

# **Code of Conduct**



**ST. JOSEPH'S COLLEGE  
(AUTONOMOUS), IRINJALAKUDA**

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## PREFACE

With the vision of empowering women rooted in values for this competent world, St. Joseph's college dedicates its efforts in maintaining an academic atmosphere covered in righteousness and ethical virtues thereby serving the world with a community of principle minded generation. The students, teachers, administrators and staff are expected to uphold the dignity of the institution by abiding with the framed code of conduct. All actions that evolve out of the services of these stakeholders are expected to be carried out on behalf of the college with diligence and professionalism and to comply with the highest standards of honesty, integrity and fairness. This includes, and is not limited to respecting the social space and rights of every individual in its dealings with the college as well as third parties. The confidentiality of sensitive information and reverence to the rules and regulations of the institution are to be placed above personal interest and gains of the individual. St. Joseph's College highlights its propaganda of action in achieving the mission and vision through a sensibly designed Code of Conduct.

Code of Conduct and Professional Ethics of St. Joseph's College (Autonomous), Irinjalakuda, has been articulated and revised in line with the following:

- Code of Professional Ethics for University and College Teachers according to D.O.No.F.1-4/87 (PS-CELL) by the UGC as released on 17<sup>th</sup> February, 1989.
- Guidelines entitled "MulyaPravah - Inculcation of Human Values and Professional Ethics in Higher Educational Institutions", promulgated by UGC on 26<sup>th</sup> November, 2019.
- National Education Policy 2020 approved by the Union Cabinet of India on 29 July, 2020.
- Statutes of University of Calicut, The Calicut University Act, 1975

## PURPOSE

St. Joseph's College (autonomous), Irinjalakuda has always attempted to adopt the righteous means in all its modes of actions and the same shall be adhered to by its benefactors. The purpose of developing this manual was to underline expected stakeholder behavior in all formal and informal interactions with the institution and other related parties and to promote:

- The college's commitment to ethical and moral ground of conduct in its actions
- Basic established guidelines for ethical behavior
- Defined procedure to handle misbehavior and breach of conduct
- Healthy environment that nullifies instances of unethical conduct.

This guide attempts to formulate a generally adhered guideline for the basic expected interactions between its stakeholders and is not a legally approved document of law.

## SCOPE

The scope of the policy issued expands to include all students, teachers, administrators, staffs and other stakeholders involved in every major and minor contract of service. This code of Conduct is liable to alterations under inevitable circumstances if deemed necessary by the concerned body of authority.

## GENERAL COLLEGE RULES & REGULATIONS

Self-discipline is the best means for the development of an individual. However, for the effective management of any institution, rules and regulations that can enforce discipline become necessary. Every student of St. Joseph's is expected to observe all these rules and regulations of the college.

The decision of the Principal will be final in all matters pertaining to the enforcement of the rules and regulations.

### Imperatives

- A working day begins in the college with the Morning Prayer. The entire college is supposed to participate in the assembly with due respect and devotion.
- A call to auditorium for Morning Prayer or for a common purpose or for a program must be promptly complied with without fail. No one shall remain in class rooms or elsewhere during such occasions.
- Students are to remain in their classrooms during the entire time of the class periods.
- Students are not expected to leave the campus during the working hours. In case of an emergency, sanction must be obtained from the Principal on a written request duly countersigned by the Parent/Guardian/Warden and the class teacher.
- Cleanliness in classrooms, verandahs, and premises is essential. Avoid leaning against walls and door-ways, writing on desks, benches and walls and fixing nails, pasting bills, notices etc. on the walls.
- No bills posters or notices should be put up on the walls on the campus without the permission of the Principal even during the election time.
- All sorts of Information meant for the students will be displayed on the notice boards as and when necessary. Students should consult all the notice boards every day unflinchingly.
- Complaints of students will be looked into if they are presented through the proper channel. Make use of the services of the Grievance Redress Cell as far as possible.
- Letters officially addressed to the Principal should accompany self-addressed sufficiently stamped envelope, if reply is expected.
- Motor vehicles should be parked only in the parking area meant for them.

