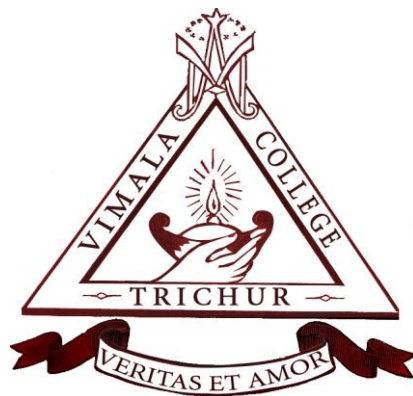


# **Vimala College (Autonomous)**

## **Thrissur**



## **Policy on Code of Conduct**



**VIMALA COLLEGE (AUTONOMOUS), THRISSUR**  
**KERALA 680009**

Policy No.	VC/ Policy/ 01				
Policy Name:	Code of Conduct for Students, Faculty & Non Teaching Staff				
Drafted by	Internal Quality Assurance Cell (IQAC) in consultation with College Management	Adopted:	2018-19	Revised:	2020-21
Approved by	Governing Council	Date:	08 April 2021		
Next Revision			2022-23		



  
**PRINCIPAL IN-CHARGE,**  
**VIMALA COLLEGE**  
**(AUTONOMOUS)**  
**THRISSUR - 680 009**

## CODE OF CONDUCT FOR STUDENTS

### PREAMBLE

This document indicates the standard procedures and practices of Vimala College for all the students enrolled with the College for pursuing various programmes and courses. All students are expected to abide by this Code of Conduct and the rights and responsibilities including the restrictions flowing from it. This Code promotes students' development through individual and collective responsibility. All students of the College are expected to be well conversant with this Code, which can also be referred on the official website of the College.

### PURPOSE AND SCOPE

Vimala College (Autonomous), Thrissur is an institution that is committed to the pursuit of excellence in teaching, learning, and research and community engagement. The Code of conduct is formulated to provide fair procedures relevant to all students of undergraduate and post graduate and PhD programmes of all departments of the College. All students, as members of Vimala College, are required to observe all the rules that are proposed under the Code of Conduct of the College.

### VIMALA COLLEGE CODE OF CONDUCT

1. It is mandatory to wear the college identity card in campus and while commuting to College.
2. Students must adhere to the dress code of the institution. No gold or gold coloured imitation ornaments is permitted.
3. Ragging is prohibited by law in the College campus.
4. Political activities are banned in the campus by rule (Vide: W.A.No.535 of 2003-Judgement dt 26-05-2003) of the honourable High Court of Kerala. Students should not resort to Gheraos, Bandh, Harthal and any sort of violence within the campus.



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5. The College is committed to educationally sound use of technology and to prevent technology from becoming disruptive to the learning environment. Any use of technology that degrades the learning environment, promotes dishonesty or is used for illegal activities may be prohibited. Use of mobile phones in the campus is in accordance with the Government rules and regulations. Electronic devices other than for the purpose of study should not be brought to the College or hostel without the permission of the Principal. No magazine or newspaper subscription of any kind is allowed in the campus without the prior permission of the Principal.
6. Students are warned against presenting mass petitions to the Principal or to the Manager. They should not participate in: Any agitation directed against constituted authority - Any meeting likely to excite disloyalty towards the Government, Any meeting likely to promote communal ill-feeling, any activity that will cause unrest on campus.
7. Plagiarism or other forms of academic dishonesty, furnishing false information to any college official, faculty or office, forgery, alteration or misuse of any college document, record, or instrument of identification, copying in examination etc. will call for strict disciplinary action amounting to suspension and dismissal.
8. Irregular attendances, insubordination to lecturers, habitual in-attention in class, obscenity in word or deed are sufficient reasons for permanent or temporary dismissal of a student.
9. Fund collection of any kind by students without the prior permission of the Principal is strictly forbidden.
10. Official letters addressed to the college authorities expecting response should include self-addressed stamped envelope.



11. Important information will be disseminated through notice boards, announcements over common announcement system, website and class representatives, depending on the nature of the information.
12. Displaying notices without permission of the Principal is for bidden
13. Non-hostellers are not allowed to enter hostel premises without prior permission of the Deans of Residence
14. Students can convene meeting only with the prior permission of the Principal. Persons who are not on the rolls of the college register will not be allowed to take part in any propaganda work in the College campus
15. College property should be handled with care. Loss, damage or destruction will be chargeable individually or collectively as the case maybe.
16. The Principal has the complete authority to amend or modify any rule or regulation.

