

BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

KOTTAYAM



**CODE OF PROFESSIONAL CONDUCT FOR STUDENTS,
TEACHERS, GOVERNING BODY AND ADMINISTRATION**

INTERNAL QUALITY ASSURANCE CELL

BISHOP CHULAPARAMBIL MEMORIAL COLLEGE, KOTTAYAM

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PREFACE

The aim of Higher Education in India is to produce leaders of society with a commitment to upholding the ideals of patriotism, democracy, secularism, socialism, peaceful coexistence of the citizens and the principles included in the preamble to our constitution. Accordingly, Higher Education should strive towards academic excellence, progress of Arts and Science and should create talented students who will contribute towards education, research and development in conformity with the needs of our nation, while making befitting services internationally too. Keeping the above in mind, teachers of Bishop Chulaparambil Memorial College, Kottayam strive to create a learning environment that nurtures to fulfill the potential of all students.

It is imperative that the college formulates an appropriate Code of conduct that extends from the students, teachers, Governing Body members and administration, which will help achieve our goals of the institution.

1. CODE OF CONDUCT FOR THE STUDENTS OF THE COLLEGE

Parents are to ensure that their wards follow the rules and regulations of the College. Self-discipline is the best means for the development of an individual. However, for the effective running of the institution, rules and regulations become necessary to enforce discipline when required. Students of

B.C.M. are expected to observe all the rules and regulations of the college, thereby uphold and standards of the college, whether on or off the college campus. The decision of the Principal shall be final in all matters.

1.1. Imperatives

- a. The day begins with the morning prayer at 9.30 am. The entire college should participate in it with due respect and devotion. As soon as the prayer bell is rung, stand still and observe perfect silence till the prayer and announcements are over.
- b. A call to the auditorium or college quadrangle for any programme must be promptly and strictly responded. No one is to remain in the classroom or elsewhere during such occasions.
- c. When a teacher enters the classroom, rise, greet her/him and remain standing during the short prayer.
- d. If the teacher is absent, the class prefect should inform the concerned department for alternative arrangements.
- e. Each class will be entrusted to a class teacher.
- f. Students shall be punctual and earnest in attending classes and other academic, co-curricular and extracurricular activities.
- g. Use of drugs and alcohol within the campus is strictly prohibited.
- h. Students should be decent, polite and refined in their behaviour.
- i. Students are not expected to leave the campus during the working hours. In case of an emergency, sanction must be obtained from the Class teacher/ Head of the Department.
- j. College property should be handled with care. Do not disfigure college desks/benches, walls and doorways with writing, fixing nails and

pasting notices on the walls. Students will be penalized individually or collectively according to the gravity of the loss or damage caused.

- k. Students are not allowed to use mobile phones in the campus via G.O.N.O. RT/No. 346/05/Higher Edn. dtd. 1.3.2005. Teachers can impound such mobile phones and a fine will be imposed.
- l. Information regarding various topics will be displayed on the notice boards. Students should look at the notice boards every day.
- m. Letters officially addressed to the principal should have enclosed self-addressed, stamped envelope, if reply is needed.
- n. Students are requested to ensure that personal letters to them are directed to the home address.
- o. Strict silence must be observed in Chapel and Library and during the class hours. Chapel and its premises are used only for prayer. Discipline and decorum are expected from the students during programme convened in the auditorium or elsewhere.
- p. Students are requested to see that an attitude of respect and love is reflected in their behaviour towards elders, teachers, peers and others.
- q. Strikes and similar demonstrations are not allowed.
- r. Prior permission from the Principal is essential to take part in inter collegiate competition or in live photographic modelling, fashion shows or radio/T.V. programmes.
- s. Going to hotels for tiffin during the lunch time is strictly forbidden. Lunch and snacks will be provided in the college canteen.
- t. No meeting is to be held in the college buildings or anywhere in the college premises without the permission of the Principal.
- u. All the students can bring to the notice of the Principal/Grievance Redressal Cell in the right spirit, any reasonable grievance or difficulty they might have.

