



KURIAKOSE ELIAS COLLEGE MANNANAM

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PROFESSIONAL ETHICS AND CODE OF CONDUCT

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CODE OF CONDUCT GUIDELINES

An Overview of K.E. College

The College is named after our heavenly Patron, Saint Kuriakose Elias Chavara, the Co-founder of the Congregation of the Carmelites of Mary Immaculate (CMI), is our source of inspiration. His glorious vision of molding a new generation through education deeply rooted in the faith in God and love of humanity is taken up by our institutions and we take pride in discharging this noble responsibility.

K.E. College was established in 1964 as a Junior College to give the catholic youth the benefits of higher education through a congenial catholic environment. The college fulfills this aim, working hand in hand with the Government and University and giving due respect to the rights of the minorities guaranteed by the Constitution of India.

Rev. Fr. Fabian CMI, the Prior of St. Joseph's Monastery, was the Founder Manager and inspirational force behind the construction of the college building. The College is built on the same beautiful hill where in 1846; Saint Kuriakose Elias took the first step towards secular education by starting the "Sanskrit School". Rev. Fr. Papias CMI was the first Principal of the college. The college was affiliated to Kerala University and upgraded as a Degree college in 1967. Since 1983, the college has been under the jurisdiction of Mahatma Gandhi University. In the short span of fifty golden years, the college has become a great centre of learning and a source of inspiration to the people of Kerala.

The institution is always eager to instill co-curricular, social, environmental, and cultural values among the students in addition to teaching, learning, and research activities. The administration of this university consistently works to produce graduates who are well-educated and socially conscious by offering excellent infrastructure and a supportive environment.

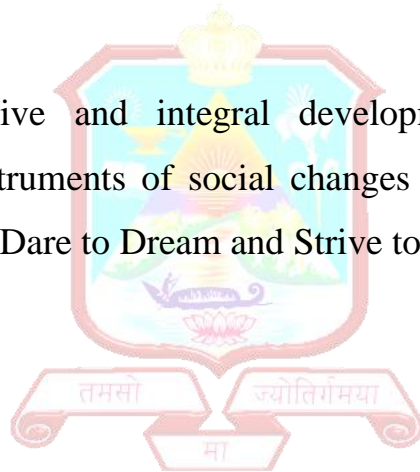
VISION AND MISSION

Vision

To become a centre par excellence of learning, unique in experience, value based in approach and committed in service, for enriching and fulfilling life.

Mission

To facilitate comprehensive and integral development of individuals who effectively function as instruments of social changes imbued with righteousness and courage of conviction: Dare to Dream and Strive to Achieve.



Introduction and Structure of the Code of Conduct

Introduction

By fostering an efficient teaching-learning environment, the institute has developed a code of conduct that will enhance the overall development of both students and teachers. It supports academic honesty and appropriate conduct. Academic success and student behavior are both factors that affect an institution's reputation. The goal of this code of conduct is to advance the accomplishment of the college's mission and vision by familiarizing students, teachers, Departments, cells, and committees with its rules and regulations.

Structure of the Code of Conduct

As per the UGC guidelines the committee was headed by

Fr.Dr.Xavier C.S CMI, Principal, and Convenor
Members

- Fr.Biju Thomas Thekkekkuttu CMI , Bursar
- Dr. Mathews T Thelly (HoD, Botany)
- Dr. Jollyamma Mathew (HoD, Chemistry)
- Dr.GincyLukose V (Asst.Prof, Economics)
- Mr. Joshy Kurian (Junior Superintendent)
- Ms. Sandra Savio (Student Representative)
- Ms. CinobiaMangalathu (Student Representative)

Code of Conduct for Students of the College

A. Strict Observation of College Rules

The Principal is the ultimate disciplinary authority in the college. Students should strictly follow the disciplinary rules of the college. A student is not expected to plead that he/she is not aware of the existence of such rules. Ignorance of rules is no excuse. Students are to read the college notice board daily. It is the duty of every student to abide by the rules and regulations of the college and conduct himself/herself with decency and decorum. Violation of the rules will result in disciplinary action against the offenders and imposition of punishment including suspension, or dismissal.

B. Outsiders not permitted

- Outsiders are not permitted to meet any of the members of the staff or students on the college campus without the permission of the HOD and Principal.
- Students shall not bring any press reporters and media persons to the college premises for any purpose whatsoever without the permission of the HOD/Principal
- Only parents/guardians are permitted

C. Mobile Phones Banned

The use of mobile phones is strictly prohibited on the college campus as per Government order G 0 No II Offenders will be levied with fine and the mobile phones confiscated.

