



**SAINTGITS**  
LEARN.GROW.EXCEL

**Saintgits College of Applied Sciences  
Pathamuttom, Kottayam**

**Code of Conduct for  
Stakeholders**





## Index

1.	Code of conduct for the Governing Board	3
2.	Code of conduct for the Principal	4
3.	Code of conduct for the HOD	5
4.	Code of conduct for the Students	7
5.	Code of conduct for the Teachers	16
6.	Code of conduct for the Non-Teaching Administrative staff	17





## **Code of Conduct for the Governing Body**

Saintgits College of Applied Sciences is owned by Mar Gregorios Educational society, a society registered under Travancore-Cochin Charitable and Literary and Scientific societies Act, 1955. Our college is one among the four higher education institutions owned by the society. The other institutions are Saintgits College of Engineering, Saintgits Institute of Management, Saintgits School of Information Technology.

The governing body of Mar Gregorios Educational Society is composed of 12 members. The governing body meets at least 2 times a year. It comprises eminent educationalists, philanthropists, technocrats and other leading professionals who are interested in promoting value base education to the youth irrespective of caste, creed, religion and region. The society aims at the holistic development of the youth having societal concern. The motto of the college is Learn, Grow and Excel. The governing body is headed by Mr. Thomas T John, Director, Er. Punnoose George, Secretary and Executive Chairman and Er. Oommen Varghese, Treasurer.

### **Code of Conduct**

1. Policy decisions relating to the growth and development of the college is taken by the governing body then and there.
2. The management representatives of the society namely the Director and Executive Chairman attend the meetings of the college staff council and give directions and suggestions regarding the curricular , co-curricular activities and improvements in teaching learning process and strengthening of faculty standards.
3. The governing body is responsible for applying for new courses and sets the standards for the admissions under management quota every year.
4. The governing body adopts research policy of the college and make suitable modifications aimed at improving the educational standards of the faculty and students.
5. The decisions regarding the service conditions, pay scale, increment, promotions, recruitment of new faculty and their qualifications are taken by the governing body in liaison with the Principal .
6. The governing body is responsible for the purchase of land, making improvements in the land, construction and repair of existing buildings, furniture and fixture, payment of taxes to the government and local bodies.
7. Policy decisions relating to the purchase of academic software and necessary software in the computer labs are taken by the governing body.
8. The governing body mentors and supervises the effective functioning of the college and its curricular and co -curricular activities.





9. Policy decisions regarding accreditations- are taken by the governing body in consultation with the Principal and IQAC.

10. The policy decisions regarding the number, amount and terms of scholarships to the students are taken by the governing body.

11. Decisions regarding purchase of library books, amenities in the library, subscription and renewal of journals and e-journals are taken by the governing body upon the recommendations from the Principal and staff council.

12. Decisions relating to the vision, and mission and strategic plan and their periodic changes are taken by the governing body.

## **Code of Conduct for the Principal**

1. The Principal of the college is responsible to abide by the Code or Professional Ethics for University and College Teachers.

2. Principal is responsible for the day-to-day administration of the College.

3. The Principal should take creative steps to materialise the vision and mission of the College from time to time.

4. The Principal should initiate development activities of the College in due consultations with the management.

5. The Principal has the prime responsibility to maintain the academic atmosphere of the College. He/she should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities.

6. The Principal should monitor, manage and educate the administration of the institutions and take remedial measures wherever it is necessary.

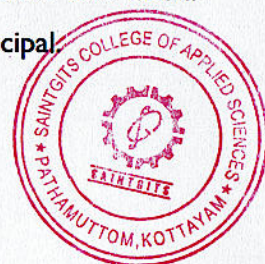
7. It is the duty of the Principal to ensure the discipline of the staff, students and non-teaching staff.

8. The Principal has to ensure the equal treatment to all the people in the campus of the College by removing any kind of discriminatory and disparate practices at any level on the basis of caste, creed, religion, race and sex within the administrative and academic structure of the College.

9. Equal opportunities for all students should be ensured by the Principal.

The Principal should put best efforts to bring in adequate infrastructural and financial support for the College.

10. The initiative for new scholarships and channelizing funds for academic and extra-curricular activities should be done only with the due permission of the Principal.





11. Every department should get permission from the Principal for the extension programmes they plan to conduct.

12. Incidents of sexual harassments, sexual abuse and violence against people who belong to scheduled caste and tribes should be immediately informed to the Principal and the Principal should give an official complaint to the consigned Government authority without any delay.

13. The Women Cell and the Complaint Redressal Cell in the College should inform the Principal any case that is reported to it along with the actions the Cell has taken on behalf of it.

