



CARMEL COLLEGE, MALA

2021-2022



CODE OF CONDUCT

CODE OF CONDUCT AND ETHICS

‘Give us your flower buds and we will help them bloom into beautiful flowers’.

We, the Carmelites, entrust our policy of education on the Almighty to guide our students with ‘Light and Love’. We educate, empower and enlighten our students to use education as their beacon to shine brightly and to radiate positivity and hope in the society through their deeds. We aim to illuminate them with the wisdom that education is the mightier sword to fight against the evils in the society. Through imparting quality education, we ensure that our students evolve into dynamic and productive individuals possessing the certitude to plan and work towards realizing their goals for both personal and collective progress.

Carmel College also strives to maintain a nurturing and cordial relationship with all her stakeholders. With the intent to assure the quality profile of our institution, we entrust the students, parents/guardians, teachers and non- teaching staff to abide by the code of conduct and ethics upheld by our institution.

Sd/-

Principal

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CODE OF CONDUCT FOR THE STUDENTS

“The person who masters himself through self-control and discipline is truly undefeatable”

-Gautama Buddha

Education in its true sense should comprise besides the acquisition of knowledge, the formation of an ideal character by bringing body, mind, and heart under discipline and by developing everything that is ethical and enduring in human nature. Emphasizing this conviction the institution entrusts its students to be committed to the observance of the rules and regulations prevailing in the college. The student’s enrollment in the college is considered an expression of willingness to abide by these rules.

1. Every student is mandated to adhere to the college timing for class hours which is from 9:30 a.m. – 3:30 p.m. Students may engage in other curricular or extra –curricular pursuits from 3:30 p.m. - 4:30 p.m.
2. Students should endeavor to preserve an atmosphere of learning in the campus and not indulge in activities that hinder the discipline in the campus.
3. Attendance and active participation in all activities organized for students by the college is obligatory.
4. Attendance will be marked at the beginning of each class by respective teachers. Late-comers may be refused attendance, except in cases of valid reason.
5. Students requiring leave for a particular period may seek permission from the teacher concerned.
6. Application for leave, collected from college office, should be duly submitted to the office by the student upon countersign by parent/guardian and class tutor.
7. A student absenting from college for more than 5 consecutive days should report to the Principal upon return, before entering class.
8. Students are required to attend the internal examinations and timely conduct other academic requirements such as assignments, seminars, viva, practical, etc. without fail.

9. Students are mandated to secure a minimum of 75% average attendance for all the courses to register for the end semester examination. For those failing to meet the requirement on valid grounds will be granted permission by the University to attend examination on payment of condonation fee.
10. Students not eligible for condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.
11. Sports students representing college or university in various tournaments may be granted duty leave on submission of leave application duly recommended by competent authority. NCC cadets, NSS volunteers and students attending University College Union co-curricular activities are also eligible to avail such leave.
12. Irregular attendance, defiance, habitual inattention to class, obscenity in word or deed is sufficient reasons for the permanent or temporary dismissal of a student.
13. Students while in the campus should wear their identity cards and it must be produced for all transactions in the college.
14. Students should comply with the rules of modesty and decorum in attire. The students shall wear uniforms according to the directions given by the college authorities.
15. It is the responsibility of the students to treat college property with care. They should partake in keeping the buildings and campus neat and clean.
16. Students shall endeavor to preserve dignity, discipline and orderliness in the classrooms, library, verandahs, and college premises.
17. The college will not be responsible for any loss of money or article incurred by the students through their carelessness. They are likewise forbidden to borrow or lend money or article.
18. Mobile phones, cameras and other electronic gadgets are prohibited in the campus. Bringing or circulating unenlightening magazines, newspapers, pamphlets etc. within the college or hostel premises are advised against.
19. In case of grievances of any forms, students may approach their respective class tutor or Head of the department. The service of Students Grievance Redressal Cell in the college can also be availed by the students.

20. Students are free to meet, write and talk to the Principal individually about issues pertaining to them or the college administration. However, students are required to maintain the etiquette while raising/filing a grievance.
21. No notice should be pasted on the notice board without the permission of the Principal. All administrative, departmental, and activity bulletin boards are for official use only. To tamper with them is a serious offence.
22. The college does not charge any capitation fees nor does it accept any donation as a consideration for admission/appointment.
23. Any student may be suspended, dismissed, or expelled from the college at any time during the year for the following offences:
 - I) Stealing
 - II) Any form of cheating or dishonesty
 - III) Any form of public immorality in campus or during a college function
 - IV) Possessing or bringing into campus pornographic materials
 - V) Bringing alcoholic or any intoxicating beverages into campus. Coming into the campus under the influence of alcohol or prohibited drugs and misbehaving
 - VI) Bringing or carrying within the campus firearms or any lethal weapon
 - VII) Physical assault on others
 - VIII) Gross and deliberate discourtesy to college personnel or students on or off the campus
 - IX) Possession, use or trafficking of drugs on the campus.
 - X) Vandalism in campus or on college property.
 - XI) Gambling
 - XII) Tampering with and/or falsification of school or public documents
 - XIII) Preventing or threatening students or college staff or authorities from discharging their duties or from attending classes or from entering the college premises.

24. Students shall not organize programs with the intent to collect funds in the campus, without the explicit prior permission of the Principal.
25. Ragging is strictly prohibited in the college campus.

