

# JAGRATA

A Handbook on Code of Conduct for all the Stakeholders

based on

Human Values & Professional Ethics



## SREE NARAYANA COLLEGE, NATTIKA



*“SEEK FREEDOM & ENLIGHTENMENT THROUGH EDUCATION”*



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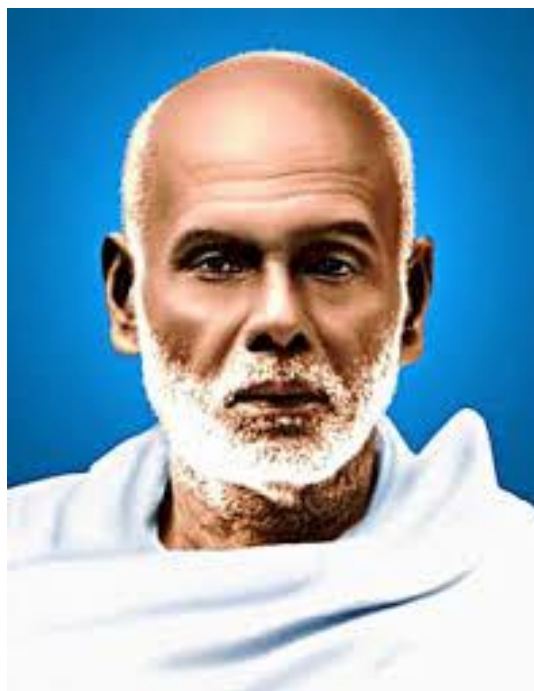
Code of Conduct



## **PREFACE**

Practices in an organization should be consistent with the widely accepted ethical standards, norms, and expectations of the society. Whoever adopts teaching as a profession shoulders the obligation to conduct himself/herself in accordance with the ideal 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 her/his precepts and practice. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Every teacher is expected to maintain good relations with the management, Principal, non-teaching staff and the students. The jurisdiction of 'Campus' is as defined by the Court of law/UGC/University in their various rulings.

### **Sree Narayana Guru – Our Guiding Spirit**



Sree Narayana Guru (28 August 1855 – 20 September 1928) was a spiritual leader and social reformer whose ideals led the reformation movement in Kerala. His life was dedicated to promote spiritual enlightenment and social equality in the caste-based society of Kerala. He propagated the ideals of compassion and religious tolerance. His motto, *One Caste, One Religion, One God for Mankind (Oru Jathi, Oru Matham, Oru Daivam Manushyanu)* became the slogan against all sorts of discriminations among people in Kerala. Guru published 45 works in Malayalam, Sanskrit and Tamil languages. His *Daiva Dasakam*, a universal prayer in ten verses, has been translated into more than 100 languages. It is chanted as the Morning Prayer in our college.

Sree Narayana College Nattika upholds the philosophy and ideals of Sree Narayana Guru, the patron saint of all Sree Narayana Institutions. The life and teachings of Sree Narayana Guru, our guiding spirit has been instrumental in curing the social, cultural and intellectual ills of all times. He considered education as the best path to empowerment and enlightenment. The vision, mission and objectives of the college draw from Guru's ideals of Humanism, Secularism and Universal brotherhood.

### **About the College**

Sree Narayana College, Nattika was founded on 10 April 1966 by Sri. R. Sankar, inspired by the teachings of Sree Narayana Guru. It was formally inaugurated by Sri. Sahodaran Ayyappan, the social reformer, on 13<sup>th</sup> June 1967. In the same year, the college was affiliated to the University of Kerala and, later, in 1969 was affiliated to the newly constituted University of Calicut.

The College is situated in a socially and economically backward coastal area. Hence it considers education as an instrument for socio-economic progress, political and intellectual development, skill development and empowerment of the weaker sections of the society. Majority of the students admitted in this institution are from backward areas. About 80% of the total strength of the students consists of girls and 80-85% of the students belong to the socially and economically backward category. It The college plays a pivotal role in the upliftment of the marginalised in Thrissur District. This first grade college offers 8 U G courses, 8 P G courses and a Ph.D Programme in Botany.

## VISION

To create an egalitarian & humanistic society by educating the youth in order to transform them to intellectually stimulated, emotionally strong and socially oriented global citizens as embodied in the teachings of Sree Narayana Guru: *“Seek Freedom and Enlightenment through Education”*.

## MISSION

To deliver balanced, transformative, and quality education to all students irrespective of caste, creed or gender so as to:

- Empower them to live in dignity & harmony with fellow beings and environment
- Equip them get involved in nation building activities upholding humanistic values and realistic perspectives.
- Enable them mould a society based on equity and inclusion.
- Foster in them scientific spirit of enquiry and critical thinking in studies and research.
- Fortify them with skills and competencies required to adapt to the changing global scenario and earn a gainful employment.

*“Seek Freedom and Enlightenment through Education”* is the Motto of the college.