- There are places and times of silence on the campus. Strict silence must be observed in the library and after the bell for classes. Prayer hall and its premises can be used only for prayer. Discipline and decorum is expected of the students during programs convened in the auditorium or elsewhere.
- Students are requested to see that an attitude of respect, love and consideration is reflected in their behavior towards elders, teachers, peers and others

## UNIVERSITY RULES

- Interference of the Student Organizations adversely affecting the peaceful conduct of curricular activities within the campus is prohibited.
- Students should not resort to Gheraos, Bandh, Hartal and any sort of violence within the campus. Students should not resort to Strike/Dharna without giving one day's notice to the Principal.
- Students' Grievance Redress Cell shall be constituted in the college with the following members.
  - Principal as Chairman
  - Three teachers nominated by the College Council of whom one shall be a lady
  - College Union Chairman & Secretary and one student nominated by the College Council.
- An appeal lies with the University that the Students' Grievance Redress Cell shall be constituted as follows:
  - Vice-Chancellor-Chairman.
  - Dean of Students' Welfare-Secretary.
  - Student Syndicate Member.
  - Two other Syndicate Members nominated by the Syndicate.
  - University Union Chairman & Secretary.
- Students should desist from disfiguring the classrooms, compound walls and buildings in the college campus by pasting posters or writing on the walls as part of their election campaign. They should also desist from disfiguring the compound walls of neighboring buildings as well. Election campaign/propaganda on the college campus should be limited to pamphlets and bit-notices.
- Students can convene meeting only with the prior permission of the Principal.
- Persons who are not on the rolls of the College register should not be allowed to take part in the propaganda work in the college campus. Students should not arrange for election propaganda/campaign meeting in the college campus except with the specific sanction of the Principal.

### Uniform

The official uniform of the college has to be **purchased from the college store** and students should wear this on the following occasions:-

- a) The first working day of every month**
- b) Re-opening days after Onam and X-mas holidays**
- c) Special days with previous notice.**

On all other working days, students are expected to wear simple and plain clothes such as Churidar with Shawl and Saree or skirt with blouse. Border or embroidery work or self-print or other decorative designs must be strictly avoided. Dothi, Mini skirt, Midi, Jeans, Pants etc. are not allowed.

**A fine of Rs. 100/- will be imposed on those students who come in non-uniform.**

### **Attendance and Leave**

a. The college working time is from 9.30 A.M. to 3.30 P.M. during which an hour at the close is set apart for various career development programmes for the students. The rest is divided into 5 periods with a lunch - break from 12.00 P.M. to 12.45 P.M. The first bell goes at 9.25 A.M. for the morning assembly after which strict silence is to be maintained.

b. There shall be a minimum of 90 working days in the Semester.

c. Teachers are responsible for marking the attendance of students at the commencement of each period.

d. Every student is expected to attend class promptly and regularly. Any student who has incurred excessive absence, even for serious reasons, may be withdrawn from the course of study.

e. According to University norms, attendance is considered for awarding internal marks.

**75 % of the prescribed attendance is required for the issue of attendance and progress certificate.**

If a Student's attendance falls short of the minimum attendance required, she will have to apply for exemption through the Principal to the University. The deficiency will be condoned only where the syndicate is satisfied that the absence was for reasons beyond the control of the student. Reasons for leave will have to be forwarded along with a Medical Certificate if required. The application for exemption shall be accompanied by a chalan receipt for the required amount.

f. Request for leave must be for an acceptable reason and is to be made in the prescribed form which may be obtained from the college office. Leave applications of day scholars and hostellers must be countersigned by the parent/guardian/warden and the concerned class teachers.

**g. If a student is absent for a week or more without forwarding the leave application, her name will be removed from the rolls.** A fine will be collected for each day without submitting the leave application. In case she is not able to submit the leave application ahead of time, she is expected to do it at the earliest. Students are not allowed to enter the class before submitting the leave application.

h. Students who absent themselves without leave on the re-opening days will be fined Rs.100/-

**i. Regular attendance is insisted upon in Religion and Ethics classes.**

j. Leave from 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 the college without prior permission.**

### **Examinations**

- a) All the examinations conducted by the Department or college are obligatory.
- b) Internals and Terminal examinations are regularly scheduled. Absence from an examination without the prior permission of the principal will incur a fine fixed by the Principal. In case of illness, the leave application must be submitted. 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 student. 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 examinations will be dealt with seriously.
- e) There will be examinations in Christian doctrine for Catholic students and in moral science for Non - Catholic students. Participation is compulsory
- f) Progress reports are issued by the college through the LMS after the completion of each terminal examination. These reports on the students' performance are information to the parents on the academic standing and progress of their daughters. Therefore the cards are to be examined carefully by the parents/guardians and signed in front of the class teacher on the prescribed day.

