

GOVERNMENT COLLEGE, MADAPPALLY

VATAKARA, KERALA

Code of Conduct



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Code of Conduct

Code of Conduct for students

Students who secure admission in Government College Madappally are expected to follow the rules and regulations laid down by the University of Calicut.

Working Hours

- The working hours of the college are from 9.30 am to 5.00 pm. Students should be in their classes by 9.15 am and can leave the campus only after 4.30 pm after attending the tutorial hour. Students can have food during the lunch hour (12.30 pm to 1.30 pm).

General Behaviour and Discipline

- Students should follow the rules and regulations of the college and conduct themselves accordingly.
- Students should be seated in their respective classes on time and should not cause any disturbance in the running of the class.
- Students should obtain prior permission before leaving the class from the lecturers.
- Students who have no class to attend during any particular period are expected to be in the Reading Room/Library.
- Students should not harm themselves or cause harm mentally or physically to anyone else.
- Students who are persistently insubordinate and commit fraud or any kind of malpractices in the College shall be punished as per the guidelines of the University. Their names shall be removed from the roll depending on the gravity of the misdemeanor.

- Students shall not use the social media to hurt others or behave in a manner to offend the sensibility of others.
- Students who are charged in criminal offences and are under suspension shall not be allowed to enter the campus without permission.
- Ragging of any kind is seen very seriously and those students who engage in bullying and criminal activities like ragging will be handed over immediately to the legal arm of the Government.
- Students should respect one another and the staff of the college.
- Students who are coordinating various programmes and events should get prior permission from the Principal and the concerned teachers. Meetings, fund collection, putting up of notices should be after getting the permission from the Principal and the concerned teachers.
- The practice and preparation for any programmes should not in any way disrupt the normal functioning of the classes.
- Students are responsible for the protection of the property of the college and its general upkeep. They should not damage the walls, furniture or other facilities inside the campus. Graffiti on walls is strictly prohibited. Legal action will be initiated against those who destroy or cause to destroy the property of the college under existing laws including the Prevention of Damage to Public Property Act 1984.
- Waste disposal should be done properly and littering is prohibited.
- No student should appear for an interview or an examination without obtaining the prior permission of the Principal.
- Every student shall wear clean and respectable dress. They shall maintain the dignity of student through their conduct and their behaviour.

- Students should not bring outsiders into the campus without the prior permission of the Principals and the Head of the Department of the concerned departments.
- Use of mobile phones is strictly prohibited during class hours. They are liable for punishment as per the University Rules/ Govt. Orders.
- Girl Students who are residing in the hostel should get prior permission while leaving and entering the hostel.
- Outsiders are forbidden from entering the hostel without the permission of the in-charge teacher and hostel warden.
- Students attending Nature club, NSS, NCC camps should inform the teacher in-charge while leaving the hostel for their assigned duties.
- Students should inform their place of stay and the name of their guardian during the period of study to the concerned tutor and the HOD.
- Students should keep cordial relations with the community members and should not in any way cause distress to them or create confrontations.
- Complaints of students will be looked into if they are presented through the proper channel.

Identity Cards

All Students of this college should possess Identity Cards duly signed by the concerned Professor and Principal. If the Identity Card is irrecoverably lost, duplicate Identity Card will be issued only after remitting Rs.30 to the Government.

Attendance

- Absence without leave for part of a day will entail forfeiture of attendance for the whole day.

- Students who are absent from the college for more than fifteen consecutive working days without satisfactory explanation are liable to have his/her name removed from the rolls.
- Students who are obliged to leave a class owing to indisposition must obtain endorsement from the teacher in-charge of the class in support of their application for leave.
- A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the concerned Department.
- Condonation of shortage of attendance to a maximum of 9 days in a semester subject to a maximum of two times during the whole period of a degree programme may be granted by the University.
- Benefits of attendance may be granted to students who attend the approved activities of college/university with prior concurrence of the Head of the institution.
- Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate in curricular/extracurricular activities.
- The condonation of shortage of attendance shall be granted according to the existing prescribed norms of the University.
- If a student registered in first semester of the UG degree programme is continuously absent from the classes for more than 14 days at the beginning of the semester without informing the authorities, the matter shall immediately be brought to the notice of the Registrar of the University. The names of such students shall be removed from the rolls.

