



MES MAMPAD COLLEGE
(AUTONOMOUS)

(Accredited by NAAC with A grade)
Affiliated to University of Calicut

Institutional Policy

Code of Conduct

DISCIPLINE

Discipline of the college is attained by inculcating the core values and for the same, the following strategies and steps are introduced. The college maintains discipline on the campus by implementing its policy on two different levels.

General Discipline:

- The College Premises are fortified completely with Two Gates and additional Two Side entries
- The gates were protected by appointing separate gatekeepers and maintained movement register to record each visit and unwanted entries.
- The college campus is under CCTV surveillance and recording system also maintained.
- The class room allocation is arranged in such a way as to reduce stress of moving and re-joining.
- Separate Hostels were established inside the college premises for Boys and girls.
- The canteen facility is available for the Staff and Students.
- While attending a meeting, students should show due respect to the president and the speakers and shall avoid leaving during the meeting or showing their approval / disapproval in a noisy manner.
- Whenever the student meets a member of the college teaching staff, they shall respectfully greet them.
- Students shall be polite and decent in their words and deeds. They must be courteous both inside and outside of the college campus.
- Students must take pride in keeping the college and its premises clean.
- Any damage done by students to college property will be repaired at their expenses, and collective fines will be imposed for any damage if the cause cannot be traced to any individual.

Academic Discipline:

- Uniform is mandatory for students in the Campus except Wednesdays and other permitted occasions. Wearing Uniform is compulsory during examinations.
- All students are expected to be in the premises of the college during the working hours.

- Wearing Identity Card is mandatory on the campus for all type of academic activities, and should be produced for verification on demand.
- Students are requested to keep timing for entering and relieving the campus on time, and unwanted entries are restricted.
- No student is permitted to enter the exam hall before 30 minutes of commencement of the exam time.
- A retiring room is provided for girl students on the campus for spending time if needed.
- For getting books and needy items a department store is established in the campus.
- Library facility offered to students from 8.30 AM to 5.00 PM with browsing facilities.
- Unwanted usage of Mobile phone banned on the campus.
- Ragging is strictly prohibited and may result in fine/suspension, expulsion etc.
- Students' involvements in communal and anti-social activities will be treated seriously.

Code of Conduct for Staff

1. Every faculty member should work within the institutional policies and practices to satisfy the vision and mission of the college.
2. All faculty members should prepare a lesson/teaching plan, well in advance before the commencement of the classes.
3. During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.
4. No member of the staff shall engage in any political activity within the college campus.
5. All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
6. All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is maintained by the head of the institution.
7. The duties assigned to teachers consist of lectures/ practical/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation,

- administrative work, providing guidance to students for participating in extra-curricular activities and institutional support activities as required.
8. The working hours of the teaching staff shall be according to the prescribed time-table.
 9. Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social, and physical identity.
 10. No faculty members shall act in any manner that violates the decorum or morality within the campus.
 11. Take leave as per rules with prior intimation, keeping in view their responsibility for completion of the academic schedule.
 12. Seek to make professional growth continuous through study and research.
 13. Express free and frank opinion by participating in professional meetings, seminars, conferences etc. towards the contribution of knowledge.
 14. Respect the right and dignity of the student in expressing his/her opinion;
 15. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
 16. Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

Campus code of conduct for students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A five-day working schedule from Monday to Friday is followed. Classes are scheduled from 9.30 a.m. to 3.30 p.m. The first period will begin with a prayer song which will be played through P.A System. The students shall stand at attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time. Late coming will also result in loss of attendance for the corresponding hour.

4. No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
5. Students having lab sessions in the FN or AN, must report to the lab directly in time and they are not expected to go to the classroom.
6. In the events of Student seminars/project presentations etc, it is compulsory that all the students of the concerned class be present for the entire session.
7. Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making an entry in the Gate Register maintained by the gatekeeper.
8. All leave applications (Regular & Medical) shall be submitted on time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
9. Students shall come to the college in approved uniforms.
10. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HoD.
11. All the students are expected to attend all college functions in college uniform unless otherwise specified.
12. All the students shall wear their identity cards, well displayed. An identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that invites disciplinary action.
13. Any dress code violation noticed within the campus will initiate further disciplinary actions.
14. As per the Govt. order, students shall not bring powered vehicles inside the campus.
15. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
16. For independent study, students are expected to use the classrooms, library or reading room and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
17. Students are encouraged to make use of the library, and common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However, under normal circumstances, students shall retreat to their hostels or residences by 6.00 PM.

18. Keep the campus neat and clean. Do not put any waste anywhere on the campus except in the waste baskets kept.
19. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
20. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambience.
21. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage to property, the responsible students will have to bear the cost of replacement/repair with a fine.
22. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude on the campus.
23. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, Xmas stars etc. on campus without the permission of the competent authority.
24. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
25. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
26. On-duty leave applications will not be entertained beyond 5 working days from the actual date of leave under any circumstance. The maximum number of on-duty leave admissible is restricted to 10 days per semester.
27. Political activity in any form is not permitted on the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
28. Harassing juniors, the ill-treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as a criminal offence by the law enforcement agencies as per the directives of the Hon'ble Supreme Court of India.

29. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
30. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
31. Expulsion from the College is enough for expulsion from the hostel.
32. Students are not permitted to use mobile phones within the campus.