1.1.1 Dress Code

- a) Inappropriate dress, such as leggings, transparent clothing, tight clothing, micro, mini dresses, short skirts, tops with deep neck-line, cut-out or torn jeans etc. are not permitted in the campus.
- b) Dress must not display obscene, profane, lewd or offensive words or images.
- c) Sleeveless and cap sleeve dresses and tops are not permitted.
- d) Attire permitted for girls are sarees, salwar kameez with shawl, pants / jeans with loose long top and long skirts. Salwar kameez tops with long slits are not permitted
- e) For boys, shirts / kurta and pants / jeans/ dhoti are allowed.
- f) Students wearing saree, should ensure that blouses are modestly cut.
- g) Shirt and tops should be properly buttoned. Low waist pants/jeans are not allowed.
- h) Students who fail to abide by the Dress Code will be subjected to disciplinary action.
- i) Uniforms complete with Id cards should be worn on Tuesdays and Fridays

1.1.2. Information Technology & Social Media Guidelines

- (a) This policy applies to all staff and students of B.C.M. College, hereafter referred as members of B.C.M. Family.
- (b) Watching movies, music channels and other entertainment programmes during the working hours shall be avoided. Members shall not install pirated software at college system. Any attempt to destruct the IT infrastructure shall not be tolerated and action will be initiated with a minimum punishment of twice cost of the asset which is tried to be destructed.
- (c) Always be fair and courteous to the members of the B.C.M. family. Also, keep in mind that you are more likely to resolve institution- related complaints by speaking directly with the members or by informing your superiors than by posting complaints to a social media outlet.
- (d) Uploading defamatory, sarcastic or any other content intended to bring down the reputation of the Management/ College/teachers and student community will be strictly viewed and action will be initiated under the civil and criminal laws of the land as well as disciplinary action against such violators.
- (e) Express only your personal opinions. Never represent yourself as a spokesperson of B.C.M. College.
- (f) Any conduct that adversely affects the institution or any members of the B.C.M. Family may result in disciplinary action.

- (g) While posting photos and videos, it is urged that you have to get the written permission from the concerned persons in the video or photos before posting or publishing them in social media.
- (h) Using YouTube or other video sharing sites are welcomed only if it is for academic purpose. Downloading movies and pirated software are not expected from any member of the BCM family and shall not be done from the college.
- (i) Ultimately, you are solely responsible for what you post online.

1.1.3. Attendance and Leave of absence

- (a) Students are not permitted to absent themselves without permission for the whole or part of a day.
- (b) Attendance will be marked at the beginning of each period. Students are to be present in the class before 9.30 am. Attendance will not be given for late comers except in unavoidable circumstances.
- (c) A student absent from the college for more than 15 consecutive working days without satisfactory explanation is liable to have her name removed from the rolls. A student seeking admission after such a removal should pay the prescribed re admission fee.
- (d) Duty leaves for physical education activities will be granted only to athletes representing the College or the University in various matches, tournaments and sports events.
- (e) A student deputed to participate in matches, tournaments and sports events should submit her/his leave application to the Principal for necessary action not later than one week after the event and it should be recommended by the Head of the Department of Physical Education. For the purpose of attendance, every working day, irrespective of the number of working period, shall be considered as a full working day.
- (f) The annual certificate of attendance and progress required by the University for promotion or for admission to the University Examination will not be granted unless (1) the student has attended not less than 75% of the number of working days of the academic year and (2) the Principal is satisfied with the student's progress and conduct.
- (g) To be considered for exemption from the shortage of annual attendance, a student has to pay the University charges Rs. 100/- for ten days and Rs. 200/- for twenty days.
- (h) Students who absent themselves without permission on the re-opening days will be fined Rs. 50/-.
- (i) Leave from the class for one period for valid reasons may be granted by the teacher in charge of the concerned period. If a student wants to leave the college early, she must get permission directly from the Principal against a written request countersigned by Parent/Guardian/Warden and Class teacher. Strict action will be taken against students who leave classes or college without prior permission.

- (j) A student absenting himself /herself for a period exceeding working days should report himself/ herself to the Principal or returning back to college.
- (k) A student who repeatedly absents himself /herself on insufficient grounds or who obtains leave under a false pretext will be seriously punished.
- (l) Leave of absence should be applied to the Principal in the prescribed form and should be countersigned by the teacher in-charge.
- (m) All celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution of the College. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details, guests attending, source of funds, expenditure estimates etc.
- (n) Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
- (o) No type of vehicles should be used during celebrations inside the College campus / hostels.
- (p) The students shall not receive their visitors in college during working hours without permission.
- (q) The letters and other communication for the students shall not be addressed to the college.