D. Character and Conduct

Conduct Certificate will not be issued as a matter of course. It has to be earned by a student's good conduct and behavior. The decision of the Principal shall be final

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regarding this matter, and will not be based on any recommendation. The following are the rules and regulations

- Political activities on the part of students and the members of staff are strictly forbidden on the college campus.
- Any meeting of the faculty, staff or students in the college campus shall be arranged only with the explicit permission of the college authorities
- In the interest of the institution and for the sake of discipline, the Principal is entitled to refuse admission to an applicant, to suspend, dismiss or take any other punitive action on any student for his/her misconduct.
- Misconduct shall include
 - Staying away from classes without sufficient reason.
 - Disrespectful behavior towards the members of the staff.
 - Provoking students to strike and participate in strike, dharnaetc in the college.
 - Loitering in and around the main gate, porch, stairs and the verandas during free hours and creating disturbance to the classes in progress.

(During free hours the students are expected to make use of the library or go to the retiring rooms).

 - Organizing tours without the permission of the Principal.
 - Organizing meetings in the college or displaying notices on the college notice board without the permission of the Principal.
 - Distributing leaflets, hand-bills or other materials and displaying banners and posters inside the campus.
 - Scribbling offensive, abusive or obscene words or drawing figures on blackboards or any kind of writing on the walls or other places in the college or on the Campus. Disorderly behavior in the class.
- Smoking, consumption of alcoholic beverages and use of narcotic drugs are

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strictly prohibited Criminal proceedings will be taken against those found under the influence of alcohol or narcotic drugs within the campus.

- Vandalism and destruction of college property will be severely dealt with and the material loss will be fully recovered with a fine.
- When the students meet a member of the staff within the campus or outside, they will greet him/her as a mark of respect.
- Students are expected to keep decency and decorum in their dress and behavior. Pictures and writings of any sort shall not be exhibited on the dress.
- These rules are liable to be amended when found necessary.
- The teachers shall be present in the class before the third bell so that they may give good example to the students by participating in prayer.
- Teachers shall be responsible for maintaining discipline in classes.
- It is the duty of the students and the staff to get informed of all the rules and notifications of the college from time to time. Ignorance of these rules is not condoned.
- The properties of the college must be handled with utmost care by the students. Any impairment cost to any of the furniture and other items will be deleted by the imposition of fines and penal actions.
- The vehicles of the students must only be parked in areas designated to them for that purpose.
- Students should not wander in the campus or engage in group activities while standing on the verandas.

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E. Mandatory Dress Code

There is a prescribed uniform for the students who are enrolled for the aided and the unaided courses. Students are expected to wear decent dresses while on the College campus. Transparent and revealing dresses and shorts are not allowed on campus except in the case of particular sports, games or arts activity where permission is granted by the Principal. Gents should restrain from using outfits such as low-waist pants, collarless T- shirts and outlandish jewellery. Ladies should avoid putting on high slits for Kameezes, sleeveless tops, leggings, short Kurtis etc. If any student is in violation of the above mentioned dress code, he/she will be asked to vacate the campus and his/her attendance is cancelled out. When the students of the K.E. College represent it on various platforms outside of it they must follow the college prescribed dress code.

F. Identity Card Compulsory

Students should wear at all times college identification cards which should be shown to the authorities and to the watchman when demanded. All payments, issue of certificates, mark lists etc. and entry into class rooms, examination halls, library, auditorium, laboratories, open air auditorium will be made only on production of the Identity Card. The Identity Card shall be surrendered to the office at the time of claiming the refund of caution deposit or issuing of Transfer Certificate/Qualifying Certificates, whichever is earlier. Class teachers may see to it that students comply with this.

G. Religious and Moral Instructions:

All catholic students are to attend the Holy Qurbana in the College Chapel on the first Friday of every month. Non-Catholic students must compulsorily attend the moral classes to be held simultaneously in the college auditorium.

Code of Conduct for Teachers

Members of the Teaching Profession shall adhere to the following codes.

