

SREE NARAYANA COLLEGE, CHEMPAZHANTHY

(ESTD. IN 1964)

MANAGED BY THE SREE NARAYANA TRUSTS, KOLLAM



AFFILIATED TO THE UNIVERSITY OF KERALA, RE-ACCREDITED BY NAAC WITH B GRADE (CGPA 2, 74)

GOOD MANNERS AND CODE OF CONDUCT FOR STUDENTS

- Adhere to the Vision and Mission of the Institution imbibing the preaching of Sree Narayana Guru
- Uphold the values of Gender sensitivity and Environment protection.
- When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that he/she should greet him/her
- When a teacher enters a class, the students must keep standing until the teacher has invited them to sit down or he/she himself/herself occupies his/her seat
- Students should keep with them texts and note books required for the classes they attend
- No student shall leave the classroom during a lecture without the permission of the teacher
- Proper academic decorum has to be maintained inside the classroom and as a part of ensuring discipline, boys and girls are expected to be seated in segregated rows during the class hours.
- Students who happen to have no class should not loiter in the corridors of the campus during the class hours
- Misuse of mobile phones inside college campus shall lead to confiscation of the device, imposition of fine and other legal measures.
- Students are forbidden to attend or organize any meeting in the college or to collect money for any purpose without the permission of the Principal. They should not circulate among the students any notice or petition or paste it anywhere in the college premises without any written sanction of the Principal
- Students should always be respectful to seniors and superiors, polite and courteous to all
- Habitual negligence in college work, dishonesty, obscenity in word or any other acts of misconduct will result in severe disciplinary action

- Students are forbidden from making any graffiti (Marking as initials or slogans) on the furniture or on the walls of the college
- Students are expected to maintain decency and decorum in dress and behaviour.
- Nobody shall disrupt the academic atmosphere of the college under any circumstances – such misconduct would entail major punishment including expulsion from college, and if necessary, criminal prosecution also will be invoked
- Students should wear duly signed identity cards and show them whenever the authorities demand
- The educational concession extended and the scholarships awarded are liable to be forfeited for misconduct
- Smoking and use of illicit drugs are strictly prohibited in the campus. Use of intoxicants like liquor, pan masala, etc., is strictly banned. Offenders will have to face strict disciplinary action
- Any complaint of misbehaviour will be seriously dealt with. Resorting to use of vulgar words and comments to opposite sex will cause serious action
- Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or malpractice in connection with examinations or who, in the opinion of the Principal, is likely to have an unwholesome influence on his fellow students, shall be removed from the roll
- All legal and reasonable grievance of the students will be addressed by the college authorities. In the event of any such grievance, the aggrieved can approach the respective faculty advisor of the Students' Grievance Redressal Cell
- Students should not misuse social media for tarnishing the reputation of the Institution / other students / teachers / non-teaching staff.
- Abusive usage of mobile phones is strictly prohibited; violation of the same shall attract stringent disciplinary action based on the gravity of the crime.
- Library rules and Laboratory instructions should be strictly complied by the students and they should act in a responsible manner.

PREVENTION OF RAGGING

(Vide No. F.1- 16/2007 (CPP-II) dt 13 April 2009)

- Ragging in all its forms is prohibited in the College campus, including the departments, all its premises (academic, residential, sports, canteen, hostel, restrooms, etc.), within the campus or outside it and all means of transportation whether public or private

- The provisions of the Act of the Central Government and/or the State Governments will consider ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST
- Ragging is prohibited by law. It is a non-bailable criminal offence and punishable with rigorous imprisonment up to seven years
- Students shall not indulge in any of the following activities, which are treated as ragging:

1. Any act that prevents, disrupts or disturbs the regular academic activity of a student
2. Exploiting the service of a junior student by a senior student or a group of senior students
3. Any act of financial extortion or forceful expenditure burdened upon a junior student including fund-raising for organizations
4. 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
5. Any act of abuse by spoken words, emails, SMS, or any other means
6. Any word or act that causes hurt to the dignity of the individual
7. Entering without permission into any class other than the one assigned to a student
8. Forcing a student to boycott class without his/her consent to participate in strike, demonstration, dharna, etc.