1.1.4. Examinations

- (a) All the examinations conducted by the Department or College are obligatory.
- (b) Internal and Terminal examinations are regularly scheduled. Absence from an examination without the prior permission of the Principal will incur a fine of Rs. 50/- per paper. In case of illness, the leave application must be submitted beforehand. The medical certificate is to be produced without delay.
- (c) If a student is absent from an examination the teacher/ department concerned may assign a supplementary examination for the concerned students. The date, duration, venue and other details are left to the discretion of the teacher or department concerned.
- (d) Any malpractice at the general or class examination will be dealt with seriously.

Progress reports are issued to the parents on completion of each internal examination. They provide information about the academic performance of their wards. Therefore, the cards are to be examined carefully by the parents/guardians and should be signed in presence of the class teacher on the prescribed day.

1.2. Mahatma Gandhi University Students' Code of Conduct Rules – 2005

Mahatma Gandhi University Students' Code of Conduct Rules-2005 introduced vide UO. No. 162/2004/2/Elen. dated 16 February 2005 has laid down rules for maintaining discipline in all Colleges affiliated to the university, which will be binding on all students of the College. The university order prohibits political activity inside the campus. Political activity is defined as "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".

Prohibition on political activity inside the campus means the following:-

a) No student of a College shall get himself/herself involved in any political activity by himself/herself 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 gathering inside the College campus for the purpose of doing any activity 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 has the power to take disciplinary action against students who indulge in the aforesaid activities.

c) It shall constitute gross indiscipline to call for an appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or student wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they will be punished as per the rules stated above.

d) No student of a College shall stage or indulge in any activity like dharna, gherao, and the like obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.

e) No student shall shout slogans inside the classrooms, office or any other place inside the campus and obstruct or cause disturbance to the everyday functioning of the institution.

1.3. Kerala Ragging Prohibition Act 1998

For the information of the students and their parents, parts from the Kerala Ragging Prohibition Act published in 1998, forbidding ragging in the educational institutions of Kerala are quoted below.

2(B) By Ragging, it is meant any physical or mental torture or any disorderly conduct towards any student of an educational institution causing apprehension, dread, humiliation or agitation in him/her. It can be harassment like

insulting, teasing, bullying or manhandling. It can be also be forcing upon him/her to do something which he/she voluntarily won't dare to do normally.

Prohibition of Ragging: Ragging is prohibited both inside and outside an educational institution.

Punishment for Ragging: Any student involved in ragging/persuades other for ragging or advocated ragging/either inside or outside an educational institution shall be subject to a punishment of not more than two years imprisonment in addition to a penalty of not over Rs. 1,000/-.

Dismissal of a Student: A student subject to the punishment under section (4) is liable to be is missed from the institution and is barred from being admitted to any other institution for a period of three years from the date of receipt of his/her dismissal order.

Suspension of a Student: If a student/parent/guardian or any teacher of the institution forwards a written complaint to the Head of the Institution, he/she has to make an urgent enquiry into the matter within 7 days of receipt of a such complaint. If the allegation is proved to be correct, the accused must be suspended with immediate effect and the matter must be referred to the police for further proceedings.

2(1) As is said in sub-section I, if a written complaint is received by the Head of the Institution, he/she has to make a detailed enquiry and if it is found baseless, the complainant must be informed of it in writing.

Abetting: If the Head of the Institution refuses to take action in the manner described under section (6) or is negligent in initiating any steps, he/she is to be treated as one abetting the crime and is liable to be punished under section (4).

1.4.UGC Regulation on Curbing Ragging

In June 2009, the UGC has notified a comprehensive set of regulations to curb the menace of ragging in educational institutions.

1.4.1 What is Ragging?

As per the UGC Regulations 2009, 'Ragging' constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which rudeness a fresher or any other student.
- b) Indulging in rowdy or in-disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or

torment or embracement so as to adversely affect the physique or psyche of such fresher or any other student;

d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student including a fresher.

e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or group of students.

f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

g) Any act of physical abuse including all variants of sexual abuse, homosexual assaults, stripping, forced obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

h) Any act or abuse by spoken words which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

i) Any act that the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

1.4.2 Punishments for Ragging

The UGC regulations stipulate that students can be expelled from an institute and debarred from taking admission to any other institute for a specified period after being found guilty of the offence. As per the regulations any students can be fined up to Rs. 2.5 Lakhs if found guilty of ragging.