### **Issue of Certificates**

- a. A student applying for certificates of Transfer, Character, Age, Marks etc., shall do so to the principal stating the year, class number, and the class last attended. Fees will be charged for every such certificate.
- b. A notice of twenty four hours is necessary for the issue of the certificates.
- c. No transfer certificate will be issued if there is an amount due to the college.
- d. Transfer certificates must be claimed by the students within one month after the withdrawal or the publication of the respective University examination results.
- e. The conduct certificate is a document of credit of one's meritorious behavior. There should be a healthy competitive spirit among students to excel in their general conduct and character. Then it will be a matter of pride and pleasure to issue the certificate of conduct to the students.
- f. The S.S.L.C./ and Plus Two Certificates will be returned to the respective students only on completion of the course of study or on leaving the college in the middle of the year with the T.C issued. In case a student needs her S.S.L.C. / +two Book for

producing elsewhere, she is requested to apply for it to the principal remitting a search fee.

- g. It is advisable for the students to keep sufficient number of attested copies of their mark lists and other documents before the originals are submitted for any purpose.

### **Fee Regulations**

1. Fees once paid is not refundable.
2. No part payment of fees will be accepted. Students should pay the exact amount due at the office, and receipts will be issued for all payments. Such receipts may be called for later verification, if necessary.
3. Students leaving the College after the commencement of a term will have to pay the whole Term Fees.
4. Students joining the College in between the course will have to pay the fees for the whole year.
5. Fees will be accepted in the office or through the LMS.
6. Absence with leave or without leave from the College is no excuse for non-payment of fees at the proper time.
7. If any student fails to pay the fees or special fees on the due date, she shall be liable to pay a fine of Rs. 5/- along with the fees or special fees on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.
8. It is the responsibility of each student to know the amount due.
9. Students who fail to comply with the financial regulations as specified, may be suspended from classes. No report or recommendation is issued until the due amount is paid out.
10. Caution money will be refunded at the end of the course after deducting the establishment dues, breakages & all other dues.

As per Government rules, SC, ST and OEC students of aided programs are eligible for fee concessions and stipend as the case may be. Scholarships, free-ships and bursaries are available for deserving students irrespective of caste or community.

## **CODE OF CONDUCT FOR THE STUDENTS**

A student is the most prominent cog in the working of an institution. It lies upon the institution to put forth a strong foundation of professional ethics and values through a prescribed code of conduct. Conferring education gives a complete meaning when the student has abided by the rules and regulations of the college and has exercised the code of conduct in the best interest. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct and the rights and responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code. For their reference, the code of conduct should be made available in the college handbook and other places of prominence.



**Code of conduct for the students towards the institution and other services:**

- Abide by the rules and regulations of the institution and respect ideals, vision, mission, cultural practices and the traditions.
- Wear ID cards inside the campus during working hours. Identity card should be produced for verification when it is asked for by any member of the college staff.
- Be punctual for classes and functions and do not incur excessive absence
- Observe modesty in behavior and appearance
- Consumption of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus and the hostel. Strict action will be initiated against those who are found to violate this rule.
- Damage to property both public and private shall not be encouraged. In case of damage/destruction of property, the cost of restoration shall be incurred from the student concerned.
- Discipline and situation appropriate behavior is expected of the student within the campus and campus driven programs.
- Banners, flags and boards should not be exhibited on the walls of the campus, gates and on the compound walls. Special permission from the Principal is required to display nominee names on notice boards and other required areas during college union elections.
- Students absenting themselves without submitting proper leave application for more than ten working days will need to submit an application for continuing the program. They may be readmitted only at the discretion of the principal.
- Benefit of attendance may be granted to students attending University College Union co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week from competent authorities and endorsed by the head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.
- Misuse of the IT facilities, inappropriate use of social media and other software/programs/devices will be restricted.
- Students charged with criminal offence and other suspicious activities shall not be permitted within the campus without the consent of the authorities.
- The students are expected to follow traffic rules and maintain healthy road culture during parking of vehicles inside the campus.
- Malpractices during assessments and examinations will be dealt with the gravity of the incidence. The principal has the right to rusticate/ban/ suspend students practicing unethical academic behavior or supporting in such behavior in the campus.