- Admission to repeat courses should be within the sanctioned strength. However if more candidates are there, the candidates who have suffered serious health problems, on production of a medical certificate issued by a physician not below the rank of a Civil Surgeon in Govt. service, may be permitted to repeat the course, with a written order issued by the Registrar, Calicut University (by considering his/her SGPA/CGPA and percentage of attendance). The number of such candidates should not exceed two.
- A student shall be normally permitted to register for the examination if he/she has required minimum attendance. If registration for examination is not possible owing to shortage of attendance beyond condonation limit, the student shall be permitted to move to the next semester. In such cases, a request from the student may be forwarded through the Principal of the college to the University within two weeks of the commencement of that semester.
- An undertaking from the Principal may also be obtained stating that the students will be permitted to make up the shortage of attendance in that semester after completing 6 semesters. (Students shall make up the shortage of attendance in 'Repeat Semester' after completion of the programme)
- Application for duty leave should be submitted to the Head of Institution preferably before the duty is performed or within ten working days after returning from duty. If duty leave is sanctioned, the student shall meet the faculty members handling classes for him/her in that semester (within 2 weeks after returning from duty), and request them to mark duty leave granted in the record of attendance.
- Students are eligible for duty leave if they perform certain kinds of duties like representing the college/University in sports and games, etc. on

recommendation from faculty members concerned, Head of Institution shall sanction duty leave for the period of absence. The maximum limit of duty leave that can be granted to a student during a semester is 10% of the total number of instructional hours engaged in that semester.

- Those students who wish to discontinue their studies should give prior intimation in the office and to the tutor, the HOD and the Principal.

Code of Conduct for Teachers

Teachers are bound to obey the rules and regulations as laid down by the UGC, the Department of Collegiate Education and the University of Calicut.

Responsibility and Accountability

- Teachers should complete the tasks assigned by the Principal and the Head of the Departments in a time bound manner.
- The syllabus allotted should be completed on time.
- Teachers should be courteous and maintain cordial relations with other staff in the institution and the students.
- Teachers should be good counselors and facilitators. They should spare no effort in helping the students achieve good results.
- Teachers must be proactive and help the students by instilling confidence in them to reach their respective goals.
- Teachers should give prior intimation to the Head of the Department and the Principal before attending any course or event.
- Teachers should monitor the work of the assigned wards and ensure the proper implementation of the tutor-ward system.

- The teachers who are part of various programmes such as SSB or WWS initiatives should ensure the programme is implemented efficiently and the students are benefitting from it.
- The teachers who are heading various clubs and other initiatives such as the nature club, film club, quiz club, NSS or NCC should ensure that the programme schedule is maintained properly and the events are organized in a befitting manner.
- The teachers should ensure that the normal classes are not disturbed either during the programme or for the preparations for the event. Proper instruction must be given to the student volunteers as to organize meetings and events after class hours or during free periods.
- The teachers must instruct the students to get prior permission from the teachers concerned and the Principal before conducting any event.
- Teachers must dress in proper manner and should not behave in a way unbecoming that of a teacher.
- Teachers should function as pillars of support for the students and must not exploit their trust in any manner.
- Teacher should maintain a healthy relationship with the guardians of the students and make every effort to update them on the progress of their wards. Regularly conducting Parents Teachers Meetings will help to build the trust between the parents, teachers and the students.
- Teacher should maintain cordial relations with the local community.
- Teachers should not propagate hate either verbally , or in a written manner or through social media so as to offend any member of the community.

- Teacher must not do political propaganda inside the campus and must be professional in their conduct and behaviour.
- Teachers must perform their duties impartially and upheld the trust bestowed on them by the community in every way.
- Teachers must value assignments, answer sheets and in the evaluation of the progress of the students and submit reports as and when requested by the University.
- Teachers should submit the reports of the seminars and workshops attended to IQAC regularly. Files must be kept to record the activities which happened in every academic year.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular, administrative and organizational activities that may be assigned to them from time to time.
- Teachers must report for duty on time and remain in the campus during the working hours.
- Teachers should record their attendance through the biometric punching machine and also sign in the register.
- Teachers must update the respective registers for the leaves (CL, EL, OD, DL, Compensatory off etc.) availed.
- The class hours for Assistant Professors are 16 and that for Associate Professors are 14 a week. However the workload for all teachers is 40 hours a week.
- The Heads of the Department are to manage the activities of the department efficiently. They are responsible for the properties and facilities of the

department. The HODs must ensure that all the rooms under the department are kept clean and are functional by extracting work from the non-teaching staff. Any loss or damage to the property under the department must be reported immediately in writing to the Principal. The HODs must ensure that the teachers are performing their assigned duties and completing the syllabus on time and that the progress of the students are not affected in any manner.

- The staff meetings and departmental meetings must be held after class hours.
Leave.
- Teachers can avail a maximum of 15 casual leave in a calendar year.
- Proper medical certificate should be submitted for sanctioning medical leave.
- Not more than 25% of staff members in a Department will be allowed to go on OD on a particular day.
- Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed fifteen days.
- All the staff must report for duty on the reopening day or the last working day of each semester.
- Prior intimation when pursuing higher studies must be given to the Principal and the concerned department. Leave application for the same and for pursuing research will be processed by the Department of Collegiate Education.
- While availing OD prior written permission must be obtained from the Principal at least a day in advance Research, Seminars and Workshops
- Teachers may take up research projects, participate in refresher courses, orientation programmes, faculty development programmes and quality improvement programmes.

- Staff members are encouraged to contribute to the field of research by publishing books, articles and by attending academic gatherings.
- Teachers are encouraged to create linkages between the college and institutes of higher learning.




Principal
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