



CODE OF CONDUCT

Principal and Vice Principals

- Always be impartial in your dealings or decisions with members of faculty, members of administrative staff, and students.
- Maintain utmost tolerance while dealing with burning issues among students and subordinates.
- Do not show any kind of discrimination based on gender, colour or, creed towards the members of staff or students.
- Do not purposefully distort the evaluation of colleagues.
- When dealing with others, uphold the integrity, dignity, decorum and, efficiency.
- Keep in mind the vision and mission of the college when discharging your responsibilities.

Teachers

- Devote full working time of working days for your profession.
- Keep in mind the vision and mission of the college when discharging your responsibilities.
- Be sincere in your profession and participate in community activities with due consideration.
- Efforts must be taken by the members of the faculty to update their knowledge in their concerned discipline.
- Refrain from engaging in external coaching classes, tuition classes, etc.
- The faculty members should take continuous efforts to ensure their professional development.
- The faculty members should actively and continuously involve in research.
- Be passionate about technological changes and update yourself with the latest technological changes.
- Always look for and encourages useful collaboration and discourse with other institutions of national or international importance.
- Always be impartial in your dealings with your colleagues, students, and parents of a student.

- Maintain utmost tolerance while dealing with burning issues among students and subordinates.
- Do not show any kind of discrimination based on gender, color, or creed towards the members of staff or students.
- Do not purposefully distort the evaluation of colleagues.
- When dealing with others, uphold integrity, dignity, decorum, and efficiency.
- Work for the common interest of the institution.
- Open confrontations of whatever nature or for whatever reason must be avoided.
- Respect colleagues and their opinions.
- Be regular and punctual and should report on time for classes.
- Teachers can leave the campus during their working hours only with the permission of the principal.
- Teachers should be present in all the programs organized for the students to maintain discipline and support the students.
- Support the students to maintain a balance between their academic and co-curricular fields.
- Always try to ensure the multi-dimensional growth of the students.
- Do the needful to develop a sense of responsibility, self-reliance, and independence among students.
- Encourage the students to be respectful towards others and to protect public property
- Motivate the students to know the history of the country, Fundamental rights, and duties of an Indian Citizen.
- Encourage students to show respect to teachers, parents, and authorities.
- Encourage students to show respect and appreciation for personal and public property.
- Encourage research-oriented learning.
- Motivate the students to participate in social service activities
- Prior approval in writing should be obtained before proceeding on leave except in the case of casual leaves. In case of illness or emergency, inform the Principal and the Head of the Department without delay.

Non-Teaching Staff

- The administrative staff must be present in the office at the right time.



- Keep in mind the vision and mission of the college when discharging your responsibilities.

- They should work sincerely for the effective administration of the institution.
- The behavior should be polite and accommodative towards students and teachers
- Prior approval in writing should be obtained before proceeding on leave except in the case of casual leaves.



GUIDELINES AND RULES OF CONDUCT

- ▶ Class hours are from 10.am to 4.pm. Be in time for classes.
- ▶ Ragging is a punishable offence and those who indulge in it or encourage it will be handed over to the law as “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”. Students in distress may call the (Anti - Ragging SB Convenor Dr Siby Kurian (+91 9447306530) and later to National Anti - ragging Helpline 1800 - 180 - 5522 (Toll Free) or email at helpline@antiragging.in
- ▶ Maintain a calm atmosphere on the campus, especially during working hours. There should be complete silence on the corridors during class hours. Students must not loiter on the corridors during class hours.
- ▶ Show respect to your elders and teachers.
- ▶ Seek permission of the teacher before entering or leaving a class in session.
- ▶ If classes are free during any period, engage yourself in meaningful co-curricular activities.
- ▶ Do your best to preserve a peaceful academic atmosphere on the campus.
- ▶ Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
- ▶ Eating and chewing of gum, while the class is in progress is strictly prohibited.
- ▶ Smoking and chewing are banned on the campus. Students are liable to disciplinary action if found smoking in and around the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.
- ▶ Courteous behaviour towards other students, especially to those of the opposite sex makes a true Berchmanite.
- ▶ Public property is our property. Damage done to it is a national offence. Strict action will be taken against those who damage the instructional and infrastructural facilities available on the campus.
- ▶ Students are forbidden to bring fire crackers and Holi colours to the campus. Students found doing so are liable to disciplinary action.
- ▶ Do not disfigure the college furniture, walls, doors or windows with drawings, engravings or posters. Do not tamper with electrical installations.
- ▶ Posters and notices must not be put up without the permission of the Principal. If permission is granted, all posters and notices should be placed on the boards kept for the purpose in different blocks and not stuck on the walls of the college.

- ▶ Outsiders are not permitted to attend college functions. Strict action will be taken on those who bring outsiders to the campus.
- ▶ Grievances, if any, shall be taken to the Principal through your representatives.
- ▶ You can address students in the classroom, or any gathering on the campus, only with the permission of the Principal.
- ▶ Strikes, slogan shouting, skipping classes and crowding on the campus, etc. are banned.
- ▶ Students, other than hostellers, are not expected to be present on the campus after 6:30pm.
- ▶ Transact business in the college office in a manner becoming of college students, patiently and politely.
- ▶ Observe perfect silence during the general college morning prayer.
- ▶ The medium of instruction and communication shall be English
- ▶ In keeping with the circular of the Department of Higher Education, Government of Kerala, possession/use of mobiles by students in the College premises is prohibited.
- ▶ Malpractices in examination will lead to necessary disciplinary action as per the regulations.

Dress Code

- ▶ The College does expect all students to keep in mind the basic norms of modesty and decency with regard to dress.
- ▶ Wearing of casual dresses like collarless t-shirts with writings or pictorial messages, coloured dhoties, low waist pants/jeans, torn jeans, sleeveless tops, tight fitting or short tops are strictly prohibited.

Identity Tag

- ▶ It is mandatory to wear the college identity card in campus.
- ▶ ID Tag is a public document and the card should be shown to the staff or College officials when asked, especially during Examination, during formal programmes, in the administrative office and library. The denial of it invites disciplinary action.