**Code of conduct towards co-students and others:**

- Give due respect to teachers and dignitaries
- The campus is intolerant towards ragging and sexual harassment. The students are expected to report such incidences to the concerned committees at the earliest and contribute in curbing such activities in the campus
- No obscene language or activity is encouraged in the campus. Students involved in such anti-social activities or supporting in practicing such activities in the campus shall undergo suitable charges from the management.
- The college does not promote any politically colored activities and hence students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by the politically based student organizations
- Respecting individual rights in the usage of college services should be respected and treated with courtesy.
- Unauthorized entry of outsiders in the campus is prohibited. Any student desiring to bring outsiders should take prior permission from the Head of the Institution
- No student shall circulate or distribute any notice, brochure, pamphlet or any other document that is not academically related. The possession, distribution or exhibition of any object which is obscene within the campus or the hostel is also actionable offence
- Any act of discrimination (physical or verbal) based on an individual's gender, colour, caste, race, religious beliefs, region, language, sexual orientation, marital or family status, physical or mental disability, gender identity, etc. shall be avoided
- Students are not permitted to provide audio or video clippings of any activity in the campus to the media without prior permission. Responsible behavior of the students is expected during their interaction with the social media.
- No student shall leave the campus during the class hours without the prior permission of the concerned authorities

**Domain of authority**

The college shall have power of immediate command over the conduct of student/s associated/enrolled with the institution and has the right to take any action against any act of misconduct noticed or reported within the college campus or in any activities associated with the institution.

The institution can act upon any misconduct from the students mentioned below and is not limited to:

- Any act of sexual abuse verbal or physical and that which violates the anti-sexual harassment policy of the college
- Any incidence of ragging or any other form of anti-social activities that may cause physical or psychological trauma to an individual/group of individuals
- Physical violence/ threats to safety of physical and mental wellbeing or any conduct that is found socially unacceptable
- Manufacture, sale or distribution of drugs, alcohol etc.
- Conducts that can cause defame/loss/destruction of the institution or creates annoyance to the campus and the community.

**Student role in governance:**

As students are members of the College, they have a substantial interest in the governance of the College. The code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the College and who are going to be enrolled in the College are advised to uphold the policy and inform the College of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

**Breach of code of conduct**

The code of conduct has been formulated with the intention of providing a favorable campus learning environment. In cases, when students fail to acknowledge the expected code of conduct, a committee shall be immediately formed to inquire on the incident and suggest a suitable resolution for the same. The committee can demand to meet the student/s under allegation and investigate on the issue and take one or more of the following disciplinary actions based on the gravity of the issue:

1. Scratch: If nothing wrong occurred or there are no grounds for action, a decision of scratch is recorded in a student's file.
2. Take No Action: This action indicates that a serious accusation was made but was not or could not be substantiated.
3. Admonition: A reprimand that becomes part of the student's official record but is not considered a formal disciplinary action. Admonition is not recorded on a student's transcript.
4. WARNING or CENSURE- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
5. RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
6. COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
  1. SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority.
  2. Dismissal: Action taken in serious disciplinary cases whereby a student's connection with the college is ended

**Procedure for appeal**

If a student/s finds them in an aggrieved state due to the imposed penalties, they can directly approach the Principal for an appeal. The Principal on further enquiry into the matter can decide to take any of the following actions:

- Accept the recommendation of the committee and impose the suggested punishments or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or
- Refer the case back to the committee for reconsideration.

The principal's decision in any case is final and undisputable.

## **CODE OF CONDUCT FOR TEACHERS**

An individual who opts for a teaching profession is highly revered in the society for the sanctity involved in the profession. They deal with the world's most precious material- the mind of a student. Hence, it is extremely important to draft a code of conduct for the teachers as their behavior remains under continuous scrutiny from all the sections of the society. All teachers are expected to keep themselves aware of the code of conduct and it remains their sublime responsibility to hold the dignity of the institution through their actions.

### **Code of conduct towards the institution and its services:**

- Abide by the Act, Statute and Ordinance of the University of Calicut and the College and to respect its ideals, vision, mission, cultural practices and tradition
- The teacher should be updated with the latest teaching-learning processes in the educational forum and seek to make professional growth continuous through study and research
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research
- They should encourage practice of cultural values and traditions
- Promote patriotism and concern for the institution
- Should cooperate with the college authorities for the betterment of the college.
- Refrain from making unsubstantiated allegations against colleagues to higher authorities
- Should be sensitive to the social and psychological needs of the students
- Unless the situation demands, the teachers should respect the privacy of the students and refrain from unnecessary inquiry into the personal space.
- They should manage their private affairs in a manner consistent with the dignity of the profession
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- All the teachers should keep the "Code of Professional Ethics for University and College Teachers" given by UGC, guidelines outlined in "MulyaPravah - Inculcation of Human Values and Professional Ethics in Higher Educational Institutions", promulgated by UGC and guidelines from the other statutory bodies from time to time.
- Adhere to the terms of contract and give and expect due notice before a change of position takes place.

- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- The teacher should be regular in marking the attendance and other documentation works entrusted to them.
- They are responsible for maintaining the general discipline and infrastructure of the campus.

**Code of conduct towards the students, co-workers and the community:**

- Help the student to identify their potential and guide them through the journey of academic excellence
- Teachers should be able to set a role for punctuality in the classroom and other duties
- They should not discriminate students based on merit, race, gender or any other factors and should refrain from harassment of any order
- They should be capable of inculcating good human values, scientific outlook and concern for nature among the students.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- They should not promote their political, religious or philosophical perceptions among the students
- They should maintain a personal contact with the students, and the class teachers and mentors have greater responsibility in the well-being of the students of their respective classes. Each Tutor should keep the contact details of their students and their parents and each Mentor should keep a record of mentoring of their mentees
- Respect their co-workers and other college staff as equal and shall not engage in discrimination and hindrance of services.
- The dressing code, behavior and conduct of the teachers should be praiseworthy and ideal to set an example for the students
- Along with teaching responsibilities, he/she should be able to take up the roles of a friend, mentor and guide to the students
- Help in the functioning of staff councils covering both the teachers and the non-teaching staff.
- The teachers should be consistent in maintaining contact with the student guardians and unfailingly send progressive reports of the students.
- The teachers should meet the guardian/parents of the students upon demand to discuss the betterment of their wards.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

The departmental heads play a significant role in leading their team of faculty in good coordination for achievement of common goals. When the leader is strong the team performs beyond its potential. Since HOD represents the department, it is vital to formulate a feasible

code of ethics for the head of a department. The journey from a teacher to a departmental head is long and appreciable but the role of a leader comes with a set of responsibilities that requires accomplishment. The heads are therefore expected to follow the listed code of conduct in their academic and professional activities:

### **Code of ethics for Departmental Heads**

- Make sure that the department is productive and follows the rules and regulations of the institution.
- Form a good professional bond with the subordinate teachers and avoid discriminations of any sort that can hinder healthy communication among co-workers.
- Distribute workload equally among the teachers and according to their potential.
- Encourage the department mates to grow professionally and promote innovative strategies for better performance.
- Ensure faculty members complete their assigned task within the stipulated time period.
- Assist the Principal in ensuring the proper leave management of teaching and non-teaching staff of the department, in such a way that no prescribed class hours are lost.
- Regularly review faculty performance and share methods for improvement.
- Encourage regular academic discussions for subject exposure among the relevant faculties in and outside the department, to facilitate knowledge sharing and updating.
- Inspect concerned department classes at least once in a semester
- Resolve possible conflicts and difficulties between students, teachers and administrators in academic/administrative matters after due consultation with the concerned teachers and administrators. Matters of seriousness should be forwarded to the principal in case of any unresolved issues.
- Ensure smooth running of mentor-mentee system in the department
- Promote placement and employability prospects for the students.
- Prepare and monitor the time and cost budgets for the department
- Convene department council meetings to get students feedback on teaching
- Conduct pre-examination and post examination reviews with the faculty members concerned with regard to quality of questions, answers, rectification measures etc to improve the student performance/results.
- Distribute Endowments annually and be in touch with the Bursar's Office for getting required financial help.
- The heads should keep good contact with other departmental heads for collaborative activities in the campus. They are expected to keep a record for mutual professional communications upheld in the campus for reference purpose.

## CODE OF CONDUCT OF ADMINISTRATORS/ NON-TEACHING STAFFS

Every institution runs smoothly with the coordination of different administrators and non-teaching staffs that work exclusively for the betterment of the institution. These groups of officials work to ensure the efficient performance of the institution by becoming the inevitable connecting link between the academic sphere and the technical sphere of the educational body. They are the dynamic force in structuring the grounds of service in the institution and hence a code of ethics is vital in maintaining the professionalism and quality.

