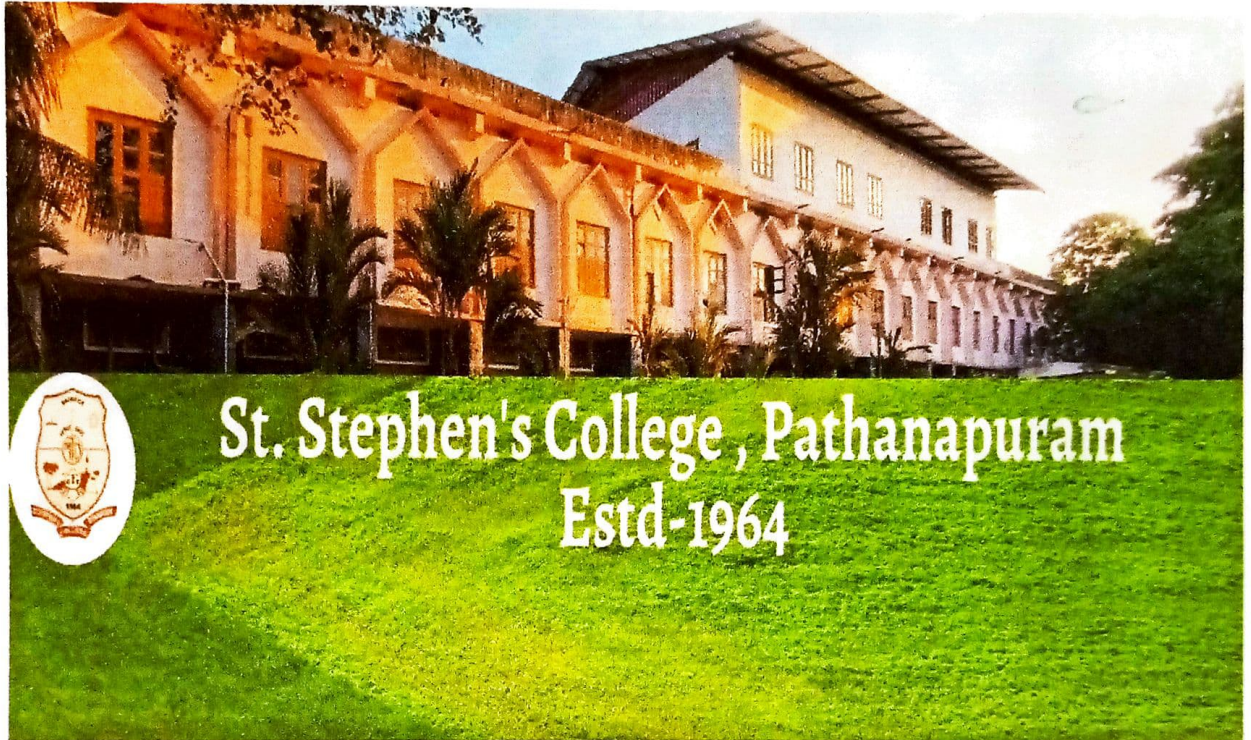


# CODE OF CONDUCT



**DR. K.P. LALADHAS**  
Principal  
St. Stephen's College  
Maloor College P.O.  
Pathanapuram Kollam

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## **STUDENTS**

- 1. Students are expected to be aware of the rules & regulations of the college and abide by them. Ignorance of rules is not an excuse.**
- 2. They must conduct themselves with decency and decorum. Any instance of indecent behaviour on the part of boy students towards girl-students or vice versa will be strictly dealt with. They should respect others without their caste, religion or sex. Use of abusive words among students is strictly prohibited. Cases of ragging are evidently criminal and hence liable to severe disciplinary action.**
- 3. The Students are expected to be cleanly and respectably dressed. They can wear any formal dress.**
- 4. Usage of Identity cards are mandatory for the student community. While on campus, the students should wear their identity cards. No administrative or office services will be provided if identity cards are not produced. Entry into the campus and library will be restricted using identity cards.**
- 5. Any action that may disturb the smooth working of the classes must be avoided. Students are strictly forbidden from loitering along the corridors during class hours.**
- 6. No student shall leave or enter the classroom without the permission of the teacher.**
- 7. Students are expected to keep the college building and premises neat and tidy. Pasting posters or notices, making marks on the walls or furniture are strictly prohibited and shall be liable to punishment. Any damage done to college property will have to be made good, along with appropriate fines.**
- 8. Students are forbidden to attend or organize any meeting in the college or to collect money without the permission of the Principal.**

9. All students are expected to behave themselves in such a way as to maintain the credit and reputation of the college as well as their own.
10. The use of tobacco in any form, intoxicating drinks, drugs and sweets is forbidden to all in the campus.
11. Possession of lethal weapons inside the college campus will be considered as a serious offence, leading to dismissal from the college.
12. Any student suspended from the college shall not enter the college premises during the period of suspension.
13. No notice of any kind should be circulated among students without the written permission of the Principal or Students' Affairs Committee Convenor.
14. Students are not allowed to bring outsiders to participate in any demonstrations or functions in the campus without prior permission.
15. Political activism is strictly banned in the campus vide Judgement of the Hon'ble High Court of Kerala in the WP(C).No34118/2016(L) dated 04.11.2016. Students are forbidden to organise or attend meetings other than official ones. Students resorting to strikes are strictly prohibited from entering the campus.
16. Students are prohibited from using mobile phones inside the campus. ( G.O.RT/No. 346/05/H.Edn. dt. 01.03.2005). Any student using a mobile phone for entertainment purposes will be cautioned and the mobile phone will be confiscated.
17. Student celebrations of festivals within the campus and hostels are regulated (Order No. 26483/G1/15/H.Edn. dt. 12.10.2015)

18. All students are bound to follow eco-friendliness and eco consciousness in the campus. Students are not allowed to bring vehicles into the campus. They have to park their vehicles at the allotted place at their own risk.

