission of the College, and work for the holistic development of the students;
- ii. Teachers should keep the Code of Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time;
- iii. Teachers should be present in the respective staff rooms of departments as per the time fixed by the authority (before 9.30 a.m., and they can leave the campus only after 4 p.m. at present);
- iv. Teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen as inappropriate should be reported to the Principal;
- v. Teachers should mark the attendance of students and maintain the documentation in the Attendance Register and Application entrusted to them.
- vi. Teachers have to do properly the special duties assigned by the Principal and the college authorities;
- vii. They should maintain personal contact with the students, and the class tutors and mentors have greater responsibility for the well-being of the students of their respective classes;
- viii. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ix. Manage their private affairs in a manner consistent with the dignity of the profession;
- x. Seek to make professional growth continuous through study and research;
- xi. Express free and frank opinions by participating in professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- xii. Maintain active membership of professional organizations and strive to improve education and profession through them;
- xiii. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- xiv. 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

- the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- xv. Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. TEACHERS AND THE STUDENTS**

Teachers should:

- i. Respect the right and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

## **III. TEACHERS AND COLLEAGUES**

Teachers should:

- i. Treat other members of the profession in the same manner as they wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

## **IV. TEACHERS AND AUTHORITIES:**

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating

- steps through their institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi. Should adhere to the conditions of the contract;
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

#### **V. TEACHERS AND NON-TEACHING STAFF:**

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

#### **VI. TEACHERS AND GUARDIANS**

Teachers should:

- i. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians and their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for mutual exchange of ideas and the benefit of the institution.

#### **VII. TEACHERS AND SOCIETY**

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

- v. Refrain from taking part in subscribing to or assisting in any way activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## **CODE OF PROFESSIONAL ETHICS**

### **Code of Conduct for Non-Teaching Faculty**

1. All non-teaching staff, as supporting members of the College, should work collaboratively with the Principal and report to duty on time.
2. They should strive to maintain the academic atmosphere of the College through their assigned tasks.
3. They are not permitted to delegate their responsibilities without prior permission from the Principal.
4. They may not leave the College campus during working hours without the Principal's permission.
5. They must strictly adhere to the College's laws and regulations.
6. They should interact with students, staff, colleagues, and visitors with respect and courtesy.
7. They should maintain honesty, discipline, fairness, and justice in their official duties.
8. They must keep confidential the records maintained in their offices and safeguard the files and papers entrusted to them.
9. Any complaints against non-teaching staff should be referred to the Principal without delay.
10. Non-teaching staff may only take leave under unavoidable circumstances and must obtain the Principal's permission to arrange for their absence.
11. Non-teaching staff in department laboratories must maintain a stock register for all articles and equipment, and they are responsible for these items.
12. A separate register should be maintained for articles damaged by students.
13. They should refrain from using alcohol and other intoxicants on campus and from accepting any form of bribes. Moral uprightness is expected from all staff members.
14. Strict action will be taken if any work is found to be purposefully delayed.
15. All non-teaching staff should cooperate with the Management, administration, and teaching staff to ensure the smooth and efficient functioning of the College

### General Rules

1. The day begins with prayer. The entire college pays due attention and devotion to prayer.
2. Students are to remain in their classrooms during the entire class period. If the teacher is absent the class monitors should inform both the concerned department and principal for immediate alternative arrangements.
3. Students are not allowed to leave the campus during the working hours. In case of any emergency, the sanction must be obtained from the Principal by forwarding the prescribed Movement Form duly countersigned by the class tutor/ teacher, HoD, and the Parent/Guardian.
4. Identity cards are compulsory for all students on campus and should be produced for verification on demand.
5. All students are to be obliged to strictly observe the dress code/uniform fixed by the authority while attending the college.
6. Students are liable to ensure the participation of their parents in all PTA meetings. Failure will result in debarment from the class.
7. Cleanliness in classrooms, verandahs and premises is essential. Avoid leaning against walls and doorways, writing on desks, benches and walls, fixing nails, pasting notices on the walls etc.
8. Students should consult the notice board, Student Application and website every day. Information regarding various relevant matters will be put up in the above-mentioned ways; ignorance of any notice thus exhibited will not be accepted as an excuse for failing to comply.
9. A call to the auditorium/seminar hall for a common purpose or any other programme must be promptly and strictly answered. No one is to remain in classrooms or elsewhere during such occasions.
10. Complaints of students will be looked into only if they are presented through the proper channel. Collective petitions, however, will not be allowed. Make use of the Students' Grievance Redressal Cell.
11. Students' vehicles should be parked only in the prescribed parking area. They are not allowed to sit in the parking shed.