#### **Attendance and Absence**

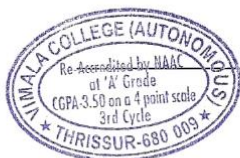
- Attendance will be taken every hour,
- Attendance, as stipulated by the University, is mandatory for all students, to appear for the end semester examination Minimum attendance requisition for each course: 75%.
- Condonation of shortage of attendance: maximum 9 days in a semester subject to a maximum of two times during the whole period of a Degree Programme.

#### **Benefits of Attendance**

- To attend the approved activities of College with prior concurrence of the Principal. Participation / attendance certificate in curricular/extracurricular activities to be produced.



- Benefits of attendance is limited to 9 days in a semester.
  - In case of continuous absence without informing the authorities for more than 14 working days, name will be removed from the rolls. Admission to repeat courses will be within the sanctioned strength.
  - Students 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 Government service, may be permitted to repeat the course considering her SGPA/CGPA and percentage of attendance.
  - Absence of a student on any day shall be with prior intimation to the Tutor. Absence must be recorded in the leave book maintained by the respective tutors. Leave application (forms, made available in the college office) should be submitted to the Tutor.
17. Absence for any internal examination or continual assessment conducted by faculty in class may be detrimental to the overall performance and results. No reexamination will be conducted for students absent for internal examinations
18. Students will be permitted to leave the campus before class dispersal only on written request from parents/guardian.
19. Corrective measures will be taken in case of any misbehavior in class or campus. The nature of the measure will depend upon the severity of the offence and will be decided by the Tutor / Dean of Students / Principal
20. All students who are a part of the College are advised to uphold the policy and inform the authorities of any violations and assist the institution to improve the quality and effectiveness of this Code and appended policies.





### **Monitoring the adherence to the Code of Ethics:**

The students can refer institutional website also. The Discipline Committee of the College will be in charge of the monitoring of the adherence to the Code of Conduct.

## **CODE OF CONDUCT FOR TEACHERS AND NON-TEACHING STAFF**

### **Code of Conduct for Teachers**

As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his / her 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 must be considered as his / her own ideals. The profession requires that the teacher should be calm, patient and communicative by temperament and amiable by disposition.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility.

A definitive code of ethics of the college encompasses the following:

#### **1. Uphold Professional and social values**

- Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the College, University and the Government from time to time.




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- Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- No teacher shall be absent himself/herself from duties at any time without prior permission from higher-ups and all teachers should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Teachers shall perform the duties entrusted to them by the College without affecting the regular teaching hours. All the teachers must physically present and engage the class during the regular teaching hours. Compromise in the class hours will not be entertained and necessary arrangements to be made to engage the classes during the day of absence from the College.
- Adequate preparation for the classes is a mandate and teacher must be competent and confident in their teaching profession.
- Teacher should try to develop an inclusive educational environment. There should not be any partiality or vindictive attitude towards any student in terms of caste, creed, religion, gender or socio-economic status.
- Teacher should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs and encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- All teachers should try to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- In tune with the mission and vision of the college each teacher should instill a scientific and democratic outlook and respect for physical labour among





his/her students, making them community oriented, patriotic and broad minded. It is the social responsibility of the teacher to aid students to develop an understanding of our national heritage and national goals.

- Every Teacher should recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Every teacher should work to improve education in the community and strengthen the community's moral and intellectual life; perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus. Publishing comments in the social media in the name of the College is prohibited without prior permission of the Head of the institution.
- No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.

## 2. Update Professional competency and Practices

- Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her and for benefit of student community.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.



- Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of her/his professional duties.
- Teachers are encouraged to take up research projects and publish book / research articles in reputed journals in the UGC care list
- The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, advising and counseling students as well as assisting the conduct of examinations participate in extra-curricular activities such as sports, extension activities and cultural programmes of the College. This will generate a holistic development and a congenial relationship with the students.
- All the permanent faculty members of the College will be the members of the College's Alumnae Association

### 3. Maintain Professional Integrity

- Teachers must maintain ethical behaviour in professional practice and should ensure that honesty is not compromised in research.
- The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

### 4. Ethics in Professional Collaboration

- Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner
- There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.



- The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any unhealthy activity against the College Management. All teachers are bound to obey the CMC Education Policy of the Management

#### **Code of conduct for Nonteaching and other staff**

- Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations of the College, University and the Government.
- No staff shall be absent himself/herself from duties at any time without prior permission from higher-ups.
- No Staff (teaching and non-teaching) employed in a college shall engage directly or indirectly in any trade or business.
- During the period of service all the members of the staff shall employ themselves honestly and efficiently under the order of the Head of the Institution.
- No members of the staff (teaching and non-teaching) shall engage in any political activity within the college campus.
- All the members of the staff (teaching and non-teaching) must attend punctually at the appointed time and shall not leave before the college closes for the day.
- All the members of the staff both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.



### ID Cards

- It is mandatory for all the teaching and non-teaching staff to always display ID cards when they are in the campus.



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