



KURIAKOSE ELIAS COLLEGE MANNANAM

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CODE OF CONDUCT AND ETHICS POLICY



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The policy outlines the principles, standards and expectations that guide the behaviour of staff and students. It ensures that all members of the college community adhere to high standards of integrity, mutual respect and professionalism, thereby promoting a positive and productive educational atmosphere.

Objectives

- To cultivate an atmosphere of mutual respect and inclusivity, where diversity is valued and discrimination, harassment or bullying in any form is strictly prohibited.
- To ensure that all college members comply with applicable local, state and federal laws, as well as college policies and regulations.
- To promote the responsible use of college resources, facilities and technology, preventing misuse, damage or theft and ensuring that resources are used appropriately to support the college's mission.
- To instil a sense of professionalism and responsibility among all college members, ensuring that their conduct reflects positively on the institution and contributes to a productive academic environment.

Policy Statements

- Students must strictly follow the disciplinary rules of the college. A student is not expected to plead ignorance of these rules.
- Ragging in all its forms is prohibited in pursuance of UGC regulations on curbing the menace of ragging in Higher Educational Institutions, 2009.
- Sexual harassment in any form against women is prohibited in the campus as per UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Smoking, consumption of alcoholic beverages and the use of narcotic drugs are strictly prohibited. Legal proceedings will be initiated against those found under the influence of alcohol or narcotic drugs on campus.
- Students are not allowed to use mobile phones on the college campus, as per the G.O. No. RT/No.346/5 Higher Edn. dated 01-03-2005.
- The vehicles of both staff and students must be parked only in designated areas.



- Students must handle college property with utmost care. Any damage to furniture or other items will result in fines and penal actions.
- Outsiders are not permitted to meet any staff members or students on the college campus or attend college functions without the principal's permission.
- There is a prescribed uniform for all batches of students, which must be worn on Mondays, Tuesdays, Thursdays and Fridays.
- Students are expected to wear their college identity cards visibly and present them to authorities and security guards on request.

Implementation

Students are expected to be aware of the college rules and regulations and must adhere to them, conducting themselves with decency and decorum. Violations will result in disciplinary actions, including suspension or dismissal. Only parents or guardians are allowed on campus during working hours. Strict action will be taken against those who bring outsiders onto the campus without permission. Students must not invite press reporters or media personnel to the college, without the principal's approval. Students should leave the campus before 5 p.m.. All students are expected to follow basic norms of modesty and decency in dress. Identity cards are required for all payments, issuing of certificates, and access to various college facilities, including the principal's office, staff rooms, classrooms, examination halls, library, auditorium, laboratories, and open-air auditorium. A duplicate identity card can be obtained for a fee of Rs. 200, if lost. The identity card must be surrendered to the office on claiming a refund of the caution deposit or on obtaining the Transfer Certificate or Qualifying Certificates, whichever occurs first. By adhering to this policy, the college reinforces its commitment to academic excellence, ethical standards and the holistic development of its staff and students.