## CORE VALUES

### ESSENCE:

**Excellence** – The faculty consistently strive to modernise the academic content and augment it with technological support. Quality standards are strictly maintained. Students are trained in keeping academic and professional excellence.

**Skill Development** – Co-curricular and Skill Development Programmes are arranged to promote entrepreneurial, leadership, organizational, technological and life skills in students.

**Social Commitment** – Students determine the future of a nation. Education should enable them to be involved in nation building activities. They should be socially-accountable. They must be sensitive to ecological concerns,

gender equity, human rights, social justice, inclusiveness and a wider perspective about the world.

**Empowerment** – It is necessary that education should strengthen the process of making the students stronger and more confident, in fulfilling responsibilities and claiming rights. It enables them to recognize and use their resources.

**Nobility of Character** – We believe that education which does not mould character is absolutely worthless. Self-discipline, with ethics and values will empower them to live in dignity & harmony with fellow beings and environment. They must cultivate an appreciation and respect for cultural heritage of the country.

**Competency** – The institution is set to cater to the educational needs to acquire global competency. In order to be successful in a highly competitive employment scenario, competency in the field is absolutely necessary.

**Equity** - Equitable in giving access, providing equal opportunity, ensuring quality higher education to all, especially to the backward, the women and the marginalized people. The thrust is on inclusiveness, integrity, and the promotion of equality and social justice.

## OBJECTIVES

This handbook is intended to affirm a set of beliefs, attitudes, and habits that ought to guide the stakeholders of the Institution. Its objectives are:

- To create an awareness on Professional Ethics and Human Values.
- To inspire Moral and Social Values and Loyalty.
- To appreciate the rights of others.
- To develop ability to deal effectively with moral complexity in modern times.
- To understand and respect differences.

## INTRODUCTION

The Code of Conduct for an educational institution is an agreement on rules of behaviour for all the stakeholders of the institution. It articulates **an institution's mission, values and principles**, linking them with standards of professional conduct. The code clarifies the values the organization wishes to foster in students, teachers, head of the Institution and governing body. It can act as a **reference for the members** in support of day-to-day decision making. These written codes of conduct are **benchmarks** against which individual and institutional performance can be measured.

This code of conduct plays an important role in establishing an inclusive culture, based on humanitarian values and professional propriety. This culture is created only when the members manifest the ethics in their deeds, attitudes and behaviour.

### GENERAL RULES

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1. All stakeholders must uphold personal and professional integrity, responsibility, rights, duties and ethical standards
2. Should not indulge in activities that invite procedure under any sort of crime including cyber crime.
3. The Institution strictly follows Policy on prevention and prohibition of sexual harassment at workplace.
4. Any act of discrimination on the basis of an individual's caste, religion, region, race, colour, language, physical or mental disability, marital or family status, gender identity, etc. is strictly prohibited.
5. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, harmful chemicals and banned drugs on the campus is punishable offense.
6. Smoking on the campus is strictly prohibited.
7. Possession, Consumption, distribution and selling of alcohol is strictly prohibited.
8. Stakeholders are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the authorities.
9. All vehicles should be parked in the parking area provided by the institution.





## CODE OF CONDUCT FOR STUDENTS

1. The student must keep her/his identity card with photograph affixed, while on the campus and must be produced on demand.
2. The primary duty of a student is to attend the classes regularly as per the time table.
3. Students should strictly follow the dress code prescribed by the institution.
4. Students should not be absent in the classes without valid reasons. The reasons for absence should be intimated to the Tutor, without which the absence will be considered unauthorised. All applications of leave should be submitted before 10<sup>th</sup> of the succeeding month or else the Committee for Attendance may reject the application
5. In case the student is unable to appear for an examination due to medical or other reason beyond her/his control, s/he should make the case known to the Tutor/Head of the Dept. as early as possible.
6. Student should have minimum 75% attendance in theory and practical.
7. Student must appear for all the tests and examinations and show satisfactory progress.
8. Students should undergo all processes of Continuous Internal Evaluation (CIE) to be entitled to the marks/grade earmarked for the same.
9. All rules of the University/UGC/ Govt. regarding examination are applicable to all students of our Institution.
10. Students should be involved in the governance of the Institution.
11. Ours is a Ragging-free campus. Any student of the Institution aggrieved by any acts of ragging can approach the Anti-Ragging Committee of the Institution. Further, indulging in ragging and abetting ragging will be considered a crime and action will be initiated, as per the rule of law.