The UGC regulations provide for justification of a student, a period from one to four semesters. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

a) Suspension from attending classes and academic privileges.

b) Withholding/withdrawing scholarship/fellowship and other benefits.

c) Debarring from appearing in any test/examination or other evaluation process.

d) Withholding results.

e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.

- f) Suspension/expulsion from the hostel
- g) Cancellation of admission
- h) Rustication from the institution for periods ranging from 1 to 4 semesters
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- j) Fine ranging between Rupees 25,000/- and Rupees 2.5 lakh
- k) Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

1.5. College Union

The College Union is organized with the following objectives:

- a) To train the students of the College in parliamentary democracy so that they may be responsible future citizens of India, aware of their duties, responsibilities and rights.
- b) To promote opportunities for the development of character, leadership, efficiency and spirit of service among students.
- c) To organize cultural programs, quizzes, debates, seminars, work squads, touring parties etc. so that the students may acquire knowledge on current topics and develop deep thinking about them.
- d) To encourage extracurricular activities like Youth Festival, Sports Meet etc. that are conducive to the above objectives.

2. CODE OF CONDUCT FOR TEACHERS

Teaching is a noble profession and whomsoever adopts teaching as a profession should conduct himself / herself in a manner ideal to the profession.

Upholding the nature of the profession a teacher is constantly under scrutiny from the general public and from his /her students. National values should be inculcated by the teachers must also be a part of the teacher's ideals.

As per UGC specifications the following guidelines should be adhered to by teachers

1. Teachers should adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage private affairs from consistent with the dignity of the profession.
3. Study and research should be a part of a teacher's personal growth.
4. When participating in seminars/ workshops/ conferences where knowledge is exchanged, teachers are expected to participate with free and frank opinions.

5. Perform all duties of a teachers conscientiously and with dedication
6. Carry out all responsibilities and co-operate in functions related to educational responsibilities of the college and University.
7. Be active in participation for extension activities, co –curricular, extracurricular and community activities

3.CODE OF CONDUCT FOR THE GOVERNING BODY

All governing body members are required to observe the following principles in the Code of conduct

1. The Governing Body members must be committed towards the growth of the institution. They should be responsible for the Institution competing in a healthy manner, ethically and honestly with other educational institutions.
2. The Governing Body members should ensure that it is committed to the institution and are required to not use the Institution for any personal gains.
3. The Governing Body members are to be committed in purchasing activities of goods/ services in accordance with the policies of the college in lieu of vision of the college.
4. The Governing Body members are to meet periodically to review and assess the institutions growth against the vision and mission of the college.
5. Governing Body members are to respect the confidentiality of sensitive information of the College if any
6. Members are required to attend all meetings and use reasonable endeavors in these meetings.

CODE OF CONDUCT FOR ADMINISTRATION

3.1 CODE OF CONDUCT FOR THE PRINCIPAL, THE HEAD OF THE INSTITUTION

Principals of colleges are respected and are unafraid to serve their teachers and students. The Principal is required to adhere to the following

1. Quality in education and academic activities should be ensured
2. Policies and plans of the institution should be chalked out to ensure quality education in tune with the vision and mission of the institution.
3. Should be responsible for the formation of various college level committees and ensure its smooth functioning.
4. Responsible for the convening of various cells and forum meetings as and when required.
5. Financial matters should be monitored efficiently
6. The Principal is responsible for motivating teachers to better oneself in their profession.
7. Any directives of the University, Higher Education Department and UGC should be strictly complied with.

3.2. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. The admission and examinations should be looked into by the administrative staff.
2. Periodic updates in e-administration should be undertaken by the administrative staff
3. Administrative staff should be courteous, refined and polite in their behavior with members in the institution as well as parents/guardians
4. A friendly relationship should exist with the teachers.
5. All professional activities should be undertaken with sanction from the Head of the Institution and proper channels
6. Should not abstain from duties entrusted from the Institution and should maintain loyalty at all time.



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