12. Students are strictly prohibited from entering the staff's parking area.
13. All students should behave with dignity and courtesy and should wear neat, decent and modest dress. An attitude of respect and love should be reflected in their behaviour towards elders, teachers, peers and others.
14. Political activism is strictly banned in the precincts of the college. All sorts of strikes, demonstrations, meetings, processions shouting slogans and collecting funds are liable for punishment.
15. Any persistently insubordinate student, who is repeatedly or wilfully mischievous, and who is guilty of fraud or malpractice in connection with examinations shall be removed from the roll. The removal shall be either temporary or permanent according to the gravity of the offence.
16. Students taking part in communal and anti-social activities will be severely dealt with. They will not be awarded any scholarship or benefits due to them.
17. All vandalistic activities will be treated seriously and compensation will be exacted from the guilty.
18. Ragging, teasing, intimidating, harassing and use of words of abuse etc. on fellow students within the campus or outside are punishable under the order of the Supreme Court, High Court, UGC, Govt. of Kerala and the University of Calicut, and such matters will be immediately reported to the police. Ragging invites immediate expulsion from the college.
19. No student shall give any matter regarding the activities of the college to the press or upload on social networks without the approval and permission of the principal.
20. Cell phones and other such gadgets are strictly banned within the boundary of the campus without the prior permission of the principal or any other teacher authorized for the purpose. Any unauthorized use of a mobile phone deserves seizure. It will be returned, if at all, only after one week with a fine of Rs.500/-
21. Students who are charged with criminal offences or under suspension should not enter the campus without the prior permission of the college authorities.
22. Students are prohibited from:
  - i. Entering the classrooms, laboratories, office, staff room, Library, Cafeteria etc. except when they are expected to be there.

- ii. Loitering on verandas and vacant classrooms, or crowding at the gate or about the office.
  - iii. Using narcotics-cigarette, pan items... Etc.
  - iv. Bringing outsiders to campus to any of the functions held at the college without prior permission.
  - v. Use of fireworks, electronic devices, cameras etc. anywhere on the campus without permission.
  - vi. Wear or carry costly articles and ornaments in the college
23. Students should collect their certificates after the completion/termination of their course by 30th September of the same year. After the date, a fine of Rs.100/will be levied.
24. The Principal or other college authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character which regulate the conduct of the students on the rolls, so far as such rules seem necessary to maintain the credibility, usefulness and reputation of the college.
25. Students are expected to know the rules and ignorance of rules is not an excuse for their violation.

### **Attendance and Leave**

1. Punctuality and regular attendance are compulsory. Attendance will be taken at the beginning of each hour.
2. A student who is absent from class for one hour will be considered absent for half a day.
3. Latecomers will not be permitted into the class.
4. No student shall be absent from his/her class without permission.
5. A student requiring leave for a day or a longer period shall make an application in the **prescribed form** and submit it to the principal. The application must be countersigned by the parent, the tutor and the Head of the department.
6. **If the absence is due to illness, the application shall be supported by a registered medical practitioner and issued to the concerned.**
7. **A student who is absent without leave for five consecutive working days will be removed from the roll.**
8. For half leave, students are advised to get permission from the concerned class tutor and should be entered in the department-level Movement Register.

9. The certificate of attendance required by the University Examinations will not be granted unless,
- i. The principal is satisfied with the progress and conduct of the student.
  - ii. The student has attended **seventy-five per cent** of the total working days in the semester.
  - iii. **If a student is unable to attend classes as he/she represents the college in extra-curricular activities such as sports and games, NSS, and Association or literary activities he/she may apply for attendance for such days.**
  - iv. **Such application shall be duly recommended by the responsible faculty and shall be submitted not later than the next five working days after such activities.**
  - v. **Late applications will not be entertained.**
  - vi. **The principal reserves all rights to grant or refuse such application at his discretion.**
10. Application for Condonation of Shortage of Attendance will be forwarded only in satisfactory cases. No application for exemption will be recommended by the principal unless he is satisfied that the shortage of attendance was due to reasons beyond the control of the student and also that leave was availed of during the period of absence.
11. Irregular attendance, insubordination to teachers, habitual shirking from class work and obscenity of any sort are sufficient grounds for the suspension or dismissal of a student from the college.

