



# SULLAMUSSALM SCIENCE COLLEGE, AREEKODE

Affiliated to University of Calicut  
Re-accredited by the NAAC with A grade

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## CODE OF CONDUCT HANDBOOK FOR STUDENTS

The student code of conduct supports the college's mission by outlining student's rights and responsibilities in addition to defining acceptable behaviors. Conduct certificate will not be issued as a matter of course. It has to be earned by student's good conduct.

### PRINCIPLES

- **Mutual Respect:** Sullamussalam Science College is committed to promoting a culture of mutual respect and inclusiveness on campus. The College will uphold the rights and freedoms of all members of the College community to work and study free from discrimination and harassment, regardless of race, ethnicity, sex, sexual orientation or sexual identity, gender identification, disability, religion or nationality.
- **A Commitment to Non-violence, Justice and Fairness:** Sullamussalam Science College values peace and non-violence. Physical or psychological assaults of any kind like ragging or threats of violence or harm especially political, destroying college properties or any act that go against the congenial academic atmosphere of the campus will not be tolerated. All rules, regulations and procedures regarding student conduct must embody the principles of procedural fairness. Processes will be pursued fairly, responsibly and in a timely manner. Wherever appropriate, the College will attempt to resolve complaints through informal processes before invoking formal processes, and wherever possible, sanctions will be educational rather than punitive and will be applied in accordance with the severity of the offence and/or whether it is a first or subsequent offence.
- **Security and Safety:** Sullamussalam Science College will always safeguard the safety and security of the academic community. Due to various reasons when security becomes a concern, college will initiate steps to safeguard the well-being of the academic community. Those found in violation of college policies will be subjected to the appropriate sanctions, including removal from the college rolls and contact with law enforcement authorities, if required. The College will extend appropriate support to those who are affected by acts of violence.
- **Integrity:** College expects honesty and integrity from every student in their academic endeavors like class attendance, examinations, assignments, research and practical. Students must complete their academic work independently unless specifically instructed otherwise. Students are

expected to read the notice board on a day to day basis. It is the duty of every student to abide by the rules and regulations of the college and conduct himself/herself with decency and decorum. The College also will not tolerate student misconduct in non-academic interactions where this misconduct disrupts any activities of the College or harms the interests of members of the College community.

## **POLICY AND PROCEDURES**

All students are expected to follow the College standards on discipline. The Standard is breached when a student behaves in a manner that

- Harms or threatens to harm members of the College community, including students, faculty, or other staff of the College;
- Disrupts or threatens to disrupt any of the activities of the College;
- Harms or threatens to harm the property of the College;
- Violates the policies, procedures or rules of the College; or
- Abuses or shows disrespect for the processes of the Standard.
- Assault
- Verbal and non-verbal aggression
- Ragging, Physical abuse; verbal abuse; racial and religious slurs; intimidation or bullying
- harassment or sexual harassment

The general policies outlined below on college discipline have to be strictly followed by the students and other stakeholders. One is not expected to plead that one is not aware of the existence of such rules. Ignorance of rules is no excuse.

### **A. Wearing of Identity cards**

Identity cards will be distributed among the student community within one week from the date of closing of the college admission. All students admitted to the college shall compulsorily wear their Identity Cards whenever they are present on the college campus. All college transactions, including fee payment, certificate issue etc. will be made only on production of the Identity Card. The Identity Card shall be surrendered to the office at the time of claiming the refund of caution deposit or issuing of Transfer Certificate/Qualifying Certificate, whichever is earlier.

### **B. Use of Mobile Phones**

As per the government and Hon. High court orders, use of Mobile phones is strictly restricted on the college campus. Mobile phones which are brought by the students to the campus will be confiscated and disciplinary action will be taken against the defaulters. The college has instituted a committee to strictly monitor the High Court order regarding the use of mobile phone on the campus. The action against the defaulters will be taken in the monthly meeting of the committee instituted by the Principal.

### **C. Wearing of Uniform**

Wearing of prescribed uniform is compulsory for UG students and there is no prescribed uniform for the PG students. All PG Students should wear decent dress, preferably Saree or Churidar by girl students and pants/dhoti and shirt by boys. Showy clothes, T-Shirts with color prints, and caps are to be avoided. Boys shall not tuck up their dhoti while they are on the campus.