14. The Principal should take measures to ensure the collective responsibility of all staff and students in the College and thereby build mutual relations and confidence.

### **Code of Conduct for the Head of the Department**

1. The HOD is responsible for preparing a timetable and instilling confidence in co-workers, subject to direction from the Principal.

2. He/She is responsible for maintaining proper discipline and a conducive academic atmosphere in the department and the college.

3. As a leader, he or she should be a role model in academic and administrative matters.

4. He/She should initiate the preparation of the annual plan of the department in consultation with the department and forward the same to the Principal.

5. He/She has to ensure that the teachers go to the classrooms as per the timetable.

6. He/She should be the chief mentor for all the students in the department and should communicate freely with the parents.

7. Ensure that all students' attendance is recorded and that parents are notified of any absences.

8. The HOD should ensure that the Departmental level meetings are held on a regular basis, and at each meeting, a member of the faculty presents new information.

9. He/She has to conduct a class wise PTA meeting and alumni meeting.





10.He/She has to ensure the students are trained students for various intercollegiate competitions and management festivals.

11.The HOD should forward leave applications for the teachers to the Principal on time.

12.After the publication of the university results, the HOD is responsible for submitting the result analysis to the Principal.

13.He/She should attend the HOD/staff council meeting and inform your colleagues of the outcome.

14.Before going on leave, the HOD has to give charge to the senior-most member in the department and inform the Principal.

15.The HOD should ensure that the question papers for internal examinations are submitted on time, and supervise the timely submission of the mark list.

16.He/She should ensure that the department documentation process is accurate.

17. The HOD is responsible to provide departmental data for A&A process.

18.He/She should conduct field visits / Industrial visits in a timely manner.

19. He/She should conduct extension activities for holistic development of students.

20. The HOD should organise seminar /workshops/conferences for students and faculty.

21. He/She should conduct IIP (Industrial Integrated Programme) to ensure industry connect and exposure.

22. As the leader of the department, the HOD should promote internships, projects and MOOC courses.

23. The HOD should initiate activities to attain strategic plan goal.

24. He/She should promote research culture in the department.





# General Code of Conduct for Students

- **SCAS second home:** Saintgits College of Applied Sciences is your college. It is your second home. Apart from your parents, your teachers are the most concerned about you and your future.
- **Campus discipline:** Be on time for classes. Be clean and modest in dress, decent and polite in language and courteous in behaviour. Courteous behaviour towards other students, especially to those of the opposite gender makes a true human being. Students should do their best to preserve the peaceful academic atmosphere on the campus. Students shall not invite or encourage outsiders to enter the campus. Transact business in the college office in a manner becoming of educated college students, patiently and politely.
- **Give respect and Command respect:** Show respect to elders and teachers. Students should rise from their seats when a teacher enters the class and are expected to greet him/her. They should also greet them while meeting him /her outside the class rooms. Seek permission of the teacher before entering or leaving a class in session. Seek permission before entering the Principal's office and staff room.
- **Blessings from the Almighty:** Every morning, the classes begin with prayer. Students are expected to be in the class room when the prayer bell is rung. Students who happened to be in the college campus when the prayer bell is rung should keep standing till the prayer ends. Observe perfect silence during the prayer.

## COLLEGE UNIFORM

1. Use uniform on all days except Mondays and Saturdays.
2. Wearing of lanyard is compulsory.
3. On non-uniform days boys can use only shirts and pants and girls can use long shirts, pants, long skirts and churidars .
4. Use of any type of T-shirts, short shirts and low waist pants are not permitted both for boys and girls.
5. Boys should report with clean shave and proper haircut.





6. On the days of internal assessment exams and university exams, use of uniform and ID card is compulsory.
7. Students violating uniform/ID rules will be fined Rs. 50 for one day and may not be allowed to attend classes.
8. Boys should tuck in their shirts. Shirts should long enough to tucking in.
9. Students should buy at least two sets of uniform in the first semester and third semester.
10. Students should buy one set blazer with tie in the first year for use in official functions.
11. Duplicate identity Cards can be issued by paying Rs.100 to the office
12. Loss of ID card must be reported immediately to the Principal through Class teacher and H.O.D.
13. The student must keep a copy of the request letter for ID card signed by the Principal, with him/her and present it on demand.

## **STRICTLY PROHIBITED IN CAMPUS**

### **POLITICS**

Politics is strictly banned inside the campus and unauthorized meetings, mass demonstrations or collections by students and staff are prohibited inside the campus.