CODE OF CONDUCT FOR THE PARENTS/ GUARDIANS

1. Parent/Guardian entails to the person identified in the official register of the college at the time of the enrollment of student and shall therefore be present at the college on events corresponded to do so.
2. Being an irreplaceable stakeholder of the institution, parents/guardians are expected to uphold the vision, mission and practices of the college and contribute to the upliftment of the institution.
3. Parents/guardians are expected to actively partake in general PTA and class PTA and ensure cordial communication with the tutors regarding the conduct and overall performance of their child/ward.
4. Parents have the right to raise concerns or issues related to the education of their child and seek clarification/aid through proper channel and with right person.
5. Any sort of suggestions or grievances pertaining to the conduct of college may be posited directly to the concerned authority either individually or through approved bodies such as PTA.
6. Parents/guardians should inform the respective class tutors when their child/ward is on leave.
7. Parents/guardians are required to come in person, in cases of emergencies or necessities, which require the student to leave college before 3:30 p.m. They may consult the Head of the department to get sanction for the students to leave college premise.

CODE OF CONDUCT FOR THE TEACHERS

1. Teachers should effuse courtesy, professionalism, and impartiality in their dealings with students, parents/guardians, colleagues and other staff of the institution.
2. Teachers must report for duty on time and remain in the campus during the working hours which is from 9:30a.m. - 4:30 p.m.
3. All academic and administrative duties assigned may be undertaken and performed in the best possible manner.
4. Teachers may leave the campus only with the approval of the Principal during their working hours.
5. Consistent attempts should be made for professional growth through learning and research.
6. Teachers should actively engage in academic bodies at various levels, and contribute to framing and implementing ideal practices and policies so as to assure a more congenial academic environment in the Institution.
7. They should refrain from engaging in activities that promote hatred or enmity and positively ensure a culture that fosters cooperation between colleagues.
8. Teachers should keep themselves updated in their discipline in order to guide the students thrive academically and should be accessible to them as much as possible.
9. Class tutors and mentors should ensure the wholesome well-being of the students entrusted to them and should be in reach for them whenever required.
10. Teachers should extend the benefits of their knowledge and vocation for the betterment of the community at large through collaborations, extension/outreach initiatives.
11. Teachers should be torch bearers of inclusive outlook and promote ideals of ethical behavior, gender equity, democracy and secularism.

12. Teachers shall groom the students to exercise tolerance, stimulate their spirit of inquiry, and help them get moulded into better individuals and social beings.
13. They should perform citizenship responsibilities and encourage students' participation in social service operations.
14. They should earnestly work for organizing awareness classes and workshops by experts for students to hone their cognition, skills and resilience.
15. They should extend their guidance and support for activities conducted for and by students and encourage them to balance their participation in academic and co-curricular activities.
16. Under no circumstances should the students be exploited for the personal interest of the faculty.
17. They may direct grievances of any manner to the concerned authority or Staff Grievance Redressal Cell.

CODE OF CONDUCT FOR THE ADMINISTRATIVE STAFF

1. Administrative staff should imbibe themselves into the policies and procedures of the college, and should be prepared to implement them.
2. They must report for duty on time and remain in the campus during the working hours which is from 9 a.m. - 5 p.m.
3. They should give essential support, training and time to the faculties and support staffs who agree to accept assignments currently outside their qualifications and skills but accepted to perform these assignments within their expected potential.
4. They should ensure that the work assigned to an employee meets the terms of the employee's job description and the collective agreements and that the duties are appropriate to the qualifications and skills of the employee.
5. They should ensure that all expenditures fall within budget and fair bidding practices are observed.
6. They should maintain college funds and practice fiscal responsibility.
7. They should stay true to the custodianship of the files and documents entrusted to them and maintain confidentiality of the same.
8. They should maintain co-operative and collegial relationships with the other staffs and students of the institution.
9. The administrative staff should extend timely support to students, faculty and support staff with the resources needed to effectually carry out their jobs.
10. Complaints regarding the functioning of any section may be directly communicated to the Superintendent or submitted to Non-teaching Staff Grievance Redressal Cell.

CODE OF CONDUCT FOR THE SUPPORT STAFF

1. The support staff has to familiarize with the college policies to make themselves fit to their best ability.
2. They must report for duty on time and remain in the campus during the working hours which is from 8 a.m. –5 p.m.
3. They have to be professional and committed in performing the duties assigned to them with diligence and sincerity.
4. The support staff should not undertake any other job within the stipulated office hours.
5. The support staff is restricted from engaging themselves in political or anti-secular activities which may affect the functioning of the college.
6. They should remain respectful and refrain from engaging in remarks or behavior that might be considered impudent to their non-teaching colleagues, teaching staff, or students.

CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM

1. Plagiarism should be avoided by paraphrasing, citing, quoting, and referencing the original work.
2. Plagiarism software shall be used to ensure that documents such as thesis, dissertation, term papers, reports, publications, or any other such documents are free of plagiarism.
3. While submitting a thesis, dissertation, technical papers, or any other such documents to the supervisor/guide, every student should submit an undertaking indicating that the document is his/her bona fide work and free of any plagiarism.
4. Every faculty- researcher submitting a thesis, dissertation, technical papers or any other such documents to the Board of Anti-Plagiarism shall submit an undertaking indicating that the document has been prepared by him or her.
5. The undertaking shall include the fact that the document has been duly checked through a plagiarism detection tool approved by the institution.
6. Each supervisor/guide shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism-free.