



NASRA COLLEGE OF ARTS & SCIENCE TIRURKAD

Affiliated to the University of Calicut, Approved by
Government of Kerala, ISO Certified Institution.

CODE OF CONDUCT

The college is situated on the outskirts of Perinthalmanna town, providing a tranquil and pleasant environment with easily accessible transportation facilities, ensuring comfort for staff, students, and visitors. Additionally, each year, a comprehensive handbook is distributed, encompassing details about the college's courses, campus amenities, academic support services, and other pertinent information. This handbook also outlines the rights and responsibilities of all stakeholders. Furthermore, the Principal and faculty members are expected to adhere to a specific Code of Conduct, and separate Codes of Conduct are outlined for students and parents within the institution.

Code of Conduct for the Principal

The Principal serves as the academic and administrative leader of the institution, dedicated to its growth and progress. Their responsibilities include:

- Ensuring the smooth operation of academic activities, adherence to CCE(Continuous and comprehensive evaluation) and PU(Pre-university) norms, and the functioning of various committees.
- Convening academic council meetings in accordance with established norms.
- Administering fair disciplinary actions for staff, students, and others.
- Prioritizing the welfare of students and maintaining adequate supervision on and off campus.

- Upholding the highest standards of integrity and making well-considered decisions that comply with the law.
- Coordinating and overseeing the roles of faculty, administrative authorities, and supporting staff.
- Monitoring the college's admission process as directed by higher authorities.
- Supervising various academic activities, including curricular, co-curricular, and extracurricular endeavors.
- Directing the institution's Academic monitoring cell in accordance with their instructions.
- Empowering all staff members and students to realize their full potential.
- Demonstrating honesty, fairness, adherence to the law, objectivity, and unwavering support and protection, even when students may not necessarily desire it.

Code of Conduct for Teaching Staff

- Teachers are expected to handle the subjects assigned by the Principal or Head of the Department.
- Teaching staff members shall diligently follow the directions and instructions provided by the Head of the Institution and Head of the Departments.
- All teaching staff members must adhere to college timings and accurately record biometric attendance; failure to do so will be considered as an absence.
- Teachers should actively engage in and participate in all college activities and programs, irrespective of their department.
- Every teacher should continuously update their knowledge and skills to enhance their professional competence for fulfilling their assigned duties effectively.
- Teachers are not permitted to be absent from their duties without prior permission from the head of the institution.
- Teachers should promote politeness, basic manners, and align with the institutional goals, actively contributing to their achievement.
- Mobile phones should be set to silent mode during class hours to minimize disruptions.
- Teachers are responsible for completing the syllabus on time and producing favorable results in the subjects they teach, being accountable for their performance.

- The Mentor/Mentee system should be effectively implemented, with faculty members monitoring the progress of the group of students they are assigned to.
- Teachers should serve as counselors and facilitators, providing guidance, support, encouragement, and assistance to ensure the effectiveness and success of the Teaching-Learning Process.
- Maintaining decorum, both inside and outside the classroom, and setting a positive example for students is crucial.
- Teachers are expected not to request personal favors from their subordinates.

Code of Conduct for Non-Teaching Staff:

The non-teaching staff at our institution plays a crucial role in the college's administrative processes, providing invaluable assistance to our students. Recognizing this, the college has established specific guidelines for the behavior and conduct of non-teaching staff. We expect the following attributes from our non-teaching staff:

- **Adherence to Instructions:** Non-teaching staff members are required to follow the directives and instructions provided by the Head of the Institution.
- **Punctuality:** It is essential for all non-teaching staff to be punctual and arrive on time for their duties and practical responsibilities.
- **Timely Attendance:** All non-teaching staff must adhere to the college's working hours and accurately record their biometric attendance; failure to do so will be considered as absence.
- **Integrity and Fairness:** Non-teaching staff members are expected to exhibit honesty, integrity, and fairness in their interactions within the college community.
- **Politeness and Manners:** A culture of politeness and basic courtesy is encouraged among non-teaching staff.
- **Absence Protocol:** Non-teaching staff should not be absent from their duties without official approval or approved sick leave.
- **Restricting Social Networking:** During working hours, non-teaching staff members are expected to refrain from using social networking sites such as Facebook and WhatsApp.

- Student Support: Issues related to students should be approached with empathy and seriousness, ensuring their needs are addressed effectively.
- Financial Responsibility: Non-teaching staff must refrain from any misappropriation of college funds.
- This Code of Conduct serves as a framework to maintain a positive and productive environment within our institution, benefiting both staff and students.

Code of Conduct for Students:

- Academic Commitment: Students should be prepared for a demanding schedule of academic activities, including classes, projects, assignments, presentations, examinations, and other planned events throughout the year.
- Disciplined Behavior: Maintain a culture of discipline and support each other's growth.
- Adherence to Timetables: Students are expected to follow the academic timetable diligently.
- Absence Protocol: Provide valid reasons for any absence from the institute.
- University Rules: Adhere to the university's rules and regulations as updated from time to time.
- Mandatory Participation: Attendance at institute-organized formal functions, seminars, lectures, and events is mandatory.
- Decency in Character: Maintain a respectable and decent character.
- Identity Card: Students must carry their identity card at all times while on campus and produce it upon request by institute authorities.
- Attendance Requirement: Regular attendance is mandatory, with a minimum of 75% per subject per semester.
- Strict Disciplinary Action: Misbehavior, habitual lateness, disobedience, absenteeism, substance consumption, such as drugs, smoking, pan masala, alcohol on the premises, malpractices, cheating in exams, and other indecent activities unbecoming of a management student will result in strict disciplinary action.
- Ragging Prohibition: Ragging in any form is strictly prohibited and will be addressed in accordance with the provisions of the Ragging Prohibition Act 1999.

- Eligibility for Assessment: Absence from tests, examinations, tutorials, and failure to submit assignments on time will render a student ineligible for internal assessment.
- Non-disruption of Classes: Students should not linger on institution premises while classes are in session.
- Silence in Reading Areas: Maintain strict silence in reading rooms and the library.
- Respectful Behavior: Display politeness and respect towards teaching and non-teaching staff, instructors, and all members of the community

Code of conduct for parents

To ensure a well-ordered, respectful, and secure educational environment for the students and staff of Nasra college of arts and science, it is imperative that all parents and college visitors understand their responsibilities and adhere to the expected code of conduct outlined in this guide. This includes:

- Recognizing that the education of children is a joint responsibility of both parents and the college community.
- Ensuring that their children attend college regularly and punctually.
- Encouraging their children to abide by the college's Code of Behavior.
- Ensuring their children have the necessary books and materials.
- Assisting their children in developing and practicing good behavior and a positive attitude towards themselves, others, and the college.
- Seeking assistance from the appropriate college staff to resolve any issues.
- Refraining from damaging college property or other objects.
- Avoiding derogatory comments about the college and actively participating in teacher-parent meetings.
- Not bringing plastic, smoking, or consuming alcohol or drugs within the campus.
- Showing respect to all students in the college, embracing their unique qualities.
- Reading and responding appropriately to written communication received from the college.
- Communicating with the college about issues that may affect their child's behavior.
- Being friendly, welcoming, and courteous to newcomers at the college.
- Actively engaging in their children's events throughout the academic year.
- Using appropriate language and topics in conversations on the college grounds, keeping discussions relevant to the playground and college environment.

