

PAZHASSIRAJA COLLEGE

CODE OF CONDUCT Information and Guidelines for STUDENTS

GOOD MANNERS AND CONDUCT IN THE CAMPUS

“Once students are admitted to an educational institution they are bound by the code of conduct laid down by the educational institution through the prospectus or college calendar and it is implicit that they should observe the code of conduct necessary for the proper administration and management of the institution”

1. General Rules and Regulations:

The following rules apply in matters of general discipline. These rules are supplemented with occasional directions from the Principal and the College Council from time to time which shall be either announced or shall be displayed on the notice board.

- 1.1. It shall be the duty of every student to abide by the rules and regulations of the college and conduct himself/herself with decorum in all places and under all circumstances. Ignorance of rules is not an excuse.
- 1.2. ***Ragging is strictly banned on the college campus.*** Anyone found guilty of ragging and/or abetting ragging will be punished as per the directives of the UGC, Government and Supreme Court. All the incidents of ragging will be severely dealt with. The culprits will be dismissed from the college and police case will be filed against them.
- 1.3. College properties shall not be disfigured by affixing propaganda literature or by writing.
- 1.4. Students found destroying college properties are liable to be fined heavily and will be punished suitably.
- 1.5. No flag of student organizations shall be hoisted in the college campus.

- 1.6.No celebration shall be held on the campus without the written permission of the Principal.
- 1.7.All celebrations on the campus will be under the supervision of the Principal and the staff members deputed by him.
- 1.8.All students shall abide by the decisions of (1) the Principal (2) the consultative & discipline committee and (3) the college council.
- 1.9.**Student's Identity Card:** It is mandatory for all students to wear their ID tag distributed from the college. Students without wearing ID tags will be fined and will not be allowed to enter the campus.
- 1.10. Students are not permitted to loiter in the college campus during leisure hours. They shall either be in the library or leave the campus.
- 1.11. *Smoking, consumption of alcoholic beverages and use of narcotic drugs are strictly prohibited.* Criminal proceedings will be initiated against those found guilty of the use of alcohol or narcotic drugs on the campus.
- 1.12. Any student residing in the college hostel found violating the college and hostel rules will be expelled from the hostel without notice.
- 1.13. Outsiders are not permitted to meet any student in the college campus without the permission of the Principal.
- 1.14. Students are not permitted to indulge in any of the political activities in the college campus. Students are also prohibited from organizing or attending meeting other than the official ones.
- 1.15. Prior permission of the Principal, in writing, is necessary for :
 1. Organizing processions, special meetings, entertainments or special functions in the college or college premises.
 2. Collecting funds from the students or from the staff.
 3. Putting up any notice on the notice board in the college or its premises.
- 1.16. *Indecent behavior, especially towards opposite sex, will not be tolerated.*
- 1.17. No student shall bring into the college campus any banner, flag, board, notice, pamphlet or other such material for purpose of any political activity. If any student violates this, he/she will be summarily dismissed from the college.

- 1.18. Discourtesy towards any member of the staff or any act which affects the discipline of the college will be seriously viewed and in extreme cases it is sufficient reason for expulsion from college. Immorality, grave insubordination, contempt for authority, willful destruction of college property, malpractice in examinations etc are sufficient reasons for strict disciplinary action.
- 1.19. Notice signed or countersigned by the Principal and published on the notice boards should be considered as having been brought to the notice of the students of the college.
- 1.20. Students are expected to maintain decency and decorum in their dress and conduct.
- 1.21. Students have to be inside the classrooms after the bell marking the beginning of class hours. Observance of strict silence in the standing posture is mandatory during the Morning Prayer.
- 1.22. Parents/guardians are expected to attend PTA meetings and to respond to the calls from the college authorities.
- 1.23. Teachers hold the responsibility of maintaining discipline in their classes and on the campus.
- 1.24. An office bearer will lose the office if he/ she found guilty of indiscipline or misusing his/ her office.
- 1.25. Any student or group of students in the name of strike or agitation cannot disturb class or prevent the staff or Principal from carrying out their duties, stringent disciplinary action including dismissal will be taken against such students. If the college canteen incurs any loss due to the above mentioned activities of students, they will be held responsible for that and they are liable to compensate the loss.
- 1.26. The Principal in consultation with the college council may impose the following or other punishments to students who violate the general rules.
 1. Fines
 2. Cancellation of attendance
 3. Withholding of certificates
 4. Forfeit of educational concession and scholarship
 5. Suspension
 6. Expulsion/ Dismissal

- 1.27. College campus, Examination room and the Library are kept under CCTV surveillance.
- 1.28. Any questions which are not covered by the foregoing rules shall be decided by the Principal.
- 1.29. Students are to behave with decency and decorum outside the campus also. They should always remember that the good name of the institution is their responsibility.