### **Fee Rules**

1. The first term fee including special fees will be collected at the time of admission.
2. Subsequent instalments will be collected as shown in the Fee Chart given in the Appendix. I
3. **If a student fails to pay fees on the due date he/she shall be liable to pay a fine of Rs. 500/-along with the fees on or before the tenth day after the due date**
4. If the fees and fine are not paid within the last working day previous to due to the succeeding instalment, the name of the student will be removed from the roll of the college. If the student is not readmitted he/she will have to remit all the arrears with a fine and obtain permission from the principal.
5. Students who have completed their respective course of study can apply for a refund of the Caution Deposit in the prescribed form within the stipulated time- from July 1st to August 31st (If he/she deserves it as per the assessment of the concerned authority and Principal.

## Library Rules

1. All students of the college are members of the library.
2. Every user must make an entry in the library register while entering the library and also at the time of exit. The library will be open from 9 am to 4.30 pm on all working days.
3. An identity card issued by the college should be produced while entering the library.
4. Personal articles like books, bags, umbrellas, files etc. should be kept at the entrance before entering the library.
5. Strict silence should be observed in the library and its precincts.
6. Students can borrow books from the library by producing the card issued to them by the library.
7. Identity/Library card is not transferable. If any damage, marking, mutilation, writing or defect of any sort is found on the book issued to students, it must be reported to the librarian before leaving the counter.
8. The borrower will be held responsible for any damage detected when the book is returned and he/she will be required to replace the defective book with a new one or pay such compensation as decided by the librarian.
9. The loan period is 14 days. However the librarian reserves the right to call back any book at any time from a borrower, even if the period of the loan has not expired.
10. If the books borrowed from the library are not returned on or before the due date, a fine of Rs.10/- will be charged per day on each Book.
11. If a book is lost, the matter should immediately be reported to the librarian.
12. If a book is irrecoverably lost, it must be replaced with a new one or compensation paid as decided by the librarian.
13. In case an identity/library card is lost, the matter should be reported to the librarian in writing. After proper investigation, the librarian, at his discretion, may or may not issue a duplicate card. Otherwise, the owner of the card will be responsible for the books issued upon presentation of the card.
14. A duplicate card will be issued on payment of Rs.150/-
15. The card will be expired by the completion of the programme.

## **16. Lab Rules**

1. Students must present a valid ID card before entering the computer lab.
2. Playing games or engaging in other academic activities in the lab is strictly prohibited.
3. No Footwear/ bags/handbags/raincoats/ casual wear will be allowed inside the computer lab.
4. The computer lab is for academic purposes. Therefore, a quiet atmosphere is required. Silence must be maintained in the lab at all times. Noisy students will be asked to leave.
5. Conversation, discussion, loud talking & sleeping are strictly prohibited.
6. Every user must make an entry in the lab register while entering the Computer Lab and also at the time of exit from the lab.
7. Users are strictly prohibited from downloading, viewing or distributing any materials without the prior permission of the faculty in Charge.
8. Students are not allowed to use personal Pen Drives, Data cables, Phone CDs, DVDs etc., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers.
9. Before leaving the lab, users must close all programs positively and keep the desktop blank.
10. Users are strictly prohibited from modifying or deleting any important files and installing any software or settings on the computer
11. Based on the prime priority, users may be requested by the lab in charge, to leave the workstation at any time and compliance is a must.
12. Eating and/or drinking inside the computer labs is strictly prohibited.
13. The lab must be kept clean and tidy at all times.
14. If any problem arises, please bring the same to the notice of the lab in charge.
15. Lab timing will be as per the academic timetable of different classes
16. Each student or visitor must take mobile phones in “Switched Off” mode while entering and or working in Computer Lab.
17. No duplicate or pirated Software(s) will be allowed to be used in a Computer Lab.
18. Use of Computer Lab for personal work is prohibited. However, permission for doing personal academic work may be given by Lab in Charge as per the request through the concerned faculties...
19. Users must turn off the computer before leaving the computer lab.

20. In case of theft/destruction of the computers or peripherals, double the cost of the loss will be charged to the student/user.
21. Computer/ Lab Assistants are available to assist with BASIC computer and software problems. They are not tutors and will not tell you how to complete your assignments.
22. Food and drink are not permitted in the computer lab.
23. The use of cell phones is prohibited in the computer lab
24. Unauthorized copying and/or installation of unauthorized software is not permitted.
25. Tampering with the hardware or software settings will not be tolerated.
26. Students found Internet surfing or chatting for personal reasons may be asked to leave. Preference is given to students doing coursework over those engaged in personal computer use.
27. Personal files are not to be stored on the local drive C. Students are responsible for providing their means of digital storage. All lab computers are set up to remove any data stored or any programs installed by users.
28. DO NOT leave your personal belongings at the computer. The College is not responsible for items left behind.
29. Internet facility is only for educational/ study purposes.