#### **D. Entertaining Outsiders on the Campus**

Outsiders are not permitted to meet any of the staff or students on the college campus without the permission of the Principal. Students shall not bring any outsiders except the parent/guardian to the college premises for any purpose whatsoever without the permission of the Principal.

#### **E. Alcoholic drinks or drugs**

Students and all other academic community members are directed to refrain from the use and possession of alcoholic drinks or drugs. Using/keeping of these items will lead to immediate expulsion of the student from the college and hostel.

#### **F. Classroom behavior and Conduct**

1. Conduct Certificate will not be issued as a matter of course. It has to be earned by the students good conduct and behavior. The decision of the Principal shall be final regarding this matter.
2. When the Principal or teacher enters a classroom, students shall stand greet and keep standing till they are asked to sit down.
3. Every morning we begin our work with a prayer song. When the bell goes at 9.30 a.m., all the members of the staff and students are expected to keep standing in silence till the prayer song ends.
4. Students should be seated in their respective class rooms before the teaching hour commences.
5. Students should be seated in their respective class rooms by 9.25a.m. and should not leave the classes except during intervals.
6. When a student wants to enter or leave the classroom while the class is on, he/she shall do so only after getting the permission of the teacher.
7. During the absence of the teacher and while moving from one class to another, students are expected to keep silence.
8. Students shall not mill around on the verandahs or college premises during working hours for any reasons whatsoever.
9. Students are advised to use the library during free periods.
10. Students shall not enter any class other than their own.
11. No indecent representation shall be made by any student towards any other student in words, letters, and gestures or by any other means.

#### **G. Attendance and Leave**

1. Students should be regular and punctual in attending classes.
2. Attendance will be marked at the beginning of each hour by the teacher engaging the class.
3. **Students who do not have at least 75% of attendance are not eligible to appear for university examinations.**

4. **A student abstaining from classes without proper acknowledgment of leave for more than fourteen consecutive working days will have his/her name removed from the rolls.**
5. Application for leave of absence should be submitted in the prescribed form to the Principal through the Tutor concerned. Bona fide applications will be positively considered subject to University regulations.
6. **Applying for leave of absence does not imply that the leave will be granted.**
7. Application for condonation of shortage of attendance may be forwarded to the University only if the absence is on medical ground and necessary Medical Certificate is attached.
8. In the case of medical leave, Medical Certificate should be submitted along with the application for leave or soon after the medical treatment is over.
9. Students who could not attend classes on account of their participation in NSS/Club activities, sports and games, university arts festivals, seminars, workshops and such other extracurricular activities within or outside the campus may submit an application for leave to the Principal, through proper channel. Bona fide applications will be positively considered subject to University regulations.
10. No student is expected to approach the Principal or the Principals office in person for enquiry on attendance. In case of any doubts or grievances, they may approach the concerned tutor.

#### **H. Political Activities Banned**

**Political activities are strictly prohibited on the college campus.** As per the order of the Honorable High Court of Kerala on writ appeal No. 535/2003 and judgment on review petition dated 20 February 2004, all strikes, demonstrations, agitations, dharnas, gheraos and the like are banned on the college campus. Students who violate the above rules are liable to be dismissed from the college. Therefore, students shall keep away from all sorts of agitations like strike, disturbing classes, taking out processions, uttering slogans etc. on the college premises. They shall not bring flags, placards, leaflets, pamphlets, notice boards, banners, posters or any publicity material of any political parties or student organisations to the campus.

#### **I. Misconduct and Disciplinary Actions**

1. Students are bound to obey the directions, issued from time to time, by the Principal, Teachers and the authorities. Disobedience to such directions would amount to serious misconduct.
2. Any student, who is found to have conducted himself/herself in any indecent or disorderly manner inside or outside the class room in the college premises, is liable to be proceeded against for the said misconduct.
3. A teacher should report to the Principal, Tutor and HoD, if any student is sent out of the class due to his/her misbehavior in the Class.
4. The Principal shall have the power to inflict the following punishments upon the offenders: fine, cancellation of attendance, withholding the term certificate, forfeiting education concession and scholarship, suspension, compulsory issue of T.C. without the application from the student or guardian, and expulsion.