## **RAGGING INSIDE OR OUTSIDE CAMPUS**

### **RAGGING IS A CRIMINAL OFFENCE**

As per the Ragging Act, any physical or mental harassment to any junior by senior students is termed as ragging. Ragging of any type on other students within or outside the campus is punishable under the Police Act/Prohibition of Ragging Act, 1998 (Kerala). The following types of punishments can be given:

- o Imprisonment up to 2 years
- o A fine up to Rs.10,000/-
- o Dismissal from the college.
- o Will not to be permitted to continue studies in any college for a period of 3 years and the case will be handed over to the Police.

## **VEHICULAR TRAFFIC IN THE CAMPUS**

Students are discouraged from using two or four wheelers for the journey to the





college. Students using two wheelers should compulsorily use standard helmet and should limit their speed to 30-40 kmph as speeding of vehicles is strictly banned in the premises of the college and neighbouring roads. Number of passengers in two wheelers should be limited to two. Students without proper driving licence are not allowed to bring vehicles to the college. During intervals vehicles should not be taken out. A copy of the valid license should be submitted to the class teacher

### **Don't for Students in Saintgits**

- Smoking, use of alcohol and drugs.
  - Politics inside the campus
  - Mass demonstration inside and outside the campus
  - Use of cell phones, MP3 players, I pods, Camera etc inside the campus
  - Ragging inside and outside the campus
  - Fund collection without permission
  - Use of fire crackers of any kind are All acts of indiscipline
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- **Campus property:** Damage done property will be to it is a waste and it is treated as an offence. Do not disfigure college furniture, walls, doors or windows with drawings, engravings or posters. Do not tamper with electrical installations. Strikes, slogan shouting, skipping classes and crowding on the campus, etc. are banned. The loss or damage or disfigurement caused to the college assets will have to be made good by students. No scribbling on the desk/writing boards and walls of the college/campus/hostel is allowed.
  - **Complaints & Grievance redressal:** Grievances of students should be brought to the attention of the class teachers in writing or reported to grievance redressal cell/class committees. The class teacher in consultation with the HOD/ Principal will take necessary steps to resolve such grievances. A suggestion box is maintained on the first floor of the college. Students are encouraged to give their suggestions for the common welfare. Anonymous letters will not be entertained.

Grievance mechanism:

Tier -1 - Class Teacher/ Grievance Redressal

Cell/Class Committee

Tier 2 – HOD

Tier 3 - Principal

- **Progress Report:** Parents have to sign Progress Reports of Internal Assessment





Examination by visiting the college on the dates notified.

- **Mobile Phones:** As per the regulations of Govt. of Kerala, Mobile phones are banned in the campus. If caught, the gadget will be confiscated and a fine of Rs. 1000 will be imposed on the respective student and will be returned only at the end of the academic year.

#### **Other matters**

- Students must strictly follow the directions given by the Principal and teachers from time to time.
- Obedience to teachers, respect for others, honesty, punctuality, politeness and good manners are expected from every student.
- Students must love their teachers and friends. They must see that they do not hurt anybody by their words or deeds. They should also be loving and respectful towards the non-teaching staff and behave properly to them
- Courtesy begets courtesy. Students are advised to make it a habit that they use the words **please** and **Thank You** in their dealings with others. This is expected from refined persons.
- After entering the campus, no student is allowed to leave the campus, without the permission of the HOD/Principal. Violation of this rule will invite severe punishment like dismissal from the college.
- Students of one class are not allowed to enter another classroom without the permission of the teachers.
- When the students move along the corridors or up and down the stair case, keep right is the accepted rule.
- Every correspondence to students in the college address is subject to inspection by the Principal .
- For any kind of certificate from the college, there should be written application from the parents/students addressed to the Principal.
- For the attestation of various forms, certificate etc. the students shall submit them along with the originals to the office who will verify the same and forward to the Principal .
- Parents are requested to encourage their children to speak English when they are at home. Parents are also requested to encourage their children to join the various





- clubs and develop their talents.
- Students are responsible for the safe keeping of their own belongings
  - The change of address of students must be intimated to the college authorities in due time.
  - Parents should attend the PTA meeting as and when convened.
  - If parents have any complaint, they are requested to meet the Principal.
  - Inmates of SAINTGITS hostels have to follow the hostel rules.
  - Students are requested to behave decently in the college bus; they should follow the directions given by the staff.
  - Suspension from college *ipso facto* leads to suspension from hostel/ college bus.
  - Hostel inmates should get recommendation from Principal for taking leave from hostel.
  - *Students are not permitted to take photos inside the campus. (Students can take photos inside campus with prior permission.)*

### **ROLE OF CLASS REPRESENTATIVE**

1. The class representative should make sure that the class room, black board, notice board, curtains etc are maintained properly.
2. Ensure that lights and fans are switched off when it is not required.
- 3 Report the grievances of the students to the respective class teachers

### **ATTENDANCE AND LEAVE POLICY**

1. As per University rules students having attendance less than 75% will not be allowed to appear for University Examination. Internal assessment grade is awarded on the basis of attendance too.
2. If a student fails to attend class on a particular day/days, he/ she has to produce a leave letter on the next working day in the prescribed form countersigned by parent/guardian/hostel warden and recommended by Class Teacher. Leave taken for more than 4 days should be supported by Medical certificate. Details of attendance will be published on the Notice Board every month. Errors, if any, in the attendance should be brought to the notice of Teacher in charge, in writing within a week. No correction will be allowed thereafter.