2. Ragging Prevention

Ragging is prohibited by law. It is a non-bailable criminal offence and punishable with rigorous imprisonment up to 7 years.

2.1. *Students shall not indulge in any of the following activities which are treated as ragging.*

- 2.1.1. 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 students.
- 2.1.2. Any act, that prevents, disrupts or disturbs the regular academic activities of a student.
- 2.1.3. Exploiting the services of a junior student by a senior student or a group of senior students.
- 2.1.4. Indulging in rowdy or in-disciplined 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 fresher or any other student.
- 2.1.5. 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.
- 2.1.6. *Any act of physical abuse including all variants of it: annoying, playing practical jokes, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts or gestures.*
- 2.1.7. Any act of abuse by spoken words, e-mail, SMS, or any other means.

- 2.1.8. Any word or act that causes hurt to the dignity of the individual.
- 2.1.9. Entering without permission to any class other than the one assigned to the students.
- 2.1.10. Forcing a student to boycott class without his/her consent to participate in strike, demonstration, dharna etc.

2.2. Reporting cases for Ragging

The complaints or information in regard to ragging could be oral or written or even from third parties. The burden/ responsibility of proving his/her innocence rest with the accused. Complaints can be lodged with the Principal or College Council members or any member of the Ragging Prevention Committee. Any complaints/information received shall be kept strictly confidential.

2.3. Administrative Action in the case of Ragging

- 2.3.1. Suspension from attending classes and academic privileges.
- 2.3.2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- 2.3.3. Debarring from appearing in any test/ examination or other evaluation process.
- 2.3.4. Withholding results.
- 2.3.5. Suspension/ Expulsion from the hostel.
- 2.3.6. Cancellation of admission.
- 2.3.7. Rustication from the institution for period ranging from one to two years.
- 2.3.8. Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.

3. Sexual Harassment Prevention

Anti sexual harassment committee is functioning under women cell of the College to provide a healthy atmosphere to the students.

For this purpose, sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:

- Verbal or Physical threats.
- Insulting, Abusive, Embarrassing or Patronizing behavior or Comments.
- Offensive gestures, Language, Rumors, Gossip or Jokes.
- Humiliating, Intimidating, Demeaning and/or Persistent criticism, Open hostility.
- Suggestive comments or Body language.
- Isolation or Exclusion from normal work or study place.
- Publishing, Circulating or Displaying pornographic, Racist, Sexually suggestive or Otherwise offensive pictures or other materials.

The following is also sexual harassment and is covered by the committee

- A. Eve-teasing
- B. Unsavory remarks
- C. Jokes causing or likely to cause awkwardness or embarrassment
- D. Innuendos and taunts
- E. Gender based insults or sexist remarks
- F. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- G. Touching or brushing against any part of the body and the like
- H. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- I. Forcible physical touch or molestation
- J. Physical confinement against one's will and any other act likely to violate one's privacy

Anyone found guilty of these will be punished as per the directives of the UGC, Government and Supreme Court. All the incidents of sexual

harassment will be severely dealt with. The culprits will be dismissed from the college and police case will be filed against them.