12. Any student of the Institution aggrieved by any act of sexual harassment or misconduct tantamount to damaging dignity or violating the ethics of the Institution can approach Student Grievance Redressal Cell and register the complaint.
13. Any student who is aware of any violations of the above sort must report the same to the Student Grievance Redressal Cell.
14. Students are advised to listen to the announcements carefully and read all the notices displayed on the notice boards.
15. Students are advised to visit the college website everyday for important announcements.
16. Students' conduct should be satisfactory. They should be polite in word and deed.
17. No tours/trips should be arranged without the prior consent of the principal.
18. Impertinent behaviour will be considered as a breach of discipline.
19. The conduct of the student in the premises of the institute as well as in their classes should cause no disturbance to fellow students or other classes.
20. No group, society or association must be formed in the institute or in the hostel and no person from outside should be invited to address a meeting without the prior permission of the principal.
21. Students are obliged to take proper care of the institution's property, both movable and immovable. Any damage done to the property of the institution including disfiguring the walls, doors, fittings or breaking the furniture, etc. is a breach of discipline.
22. The students shall not write on any part of the building/campus, hoist flags, affix posters, erect hoardings, adorn with festoons or any other markings without the prior permission of the principal.
23. Students should not collect money, whatever the purpose may be, on the campus without the prior permission of the Principal.

24.All students must deter from indulging in any and all forms of misconduct which can affect the interests and reputation of the Institution adversely.

25.Students should abide by all the rules prescribed by the Institution and amended from time to time and given in the handbook distributed to them every year.

## **Hostel Rules**

1. The Code of Conduct of the Institution is applicable to all hostellers.
2. Hostel accommodation to students is subject to the discretion of the Hostel Committee, headed by the Principal.
3. Application for accommodation in the hostel is to be made to the principal on the prescribed form.
4. Once a student is accommodated in the hostel, she will have to obey all the rules of the hostel and pay the prescribed hostel fees which are in effect at the time of admission and renewed as and when needed.
5. No student will ordinarily be allowed to have a guest in the room to stay for the night.
6. No student can under any circumstances remain absent from the hostel without the prior permission of the Warden/ Deputy Warden. Absence from the hostel at night without prior permission is a serious breach of discipline.
7. Students should keep their money or valuables safely. The hostel authorities are not responsible for the loss of the same.
8. Every case of illness must be immediately reported to the Matron/Warden/ Deputy Warden.
9. No function or celebration can be organized in the hostel without the prior permission of the Warden/ Deputy Warden.

## **CODE OF CONDUCT FOR TEACHERS**

1. Keep a good rapport with all the students.
2. All the academic plans should be clearly communicated to the students.
3. Follow the Academic Calendar
4. Attendance of the students should be recorded regularly.
5. Be updated in the knowledge of subject and the current affairs.

6. Make use of ICT and modern tools of teaching
7. Complete the syllabus in stipulated time.
8. Be consistently on guard against plagiarism.
9. Take the prior approval of leave from respective authority.
10. To regularly attend meetings of the governing body and the committees in which they are members, and to contribute effectively to decision making.
- 11 participate actively in all academic, extension, co-curricular and extra-curricular activities.
12. Follow the rules, regulations and instructions of the institute from time to time.
13. Adhere to a responsible pattern of conduct and demeanour expected of them by the society.



### **Supporting Staff**

1. Commence work on time and manage time effectively.
2. Use all work hours productively and ensure that activities in the workplace do support the Institution in all its endeavours to excellence.
3. Maintain a supportive relation with all other stakeholders and extend supportive work whenever needed.
4. Respect confidentiality in all office matters.
5. Understand the scope, practices, and procedures relating to their position.
6. Ensure accuracy in the performance of assigned duties.
7. Meet targets effectively and to the best of one's ability.
8. Submit leave application to the officer concerned on time.

9. Constantly be updated on office procedures and acquire additional skills needed for work.



### **Governing Body**

1. Ensure Conducive environment on the campus.
2. Motivate the staff with recognition and reward.
3. Ensure healthy labor relations with staff.
4. Ensure that the institute is well run, is keeping the standards and meet the needs for which it has been set up.
5. Equip the institution with proper infrastructure, equipment in laboratories, and facilities in library.
6. Establish departments and research centres for specialized studies with modern amenities.
7. Prepare budget estimates for every academic year in consultation with the Principal.
8. Take overall responsibility for student welfare.



### **Principal**

1. Principal, being the Head of the Institution, is to supervise all academic, financial and administrative activities of the institute.
2. Principal is to ensure transparency and efficacy in all activities of the institution.
3. Constitute all necessary committees for the smooth conduct of the activities of the Institution.
4. Visualize and implement strategic plan for short term and long term development of the institution based on sustainable quality improvement with the support of the various committees and centres.

5. Monitor and approve financial estimates, infrastructural requirements, and academic plans and see to it that necessary records of the institution in stipulated formats are maintained.
6. Demonstrate care and commitment to academic excellence and plan to organize faculty and supporting staff development programs.
  7. Promote interactions with all stake-holders; facilitate students' placements and students development programs.
  8. To plan and implement the activities to take care of hygiene, safety and housekeeping in the institute.
  9. Communicate regularly with all members of the institute.
  10. Evaluate the performance of faculty and supporting staff.
  11. Upliftment of Institution's image in the society.
  12. To lead the accreditation activities of institute for various quality standards.

All the stakeholders are obliged to uphold the policy of the Institution as delineated in the Code of Conduct and inform the authorities of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and Regulations which may be amended from time to time according to the change in UGC/University/Govt. policies.

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