### **The domain of authority of governing body:**

As per the rules stated down by the state/university guidelines, the governing body of the college has authority over:

- Prescribe/ determine/modify/revise a suitable course of study and its syllabi to meet the requirements of the time and the demands of its stakeholders.
- Prescribe rules for admission in consonance with the reservation policy of the state government/national policy
- Encourage research activities in different fields
- Decide to utilize innovative strategies to improve the performance of the institution.
- Approve new programs, courses of study and funding options for the students based on the requirements
- Take actions that are deemed appropriate for the development of the institution and maintenance of the autonomy stature

The institutional level administrators shall include the following:

- The principal
- Vice-principals
- Coordinators of the different sections
- Controller of Examination
- IQAC Coordinator
- Heads of the Departments
- Finance Officer (Bursar)
- Office superintendent
- Academic Statutory Bodies etc.

### **Code of conduct for the principal**

The principal of a college is a colossal figure in leading the numerous variations residing in the institution with impeccable skills of leadership and management abilities. Being the academic and administrative head demands that the individual in power is capable of representing the institution with dignity and integrity required of the figure. Therefore, a code of conduct is formulated in view of the prominence of the position. Any individual who embarks on this responsible journey is expected to adhere to this code of conduct to uphold the sanctity of the power.

- Lead the institution dynamically from the front to realize its vision and mission
- Be committed, dedicated and ethical in all activities. Conduct herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- Convene meetings of statutory/non-statutory committees regularly and implement and review plans of actions.
- Monitor all curricular and extra-curricular activities within the campus.
- Supervise the upkeep and maintenance of the college campus and infrastructure.
- Ensure good support between the management and campus community.
- Treat faculty, staff and students impartially, democratically and with cordial respect.
- Address grievances presented by the stakeholders of the institution.
- Encourage academic and administrative excellence by motivating innovative strategies.
- Insist on punctuality, discipline, accountability and conformance to the prescribed code of conduct.
- Act as steward of the College's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment
- Discourage and not indulge in plagiarism and other unethical behavior in teaching and research.

The principal shall be responsible for the internal management and administration of the college. In the absence of the Principal, one of the Vice Principals or in their absence the senior-most Professor of the College shall be in charge of the duties of the Principal.

**The code of conduct of Vice-principals** synchronizes with those of the principal. Apart from the above mentioned, listed below is the expected code of conduct for the vice-principals of the institution:

- Provide help and support to the Principal in the academic matters entrusted by the Principal.
- The Vice-Principals have no right to take decisions against the policies of the Principal in her absence.
- They have to perform their duties as Vice-Principals without being detrimental to the regular teaching duties.
- Vice Principals assist in yearly teacher evaluations, monitoring of the uploading of the attendance, internal marks etc. They also assist in providing guidance to staff and students, and encouraging a positive climate in the college.
- All other duties are entrusted by the principal from time to time are to be addressed in the best interest.

**Code of conduct for institutional level administrators:**

- Be responsible for all academic and administrative activities of the institution, to see that the provisions of Acts/Statutes/Ordinances and Regulations of the college are duly observed and business of the institution is carried out in strict adherence thereto.
- Comply with laws, rules, and regulations of the government applicable to the college.



- Provide inspirational and motivational value-based academic and executive leadership to the institution through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the institution.
- Act as agents of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the institution to the maximum extent.
- Follow the objectives and policies of institution and contribute constructively to their on-going evaluation and reformulation.
- Maintain the confidentiality of the records and other sensitive matters.
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Refrain from any misappropriation of financial and other resources.
- Refuse to accept any gift, favor, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of their duties.

In order to smoothly coordinate the academic and administrative activities in the college, some mandatory decision making committees are formed that regularly convene meetings to implement appropriate decisions deemed necessary for the upliftment of the institution.

#### **Functions of Academic council:**

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government and management.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the Governing Body proposals for institution of new programmes of study.
5. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
6. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
7. Perform such other functions as may be assigned by the Governing Body.

#### **Functions of board of studies:**

1. Prepare curriculum for various courses keeping in view the objectives of the college, interest of the stakeholders and national development requirement for consideration and approval of the Academic Council;
2. Suggest methodologies for innovative teaching and evaluation techniques;

3. Suggest panel of names to the Academic Council for appointment of examiners
4. Coordinate research, teaching, extension and other academic activities in the department/college.
5. Analysis of feedback collected from different stakeholders

#### **Functions of the Finance Committee:**

The Finance Committee will be an advisory body to the Governing Body, to consider:

1. Estimated budget in view of the grant received/receivable from UGC, probable income from fees, etc. collected for the activities to undertake the scheme of autonomy
2. Audited accounts for the above.

