

**HHMSPB NSS College for Women,
Neeramankara, Thiruvananthapuram**

Policy on Code of Conduct and Professional Ethics for Students

Academic Year 2023-24

These regulations aim to secure order and discipline, necessary for the effective pursuit of knowledge, help students attain the level of quality work required of them and ensure holistic development of their personalities.

- The students' registration in the college is considered an expression of willingness to abide by all the rules and regulations prevailing in the college. Every student therefore is committed to the observance of these rules.
- The Code of Discipline exists primarily to provide the discipline necessary for an academic environment. The management has the right to suspend /dismiss any student for breach of discipline.

GENERAL DISCIPLINE

- A uniform dress code has been introduced in the college since 2010. The aim is to ensure equity, discipline, and uniformity among all categories of students.
- Students must wear their ID card on campus at all times and surrender the card once their course has been completed.
- Students are to conduct themselves in accordance with the best standard of dress, manners and behaviour. They shall wear clean clothes.
- The day's work will begin with a prayer. Students are expected to remain standing while the prayer is in progress.
- When a teacher enters a class the student should rise and remain standing until she takes her seat or asks them to be seated.
- When a class is in progress no student shall enter or leave the classroom without the permission of the teacher.
- Students are expected to observe strict discipline during class hours as well as during their free time.
- All students should read and understand library regulations.
- Students are advised to make use of the library during free periods. Those who prefer to sit in the classroom for doing academic work will not in any way cause disturbance to the neighbouring class.

- Political activism is strictly banned in the campus, as it is detrimental to the teaching learning process. (Vide: W.A. No. 535 of 2003- Judgement dt. 26/5/2003 of the Honourable High Court of Kerala). Nevertheless, the college recognizes the right of a student to dissent and to fight for the legitimate rights of students. However, these rights should not fringe upon the rights of other students to attend class and/or of the teacher to conduct his/her lessons. Students shall not take out demonstrations along the corridors or enter the classrooms and obstruct the teaching process.
- Students shall handle all college property with care.
- They are not allowed to disfigure compound walls, desks, and benches with writing, posters, or engraving of any description whatsoever.
- Students are expected to keep the campus neat and clean, and refrain from throwing waste (food & paper) through windows.
- No notice or appeal of any kind shall be circulated among the students or pasted on the notice board or anywhere within the college premises.
- Students are not allowed to organize or conduct meetings in the college or collect money for any purpose without the written permission of the principal.
- Students are prohibited from making complaints in a body or addressing the authority collectively, but they may make representation individually to the Principal.
- Students are not allowed to take part in any political agitation directed against the authority of the government.
- Students must refrain from any movement of agitation of any kind which may be accompanied by or may result in ill feelings between different sections of the community or which excite feelings of disloyalty or disaffection.
- True to its tradition the college is an anti-ragging zone. 24 hours toll free helpline – 1800 1805522 and the KELSA helpline – 9846700100 are accessible in the institution.
- Acts of violence are strictly prohibited. Not only those involved but also those who give leadership under such circumstances shall be liable to very severe punishment including dismissal from the college.
- Mobile phones are banned on campus. Disciplinary action will be taken against any student found carrying or using the same.
- Whoever is guilty of fraud or malpractice in the examination will be strictly dealt with.
- Irregular attendance will not be condoned.
- Insubordination to teachers or habitual use of obscenity in words or acts or any other act of misconduct will be sufficient reason for the suspension or expulsion of a student from the college.

- Minor offences are punishable by fines, loss of attendance, etc.
- There is a Students' Grievance Redressal Cell in the college. In case the students have any grievance or complaint they may approach their respective class tutors or the Head of the Department first and if the issue cannot be resolved, they can escalate the matter to the Grievance Redressal Cell, and the Principal.
- Students should take note of the departmental and other notifications put on the notice boards every day before they leave the college.
- Failure to see the notice board will not be an excuse for any omission or commission.
- In order to ensure a congenial academic atmosphere in the campus, the election process shall be in the parliamentary form of indirect election. The college parliament will be constituted of the representatives elected from each class and the college parliament will in turn elect the college level and university level office bearers.

Principal

Copy to:

- IQAC
- Heads of Departments
- Superintendent Office