- Uphold the honor and dignity of the teaching profession.
- Abide by the rules and regulations of the institution.
- Demonstrate high standards of conduct in order to encourage our students to do the same.
- Avoid using inappropriate or offensive language at all times whilst in the presence of our students and your colleagues.
- Take reasonable care of students under your supervision with the aim of ensuring their safety and welfare at all times.
- Do not use Social Media such as Instagram, Facebook, WhatsApp and Twitter for inappropriate contact with students. Please keep your own Social Media identity as locked down as possible, so that students cannot find out personal information about you and your family. Any message or endorsement of messages related to anti-national activities or to infringing the norms and values systems of the country or college shall invite disciplinary actions.
- Social contact with students outside the College environment is not appropriate. Avoid inappropriate communication via any form of media and avoid inappropriate relationships with students.
- Refrain from making public statements which bring the profession into disrepute. You are also obliged not to bring the College into disrepute in any way.
- Your dress code should be smart and decent
- Interact with the students in a friendly manner.
- Be responsible and interact positively with parents and other stakeholders in educating the students.

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- Work in a collaborative manner with colleagues and other professionals
- Not to reprimand, censure, rebuke or criticize any colleague, or any other member of the teaching profession, in the presence of students or in public
- Act with honesty, integrity and fairness
- Demonstrate respect for diversity, maintain fairness and promote equality irrespective of gender, race, religion, appearance, age, language or different needs or abilities
- Comply with policies and procedures issued at the college, regarding the use of property, facilities, finance and ICT in the educational setting
- Conduct assessment and examination-related tasks with integrity and in compliance with official regulations and procedures
- Teachers should be role model to the students by ensuring punctuality.
- Avoid disrespectful behavior and abstain from rumor mongering and character assassination.
- Smoking and use of liquor or narcotics in the college premises is strictly banned and punishable.
- Never divulge confidential matters relating to the College.
- All the staff members should remain in prayer posture during the prayer time.
- Adhere strictly to the laws and regulations of the college.
- Must not be absent from duty without official approval or approved sick leave.
- Respect and maintain the hierarchy in the Administration.
- Marking student attendance in each hour is mandatory. All teachers are expected to maintain an hourly attendance record of students. Students who miss the classes regularly are to be mentored to help them back to the classes.

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- Internal mark sheets, project records, mentoring records and other important documents and files should be kept in safe custody in the Department, by the concerned Teacher.

Code of Conduct for Administrative Staff

Members of the Administrative Staff shall adhere to the following codes.

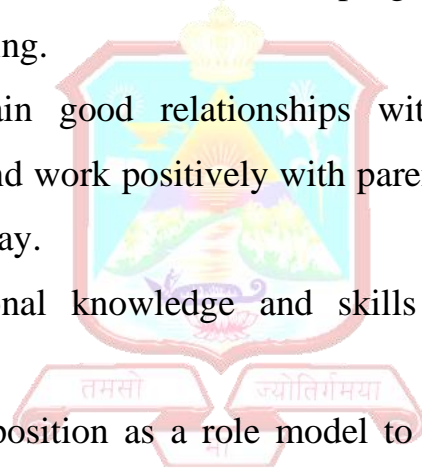
- Report to duty at least 15 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents and receipts.
- Must not intercept or misappropriate college resources.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Face book, Whatsapp, etc during the working hours.
- Avoid using inappropriate or offensive language at all times whilst in the presence of our students and your colleagues.
- You are also under a duty not to bring the College into disrepute in any way.
- Interact with the students in a friendly manner.
- Not to reprimand, censure, rebuke or criticize any colleague, or any other person, in the presence of students or in public.

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- Comply with policies and procedures issued at the college, regarding the use of property, facilities, finance and ICT in the educational setting.
- Avoid disrespectful behavior and abstain from rumor mongering and character assassination.
- Smoking and use of liquor or narcotics in the college premises is strictly banned and punishable.
- All the staff members should remain in prayer posture during the prayer time.

GENERAL GUIDELINES

- Be good counselors and facilitators. Help, guide, encourage and assist students in their learning.
- Develop and maintain good relationships with parents, guardians and colleagues. Engage and work positively with parents, as far as possible, in an open and respectful way.
- Keep your professional knowledge and skills updated throughout your teaching career.
- Be mindful of your position as a role model to students; and both in your personal and professional life, be mindful of your behavior and attitude, being that these may have an impact on the profession you represent.
- Staff members are advised not to mutilate or destruct any college records and property.
- Do not indulge in or encourage any form of malpractice connected with examination or other college activities.
- Absent from work even though present in the college premises is a serious offence.
- All staff members should cooperate and participate in the co-curricular and extracurricular activities of the college.



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- Teachers shall complete the lesson plans according to the schedule approved by the Head of the Department.
- Staff members should not leave the college premises without the permission of the Principal during working hours.