#### **College council comprises of:**

- the Principal (the president of College council)
- Vice Principals
- Controller of Examinations
- Heads of the Departments,
- Nominated staff members
- Bursar
- IQAC Coordinator
- Librarian
- Head of Administrative Staff of the College Office.

#### **Working of the college council:**

- The council shall appoint one of the members as the Secretary and the member so appointed shall hold office for three years.
- The general administration of the college shall vest with the Principal subject to the control of the Director of Collegiate Education. Some of the general administrative work of the College may be distributed by the Principal among the members of Council to be done under the general supervision of the Principal e.g. Library, Athletics, Maintenance of Building and the ground etc.

#### **Functions of the college council:**

- Consider and report any question concerning accommodation, course of instruction, or rules of discipline referred to it by the Principal not interfering in any manner with the general administration of the college which is vested with the Principal acting under the orders of the Director of Collegiate Education.
- Address all cases of serious misconduct on the part of students involving loss of their term certificates or their removal or expulsion from the College in consultation with the principal.

- Meeting of the Council shall be convened at such time as the Principal may consider necessary. He/she shall also convene a meeting when required to do so by the Director of Collegiate Education or on the written requisition of not less than two third of the members.
- Not less than three days' notice of a meeting shall ordinarily be given to each member. The notice ordinarily may be accompanied by the agenda.
- It shall be the duty of the Secretary to give notice of the meeting of the Council, to keep a record of the proceedings of such meetings
- The Principal or in his absence, one of the Vice Principals delegated by the Principal, shall take the Chair at all meeting of the Council.
- Notwithstanding anything contained in the foregoing rules it shall be competent to the Principal to dispose of any matter which should ordinarily be disposed by the Council

The College may set up a **Planning Board** to approve the proposal for development of undergraduate and postgraduate education and research, after identifying its needs and deciding on its priorities. Besides the Principal, Bursar, Deans, Coordinator IQAC, and senior teachers, Librarian, a senior person from the Accounts Department may be members of the Planning Board. After finalizing the budget allocation for UG & PG education, the planning board should submit the details. The Planning Board of the college will be responsible for approving the proposal for developments for improving the standards of teaching and research at various levels.

### **CODE OF CONDUCT FOR OTHER STAFFS**

Apart from the teaching and administrative spheres, an educational institution runs effectively through the collaborative efforts of other staffs that may not necessarily visible in the limelight. Yet, their services form the base for smooth occupational experience. They become an indivisible part of the institution through their silent struggles in keeping the institution on point and hence, their code of conduct remains as one of the prominent aspects in the complete quality transformation of the institution.

#### **Code of conduct of other staffs:**

- Carry out the assigned duties and responsibilities with sincerity and impartially.
- Encourage other staffs and co-workers to improve their efficiency
- Maintain and care for the properties of the institution.
- They are not expected to indulge or support any kind of discrimination
- Adhere to the timelines
- Do not sub delegate the works assigned to subordinates without the permission of the Principal.
- Deal with students, parents and teachers with courtesy.
- Wear the identity cards during working hours and dress appropriately.
- Remain in the campus during duty hours and any need for leaving the campus should be substantiated through prior permission from the principal.

- Maintain professionalism with others in the campus.
- Strive to maintain academic atmosphere in the campus.

**The laboratory assistants and staff should:**

- Be responsible to keep the labs clean and organized.
- Report immediately any loss/destruction of lab equipment's by the student/teacher/staff to the HOD and the replacement should be made available after the customary actions required.
- Aid in maintenance of silence and discipline in the laboratories should be ensured.
- Maintain and constantly update the records of existing equipment and those of the damaged/replaced.
- Prepare laboratories before practical classes and after every practical class, crosscheck the equipment and laboratories for damages.

**The college librarian should;**

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other unethical behavior in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.
- Organize courses on reference methodology and ethical practices

The college holds in it a variety of people and it is an undisputable fact that there can be differences in opinions while engaging in academic and administrative activities. Acknowledging these differences is the first step towards collaborative working environment and it is accomplished through constitution of different grievance cells and committees in the institution.