- The complaints or information with regard to ragging could be oral or written and even from third parties
- The burden/responsibility of proving his/her innocence rests with the accused
- Complaints can be lodged with the Principal, staff members or any of the members of the Anti-Ragging Committee
- In the event of a student being booked in a criminal offence and being suspended from the college, he / she will be re-instated only after his/her obtaining clearance certificate from the concerned police officer

ETHICS

- **Timeliness:** Students must follow the calendar of working days and the time schedule of the College.
- **Sincerity:** Attend every class with attitude and aptitude.

- Cleanliness: Cleanliness is next to Godliness. Keep the campus clean. Don't throw any waste inside the campus. Instead, segregate organic and inorganic waste using respective dustbins kept for the purpose.
- Discipline: After the first bell in the morning, every student must be in the classroom. Observe silence during Prayer. Keep silence in the library. Learn to give respect and take respect.
- Modesty: Maintain modesty in dress.
- Utilize library during lunch break and free hours
- Actively participate in the extra-curricular activities like NSS, NCC, Clubs, Associations, etc.
- Encourage parents to visit the College periodically
- Park students' vehicles in the area provided
- Pay attention to the notifications appearing on the notice boards

MORNING PRAYER AND CLASS HOURS

- Before the commencement of classes in the morning, the Daiva Dasakam (prayer of humanity) is played on the public address system spreading the preaching of Sree Narayana Guru.
- Staff and students shall stand in reverential silence during its soothing and melodious rendering
- The college works under the full day system with two sessions. In between the two sessions there will be a noon interval of 45 minutes.
- Besides lecture classes, there will be seminars, tutorials, group discussions, counseling sessions, etc.

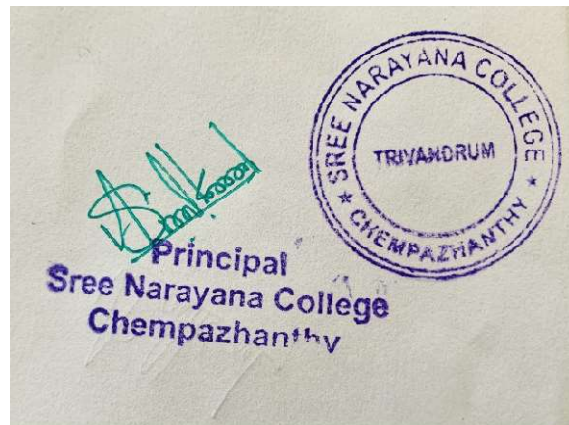
ATTENDANCE

- Regular attendance is compulsory
- Students have to get prior permission for leave with leave form duly countersigned by the guardian or parent
- Teachers mark the attendance at the beginning of each period. If a student is absent for one period in a session, it will be treated as half day's absence and for another period in the next session same day will be treated as one full day's absence
- Every working day, irrespective of the working periods, shall be considered as a full working day
- Changes will be affected as per the decision of College council
- At the end of each semester, a list will be put up on the general Notice Board, showing the number of days of attendance lost by each student till then.

- The student will not be allowed for registration for examination if he/she fails to secure at least 75% attendance for the semester

COLLEGE IDENTITY CARD

- A College Identity Card will be issued to the student at the time of admission
 - It is the responsibility of the student to see that the card is duly attested by the Principal
 - The student should wear this card while in the campus and produce the same on demand for inspection by any staff member
 - If the card is lost, a duplicate can be obtained on payment of Rs50/-
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- It may be born in mind that the College Identity Card will be required in many occasions such as voting at the College Union Election, claiming hall tickets, mark lists, certificates, scholarships, stipends, etc and hence the same should be maintained with due importance.



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