

# **LE-MENT COLLEGE OF ADVANCED STUDIES**

(Affiliated to Calicut University)

Mele pattambi, Palakkad

College e-mail id: [lemtiom@gmail.com](mailto:lemtiom@gmail.com)  
College Website : [www.lementcollege.com](http://www.lementcollege.com)



## **Internal Quality Assurance Cell (IQAC) Code of Conduct (Handbooks) For Various Stakeholders**

Coordinator (IQAC)

Principal

The college has formulated a code of conduct or a set of rules and regulations governing the behavior or conduct of individuals entering the college premises in the capacity of any one of the following:

- **Teachers**
- **Students**
- **Administrators**
- **Other staff**

### CODE OF CONDUCT: TEACHERS

- Providing leadership in both under graduate and postgraduate in relevant field of specialization
- Proper and courteous behavior as part of professional and official decorum and as mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment.
- Teaching, laboratory development & ensuring attendance of students as per University norms.
- Evaluations of tutorials, assignments, journals, answer papers.
- Continuing education activities including organizing seminars, workshops.
- Publishing papers in national and international journals.
- Review of academic activities of the department periodically.
- To Maintain dead stock, consumable registers with the help of lab in-charge
- To display notices, mark sheets, attendance sheets etc. pertaining to the students
- To send messages regarding attendance, discipline and other activities with the help of class teachers.
- As soon as the Faculty Member enters the class, he/she should take attendance. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HOD.
- Organize parents meet in association with Teacher& Parent.
- Involvement in curricular, co-curricular and extra-curricular activities.
- Use of the polite conversational tone while addressing and interacting with each other, students and visitors.
- Any other duties assigned by the Principal from time to time.
- Use of proper gait, posture and gesture while walking, standing or sitting in corridors, in classrooms and laboratories.

- Participate in seminars/conferences/workshops.
- Participation in departmental administration
- Contribute to the activities sustaining accreditation of the institute.
- Examination work pertaining to College University such as organizing supervision and assessment etc.
- Arrangement of remedial coaching.
- Upgrading of qualifications.
- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- Any other duties assigned by the Management and Principal from time to time.

### **CODE OF CONDUCT FOR STUDENTS**

**The student code of conduct is established to promote the academic and public development of the institutions students in a safe and secure learning environment. The reputation of an institute depends on the performance of its students not only in academics but also by their conduct which is an integral part of their personality. In order to make learning in serene environment, the following code of conduct is applicable to all students enrolled in various Undergraduate, Postgraduate programs of the institute.**

- Proper and courteous behavior as part of professional and official decorum and as mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment. To show due respect to all office bearers and chairpersons.
- Proper and polite use of language as means of verbal expression, communication and exchange.
- Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
- Students should have park their vehicles in the place allotted to them.
- Students should not wander in the college campus by bunking the classes and practical.
- Smoking, drinking and chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
- Students should not click photographs in the college campus without permission & the use of mobile phone are strictly regulated.
- Students are prohibited from bringing any such weapons in the college which would physically harm others.

- Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet.
- Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens compensation should be taken from them.
- Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
- The rules of the office and the library are mandatory for each student.
- Students should not organize picnic on their own without the permission of the Principal and the Vice Principal.
- If the students have any prejudices about the college, he/she should give complaint to the Principal and should not give any complaint, on their own to the Newspaper and media.
- No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.
- Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
- At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
- The original certificates given to the college by the students will not be returned to the students. The students should keep the attested copies of them before taking admission.
- Action will be taken against students if it's found that they have made changes in any document on their own.
- Students will not be allowed to found any board or associations without the permission of the principal.
- It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, Term-End Examination and behave badly in the college.
- Students should take admission in the college by filling in the form given by the college only.
- Students should take the receipts of the fees paid from time to time from the concerned clerk. The fees once paid will not be returned.
- Every student must complete average attendance of 75% in each semester. Students having low attendance will not be allowed to fill the examination form.
- Students should strictly adhere to all the instructions written on the college Notice Board.
- Roaming in the college campus during the lecture time or behaving improperly will be treated

as an offence.

- Bringing a dummy person as a parent in the college is an offence.
- The Principal has the right to give admission or cancel it at any moment without giving any reason.
- ***Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular “UGC Regulation. Such students will be expelled from the college. Legal action will be taken against them.***
- The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.
- Students should strictly follow all the above rules as well as any other rules made by the college from time to time.

#### **CODE OF CONDUCT: ADMINISTRATORS AND OTHER STAFF**

- Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
- Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- Every employee should carry their identity cards along with them on every working day of the college.
- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment's, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained and should keep the Labs clean.
- For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

#### **LIBRARIAN:**

- Librarian will prepare and issue of Library cards to students and staff and follow up return of books issued to students and staff members.

- Librarian will maintain fine collection register and instruct students to deposit the fine and the day wise records of visits of staff faculty members in library.
- Librarian will ensure discipline of the students in the library and effectively encourage faculty & student to use e-journals books keeping always in working condition.

#### OFFICE:

- Office staffs will Scrutinize Admission & Eligibility documents and registers of admission and Maintaining P.F. account as the case may be.
- Assistant Principal in receiving guests and visiting dignitaries in a dignified manner
- Initiate and record all correspondence & put up the same to Principal /HOD & section on heads.
- Maintain the records of scholarships of students. And Maintenance of attendance registers of teaching and non-teaching staff,
- Maintenance of service books and Maintaining leave record of staff.
- Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.
- Any other duties assigned by the Principal from time to time.

#### ACCOUNTANT

- To prepare budget estimate of the college under guidance of Principal
- To prepare documents for submission of six monthly and annual audit.
- Allotment of Budgets to every department of the college.
- HOD/section heads take periodical review of the same.
- To verify bills for payment
- To check the monthly pay sheet
- To check the cash book daily
- To hold custody of receipt books and vouchers.
- To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
- To control and check the advance register and ensure timely recovery of advances.
- To Settlement of journey claims and advances.
- To prepare TDS statement and submit to Chartered Accountant.
- Any other duties assigned by the Principal from time to time

### **CODE OF CONDUCT: GOVERNING BODY**

- Decide the long term as well as short term policies with experienced experts inthe field
- The second objective is to create the safe, secure and care taking environmentto the student and staff in the college.