### **GRIEVANCE REDRESSAL CELL**

The college adheres to the regulations of UGC (Grievance Redressal) of 2018 and gives significance on implementing various measures for handling the grievance redressal procedure. As per the regulations of UGC, a Institutional Grievance Redressal Committee is constituted and maintained in the institution which addresses any grievances received or noted from any of the stakeholders in matters concerning the functioning of the institution. The findings of the DGRC are submitted to the principal for further actions.

**Procedure for Grievance redressal:**

- Upon receipt of a grievance, either written, verbal or any other means of communication, the response shall be provided to the aggrieved within a week of receipt of grievance.
- The complaints and grievances shall be recorded in a registry maintained by the Grievance Redressal Committee of the institution with the date of receipt of grievance and the corresponding actions taken.
- If found genuine, immediate action shall ensue towards resolving the issue after discussing the plan of action with the Principal or other concerned authorities of power within a time not exceeding beyond three months.
- The aggrieved can notify higher bodies of authority if the resolutions arrived are found unjustified.

**ANTI-SEXUAL HARASSMENT CELL FOR STUDENTS/WOMEN EMPLOYEES**

St. Joseph's College has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association; it strongly supports gender equality and opposes any form of gender discrimination and violence. The college has a committee constituted in response to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act, 2013.

**The role of the college**

Being a women's college, it is inevitable that the students and the women employees are briefed on issues of sexual harassment. As an educational body, the college assists the cell by:

- Undertaking workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- Providing counseling services to the complainant
- To pursue the complaint and the safety of the complainant
- To assure confidentiality of the case
- To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
- Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Complaints Committee or the Grievance Redressal Cell, as the case may be;
- Make available such information to the Internal Complaints Committee as the case may be, as it may require

### Procedure for student grievances

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

- The Committee will maintain confidentiality of complaint received, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her/his complaint.
- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, thereafter, an "Enquiry" shall be conducted.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management

1. Anyone found guilty of Sexual Harassment shall be punished in accordance with the service rules of the College, if the offender is an employee.

2. Where the respondent is a student, depending upon the severity of the offence, the College may:

- Withhold privileges of the student such as access to the library, auditorium, halls of residence, transportation, scholarships, allowances, and identity card;
- Suspend or restrict entry into the campus for a specific period;
- Expel and strike off name from the roles of the institution, including denial of re-admission if the offence so warrants;
- Award reformatory punishments like mandatory counselling and, or, performance of community services.
- The aggrieved person is entitled to the payment of compensation. The College shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender.

To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints is made and publicized. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished.

## ANTI-RAGGING CELL

As per the notification in regard to prevention and prohibition of ragging in the University and UGC act, a committee has been constituted to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in unfair means or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension. Thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such 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 in the campus.

The Anti-Ragging Committee, as constituted by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

Ragging consists of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness;
- b) Indulging in rowdy or undisciplined 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 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 of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student
- i) Any act that affects the mental health and self-confidence of 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 other student.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti- Ragging Committee:

- 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 undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

### **CONCLUSION**

Ethical values and principles are much valued treasures of an individual's life in today's world. St. Joseph's College (autonomous) Irinjalakuda, attempts in fulfilling its mission of holistic value-based education for women through these codes of conduct delicately framed for its constituents. Implementation of these codes requires strong determination and constant monitoring. The students being the prime recipients of our services, the implementation of the code of conduct is ensured through induction/orientation programs provided at the beginning of the academic year. Thereafter, re-enforcement of the values is enforced during the tenure in the campus through moral education, workshops, counselling, awareness programs and training sessions. The students get an opportunity to enact and perform activities under the shade of trained ethical values through curricular and non-curricular activities held in the campus like seminars, paper publications, research, student-faculty exchange programs, extension activities etc. As the student graduates, along with academical credits she is endowed with values to cherish for a lifetime. Moreover, the teachers/staff/administrators become the functional units of the institution that strive to accomplish the vision and mission of the college through their services. Their services play a significant role in the creating a modest stature of the college in the society. The code of ethics is implemented through different FDP's, workshops and training programs conducted both internally and through external support.



The different committees in the institution, especially the Discipline Committee, offer hand in glove working conditions that constantly polish and maintain the overall colossal expectations of the academy. This system of correlated working environment ensures that acceptance and acknowledgements are regularly provided through economical and academic means. At St. Joseph's College, we believe that a healthy working environment is conducive in higher productivity and better services. We admit that monitoring and maintenance is vital than implementation and hence strong feedback and monitoring systems are constantly in play at each level to sustain the drudgery of time.