19. The Principal or duly constituted College authority may frame and issue disciplinary rules of permanent or temporary nature regulating the conduct of students within the campus or hostel premises from time to time and the students are obliged to obey them.

## STAFF

The Staff members are expected to work with high standards, initiative, efficiency and economy. He / She will apply himself / herself diligently and faithfully to the work that may be assigned to him/her from time to time and will conform to such directions that shall be given to him/her by their superiors.

### TEACHING STAFF

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers are barred from using cell phones while taking classes. Teachers should also restrict the use of phones only to their concerned departments and avoid using the same in open corridors and spaces.
3. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing.
4. Each Department Association must conduct at least three special meetings in each semester. Teachers are expected to attend Department academic association meetings,

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seminars etc and also college functions like Sports Day, College Day, and programmes organized by the management without fail.

5. No representation to any Government authority or University in the name of the College should be made by any teacher, without the permission of the Principal.

6. Any loss or damage to department property like tables, chairs, lab equipment, chemicals, electrical appliances etc. must be reported to the Principal in writing immediately by the HOD.

7. It is their duty to extract work from the Non-Teaching staff in keeping the Department neat and tidy.

8. All staff are bound to follow eco-friendliness and eco-consciousness in the campus.

9. Teachers should be regular and punctual and should report on time for classes. Teachers should be available on campus during campus hours unless they are assigned duties elsewhere.

10. Teachers can leave the campus during their working hours only with the permission of the principal.

11. Teachers should be present in all the programmes organized for the students to maintain the discipline and encourage students.

12. No periods should be left free. Head of the department has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher.

13. Prior approval in writing should be obtained before proceeding on leave except in the case of casual leaves from HOD's and Principal and work adjustments have to be made. In case of illness or emergency, inform the Principal and the Head of the Department without delay.

14. Any service related matters may be communicated to the Principal and may be forwarded to the concerned section only through Principal.
15. Teachers should not entertain themselves with loose talks and unnecessary gatherings at the office which may affect the work in the concerned section.
16. All teaching staff should wear identity badges while on campus. This will enhance professionalism among the community.
17. Teachers should treat each student with courtesy and consideration. Work towards developing and promoting good human relations and qualities.

### **NON-TEACHING STAFF**

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
2. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
3. Any loss or damage to any article in the Lab or Classroom should be reported to the HOD in writing immediately.
4. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
5. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
6. Non-Teaching staff shall not leave the College premises without permission from the Principal .

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7. They should work sincerely for the effective administration of the institution. The behaviour should be polite and accommodative towards students and teachers.
  8. Usage of mobile phones is restricted to all staff in labs, libraries and corridors. However they may use the same in their work place for job related affairs and communications.
  9. All staff are bound to follow eco-friendliness and eco-consciousness in the campus.
  10. All duties entrusted by the Principal to non teaching staff should be carried out without objection.
  11. All communications, forms, circulars, statements and communications assigned by the Principal are to be provided to the various department Heads by the non teaching staff entrusted.
  12. Wearing of identity badges is mandatory for all staff.

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## **LABORATORY RULES**

The following are the general rules to be followed in the Laboratories.

1. Students should be involved in the lab work in the most disciplined fashion. They should realize that lab hours are the stepping stone to an intimate understanding of the subject and further research.
2. Students should maintain silence and cleanliness within the lab and should obey teachers and non teaching staff.
3. All equipment should be handled with care and utmost responsibility.
4. Usage of chemicals or tools from the lab for any other purposes other than laboratory purposes is strictly prohibited and is punishable.
5. No equipment should be displaced from its original position.
6. Strict action will be taken if any article is stolen from the lab.
7. If any equipment or apparatus is broken out of carelessness, the student will have to pay a fine.
8. Students should sign the log book at the commencement of the lab hours.



## **RULES OF THE LIBRARY**

1. All students of the college are members of the Library.
2. The central library and information system will function on all working days from 9.00 a.m. to 4.30 p.m. Students are expected to make the best use of it.
3. Students should use their ID card for attendance. No one will be allowed to enter the library without their identity.
4. Silence shall be observed in the Library and Reading Room.
5. Each under-graduate student will be given two borrower's cards and post-graduate students will be given five borrower's cards and books will be issued against their borrower's card only.
6. Books borrowed from the Library can be kept for a maximum period of 14 days at a time, they can be renewed for two times.
7. Students can make avail of e-books and e-journals provided by the library via computer / laptop or mobile phone.
8. The students should return the books on the due date itself, otherwise they should pay a fine of Rs. 1/- for each day. No fine will be charged for holidays.
9. A student who returns the book should get back the borrower's card.
10. Borrowers will be held responsible for any damage caused to a book. If a book is damaged or lost, he/she will have to replace it or pay the cost of the book at the current rates.
11. Members are not allowed to sub-lend the books of the library
12. Members of the Library are forbidden from making markings in the books or periodicals.

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13. The borrowers cards issued to the students should be returned at the end of the course.
  14. In the case of necessity, the Librarian has the right to recall a book from any member at any time.
  15. Any matter not covered by the rules given above shall be decided by the Principal who reserves the right to amend or add to these rules.
  16. Besides the Central Library, department libraries are also functioning. Students can borrow books from the department libraries also.



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