



# PAZHASSIRAJA COLLEGE

Pulpally, Wayanad, Kerala, India, 673579

## CRITERION 7 INSTITUTIONAL VALUES & BEST PRACTICES

**IQAC 2020-21**

**7.1.10**  
CODE OF CONDUCT - MONITORING  
COMMITTEE



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**PAZHASSIRAJA COLLEGE**  
Pulpally

**ETHICS  
POLICY  
DOCUMENT**

**CODE OF  
PROFESSIONAL  
CONDUCT AND  
ETHICS**

# **CODE OF PROFESSIONAL CONDUCT AND ETHICS**

**This Code of Conduct, called “Code of Professional Conduct and Ethics” of Pazhassiraja College is in alignment with the Vision and Values to achieve the Mission and Objectives, and aims at enhancing ethical and transparent process in managing the affairs of the College. The ethics committee, with due permission from the Management council of the college finalised the code of professional conduct and ethics for better management and to keep conformity with the regulatory requirements.**

**This Code shall be applicable to the following persons:**

- **Principal**
- **IQAC Coordinator**
- **Teaching Staff**
- **Librarian**
- **Non-Teaching Staff**
- **Students**

## **CODE OF PROFESSIONAL CONDUCT AND ETHICS**

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# Code of Conduct for Principal

- The principal is the Chief Executive Authority of the college. As the leader of the institution, he provides direction to the entire organization. He establishes objectives, develops right systems and procedures, and assigns duties and controls order and discipline.
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- He is totally accountable for the educational standards of the institution in all aspects.
- Supervising the strategies and implementation of Year Plan/ Semester Plan of all departments. Facilitating curricular, co-curricular and extra-curricular activities.
- Governing administration, new faculty appointments in consultation with HODs, academics, exams etc.
- Supervision of various activities conducted in the College
- Supervision of Admissions, Free-ships, Concessions, Scholarships etc.
- Supervising the teaching and non-teaching staff. Ensuring discipline, attendance, punctuality, productivity, quality etc.
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- Student and staff discipline. Performance, results, achievements, leaves etc.
- Interacting and Receiving feedback from various stakeholders to sustain and enhance the standards of the institution.

## **CODE OF PROFESSIONAL CONDUCT AND FUNCTIONING GUIDELINES FOR**

### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

- Designing and implementing Annual Plans for institution-level activities for quality enhancement.
- Arrange for feedback responses from students for quality-related institutional processes.
- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Retrieval of information on various quality parameters of higher education and best practices followed by the other institutions.
- Organization of workshops and seminars on quality-related themes and promotion of quality circles and institution-wide dissemination of the proceedings of such activities.
- Development and application of innovative practices in various programmes/activities leading to quality enhancement.
- Participation in the creation of a learner-centric environment conducive to quality education.
- Work for the development of internationalization and institutionalization of quality enhancement policies and practices.
- Act as a nodal unit of the institution for augmenting quality-related activities.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

**CODE OF PROFESSIONAL CONDUCT AND ETHICS  
FOR  
TEACHING STAFF**

**I. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct · himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her/his students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education which have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

**Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational

responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **II. Teachers and Students**

**Teachers should:**

- (i) **Respect the rights and dignity of the student in expressing her/his opinion;**
- (ii) **Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;**
- (iii) **Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;**
- (iv) **Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;**
- (v) **Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;**
- (vi) **Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;**
- (vii) **Pay attention to only the attainment of the student in the assessment of merit;**
- (viii) **Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;**
- (ix) **Aid students to develop an understanding of our national heritage and national goals; and**
- (x) **Refrain from inciting students against other students, colleagues or administration.**



### **III. Teachers and Colleagues**

**Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;**
- (ii) Speak respectfully to other teachers and render assistance for professional betterment;**
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and**
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.**

### **IV. Teachers and Authorities**

**Teachers should:**

- (i) . Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;**
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;**
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;**
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;**
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;**
- (vi) Adhere to the terms of contract;**
- (vii) Give and expect due notice before a change of position takes place; and**
- (viii) 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.

## **V. Teachers and Non-Teaching Staff**

Teachers should:

- (i) **Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;**
- (ii) **Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.**

## **VI. Teachers and Guardians**

Teachers should:

- (i) **Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.**

## **VII. Teachers and Society**

Teachers should:

- (i) **Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;**
- (ii) **Work to improve education in the community and strengthen the community's moral and intellectual life;**
- (iii) **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;**
- (iv) **Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;**
- (v) **Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration**

## **GUIDLINES FOR TEACHERS**

### **A. ACADEMIC**

- ❖ Daily routine classes should be attended on time as far as practicable.
- ❖ Developing Curriculum, Developing Learning Resource Material & Laboratory Development.
- ❖ Attending to the work allotted by HOD/ Principal/Management from time to time, helping in the cause of Academic Development of the Institute.
- ❖ Assessing & Evaluating of Students including examination. Participating in the Co- curricular & Extra-curricular Activities.
- ❖ Act as a guardian & Counselor to Students. Helping the student in personal, ethical, moral and overall character development.
- ❖ Repository of E- learning resources should be created by each individual teacher as per his/her specialization and utilizing such resources with appropriate techniques as far as practicable for optimum benefits of the students.
- ❖ Continuing Education Activities. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc. Upgrading qualification, experience & professional career for Self-development.
- ❖ Providing Industry sponsored projects, consultancy, testing services and Industry - Intuition Interaction.
- ❖ Involving in the Academic and Administrative Management of the institution.
- ❖ Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- ❖ Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, invigilator, Lab- In-charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
- ❖ Make use of both departmental and central library facilities for maximum academic use.

## B. ADMINISTRATIVE

- ❖ Should assist the HOD in executing various departmental administrative works as and when asked for
- ❖ Monitoring and Evaluation of academic and research activities.
- ❖ Respond promptly to any instruction/directives received from any administrative controlling authorities.
- ❖ Maintaining accountability, Conduct performance appraisal. Guiding Research, any other work assigned by the HOD/ Principal/Management periodically.
- ❖ Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for.

## **CODE OF CONDUCT FOR LIBRARIAN**

- Adhere to a responsible pattern of conduct and demeanor 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 non ethical 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 endeavor.

## **Code of Conduct for Admin Staff**

- Possess and display values like responsibility, loyalty, diligence, commitment, integrity and morality in various day to day official matters and duties inside and outside the college.
- Be punctual in attending day to day routine works.
- Execute and complete the allotted tasks to the satisfaction of all concerned.
- To keep informed of new developments relating to the functions and to maintain a creative and experimental attitude toward change, in order to continuously improve the operation in the area of responsibility.
- To recommend the organizational structure and staffing in the area of responsibility.
- Keep immediate supervisor/ Principal informed of activities of the unit, particularly of major or unusual developments, and seeking advice and counsel.
- To promote an integrated effort in the administration of the college by cooperating with other administrators and staff and coordinating activities
- To maintain effective relations with faculty, students, other educational institutions, stakeholders and to interpret college policies and programmes accurately and constructively.
- To recommend the budget for his/her department, office, or division and, within limitations established to administer the budget.
- To provide information and reports to the board at the direction of the Principal.
- To perform any other duties assigned or delegated by immediate supervisor / Principal.

**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**

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