4. Code of Conduct for Students

- 4.1. Any unavoidable movements on the verandahs during class hours have to be in silence. The students should always take care not to disturb the ongoing classes.
- 4.2. The students are expected to spend their free time in the library. They should not loiter on the corridor or gather on the college porch.
- 4.3. No student shall leave the campus during the working hours without the permission of the Head of the Department.
- 4.4. Students are forbidden to attend or organize any meetings in the college or collect money without the permission of the Principal.
- 4.5. Discipline and decorum are expected from the students during programmes conducted in the auditorium or elsewhere.
- 4.6. Prior permission from the Principal is essential to take part in competitions and games conducted in other places outside the campus.
- 4.7. Habitual negligence in college work, dishonesty, obscenity in word or action or other acts of misconduct will invite severe disciplinary action.
- 4.8. No pamphlets or notices should be distributed in classes without the permission of the Principal.
- 4.9. Any damage done to college property will have to be made good.
- 4.10. No students shall leave the classroom during a lecture without the permission of the teacher.
- 4.11. Smoking inside the campus is strictly forbidden.
- 4.12. Serious action will be taken against students bringing outsiders into the campus. Loitering of outsiders in the campus should immediately be reported to the Principal.
- 4.13. Complaints of the students must be presented through the proper channel. Students and staff can make use of the Grievance Redress mechanism available in the college.

- 4.14. It is the responsibility of the students and staff to follow the notices/ announcements concerning the rules and programmes of the college from time to time. Ignorance of these rules cannot be considered as an excuse for lapses.
- 4.15. The Principal is the ultimate authority in the interpretation and implementation of the rules and regulations in the best interests of the institution.

5. Working Days and Class Hours

College works under the full day system with two sessions; that is morning session of two consecutive hours divided into three periods and an afternoon session of two consecutive hours divided into two periods.

Morning Session : 10.00 AM to 1.00 PM

Lunch Break : 1.00 PM to 2.00 PM

Afternoon Session : 2.00 PM to 4.00 PM

At the beginning of the morning session, before the commencement of classes, there is a warning bell, and then the students should go into their respective classes and occupy their seats. Every day the classes begin with a two minute prayer.

6. Attendance

- 6.1. The teacher marks attendance at the beginning of each period.
- 6.2. All working days will be considered as full working days irrespective of the number of hours. Absence during one hour either in the forenoon or the afternoon session will be considered half a day of absence.
- 6.3. At the end of each month or at the beginning of the following month each student may check his/her attendance for each course from the concerned teacher.
- 6.4. The Attendance Percentage Certificate (APC) for each course is forwarded to the University at the end of each semester for promotion and for admission to the University examination.
- 6.5. Absence for 15 consecutive working days will result in the removal of the name from the rolls.

- 6.6. The minimum requirement of attendance during a semester shall be 75% for each course.
- 6.7. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of the Degree Programme may be granted by the University.

7. Excursions/ Picnics/ Study tours

Study tours conducted by the college are part of the academic programme. The following instructions should be strictly followed by the students:

- 7.1. Study tours are organized by the Departments concerned. Students are not permitted to organize or conduct excursions or picnics without the consent of the HoD and Principal.
- 7.2. Only final year students will be permitted to go on tours and excursions, other than study tours.
- 7.3. Written consent in the prescribed form should be obtained from the guardians of all students who intend going on an excursion.
- 7.4. A detailed programme of travel, stay, place of visit etc., should be submitted to the Principal before proceeding on a tour or excursion.
- 7.5. Students of other classes will not be permitted to join a class going on excursion.
- 7.6. There should be at least two teachers to accompany each team.
- 7.7. Presence of lady escort is necessary if there are girl students on the tour team.
- 7.8. As far as possible, study tours shall be conducted during the months of November or December.
- 7.9. Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.
- 7.10. The use of alcohol, drugs and tobacco is strictly prohibited while on tour.

8. Procedure for Disciplinary Action and Punishment

- 8.1. The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- 8.2. If it comes to the notice of the teachers and Principal that a student or a group of students have committed misconduct and the Principal is satisfied that there is prima facie material in the allegation, he shall immediately pass an order suspending student/ students from the college.
- 8.3. If the Principal feels that the delinquency alleged requires further investigation/ enquiry, he shall report the matter to the College Council. After that the Principal shall appoint a committee of teachers or the decision committee to enquire the matter.
- 8.4. The Enquiry committee so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the persons against whom the allegations were made. The enquiry officer shall give fair and responsible opportunity to all the parties and shall submit a report to the Principal. After the receipt of the report, the Principal shall consider the report and take appropriate action which deems fit, including the imposition of the following punishments:
 - i) Imposition of fine.
 - ii) Issuance of compulsory transfer certificate.
 - iii) Dismissal from the college.
- 8.5. In the event of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with a report to the University.