



CODE OF CONDUCT POLICY

OBJECTIVES

1. To define the values of an organisation
2. To provide the boundaries of behaviour relative to the duties in the organisation.
3. To clarify an organization's mission, values and principles, linking them with standards of professional conduct.
4. To assure a safe, positive and learning environment to the students and a respectful and cooperative working environment to the staff.

SCOPE

This policy applies to:

1. The students of CSI College for Advanced Studies, Punnakkad, Kozhencherry.
2. The faculty and staff of CSI College for Advanced Studies, Punnakkad, Kozhencherry.

POLICY

Code of conduct for students

1. Every student must maintain proper discipline, integrity and dignity in the college Campus.
2. Classes are scheduled from 9.30 a.m. to 4.00 p.m. 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.
3. Students must be punctual and regular in attending classes, tutorials, class tests and examinations. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
4. Student must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the Teacher.
5. When a Teacher is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the concerned Teacher.
6. Use of Mobile Phone during class hours is prohibited and is liable for punishment and the
7. 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.
8. Access to academic buildings beyond the class timings and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.

9. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
10. Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
11. Students are expected to come to college in proper dress code maintaining decency. Students shall not make any alterations to the uniform issued from the college. Violation of this will attract a fine and repetition of this could result in suspension from the college.
12. All the students are expected to attend all college functions in college uniform unless otherwise specified.
13. Boys should have a proper haircut. Fancy haircut, streaked hair, long hair, long side burns or shaving of hair in patterns is not permissible.
14. Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
15. When assembled every class must consider itself responsible for the conduct of its members.
16. Students are forbidden from inviting friends from other institutions and outsiders to the College.
17. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
18. No posters are to be pasted or fixed anywhere on the College walls. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
19. 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 of property, the responsible students will have to bear the cost of replacement/repair with fine.
20. Indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college and hostel premises. Violation of this rule will invite disciplinary action. The college and hostel premises are drug-alcohol-tobacco free zone, respect it.
21. Chewing gum is not allowed during class hours and lectures.
22. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the college.
23. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
24. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
25. Expulsion from the College is enough for expulsion from the hostel.
26. On the opening and closing day of each semester students should be present in the college. In case of inconvenience, prior leave application should be submitted to the HoD.
27. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
28. Students must refrain from mishandling and tampering with, library books or college computer systems.
29. A student shall not commit or cause breach of peace inside and around the College campus.
30. Students shall not use social media platform to disgrace fellow students, institution, faculty and staff. Such misbehaviour will be considered as disciplinary offence.
31. Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fee imposing upon the whole class if the students responsible for such damage cannot be detected.

32. Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.

Code of Conduct for Teachers

1. A teacher shall carry out the legitimate academic and administrative decisions taken by the management pertaining to his/her sphere of responsibility/duties.
2. A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/ teachers against other students or other teachers, colleagues or administration/Governing body of the University.
3. A teacher shall not remain absent from duty without proper sanction of leave except in case of emergency.
4. A teacher shall refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the college.
5. Teaching is a formal and professional vocation. A staff dress code should reflect this. It is therefore important to dress modestly and professionally.
6. A teacher may be permitted to take up consultancy under terms and conditions as outlined in the relevant Statute/Ordinance as amended from time to time.
7. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
8. Co-operate with the authorities for the betterment of the college keeping in view the interest and in conformity with dignity of the profession.
9. Should adhere to the conditions of contract.
10. Give and expect due notice before a change of position is made.
11. 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.

General Code of Conduct for all Employees

The Management expects all Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties.

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Maintain independence & be impartial in the discharge of official duties.
4. Must not be absent without sanctioned leave.
5. Maintain a responsible and decent standard of conduct in private life.
6. Render courteous services to the public.