- A student coming to the class late shall lose half day's attendance unless otherwise recommended by the teacher in charge of that class. Students coming late to any other period should get permission from Principal/HOD for entering classes.
- Attendance register will be taken to the office 10 minutes after the commencement of the class and no further changes will be allowed in the attendance register. A student requiring leave for an hour for valid reasons may apply to the teacher in charge, before that class begins. Students bunking classes without permission of will be fined Rs. 250/-

## **COLLEGE LIBRARY**

### **Library rules and regulations**

1. Strict Silence to be maintained in and around the library
2. Registration should be done to become a library member prior to using the library resources.
3. Students are allowed to the library only on production of their authorized ID card issued by the college.
4. No personal belongings allowed inside the library.
5. Enter your name and sign in the Gate Register kept at the entrance counter before entering library.
6. Combined study and group discussion are not allowed within the library.
7. Using Cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises. Pen drive and other electronic gadgets are not allowed to use in library computers.
8. Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
9. Refreshment of any kind shall not be taken anywhere in the library premises.
10. Students can reserve books at the Circulation Counter in case they are already issued. Books in demand may not be renewed.
11. The Librarian may recall any book from any member at any time and the member shall return the same immediately.
12. Students are required to handle the books/ Journals very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case, the last reader shall be held responsible unless he/ she shows the Librarian at the time of issue that the book had been previously





13. marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced
14. First year students should get library membership only after attending the library orientation and submitting membership form. No books will be issued to any student before attending the orientation class. However, only in special cases or under genuine circumstances the books will be issued to the students after obtaining the Principal's permission.
15. Library Working Hours  
8 am to 6 pm on all working days.
16. Overdue charges  
2 books will be issued for 10 days and reissued for 5 days for U.G Students and 3 books for 10 days for P.G Students and reissued for 10 days. If any student fails to return or renew the book on due date stamped in the date slip pasted in the last page of the book, the fine will be charged @ Rs. 2 per day for the first 5 days and Rs. 4 per day for the remaining days. In the case of faculty, 6 books will be issued for 20 days and reissued for 20 days. If any faculty member fails to return the book, the fine will be charged @ Rs. 5 per day.

#### **17. Book Lost**

If the books are lost, then the borrower shall replace the books of the same edition or latest edition after getting permission from the Librarian.

#### **COMPUTER LAB**

- Every week one period will be allotted for internet browsing in addition to normal practical hours. Internet browsing will be allowed for academic affairs only. Loading or installation of any software or programme on the hard drive is prohibited. Besides, alteration of system settings or configuration is not allowed. The display or transmission of threatening, obscene or harassing materials is strictly prohibited.
- Students should not engage themselves in playing computer games, online bidding, chatting etc. All personal belongings and footwear should be kept outside the Lab (Bags also should be kept outside)
- Special sanction is to be obtained from the system administrator for use of removable disks including floppy discs, CDs, USB drives, etc. Any attempt to breach security will result in loss of lab privileges. Cost of missing items from the computer lab will be collected from the students by levying group fine.





- Any act of indiscipline will be viewed seriously, and will charge fine and or denying lab facilities.

## **INTERNAL ASSESSMENT**

### **COLLEGE EXAMINATIONS AND TEST PAPERS**

- No exemption will be provided for internal examinations in a semester/year, for which no exemption will be allowed. **There will not be any re- test for internal examinations unless on medical grounds.**
- In addition to these general examinations, special test paper will be given from time to time at the discretion of the teachers after due notice is given to the students. As a rule there will be at least 5 module test in a semester for every subject.
- Any malpractice at the university or college level examinations will be dealt with as per university and college rules.

### **ATTENDANCE**

In addition to the internal examinations, seminars and assignments, attendance in the class too are awarded marks/ credits for internal assessment as per the rules of the university

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## **ASSOCIATIONS**

**COLLEGE ALUMNI ASSOCIATION** is functioning in the college. All outgoing students are members of the association. Students are required to inform their current status to the college. Annual get together is arranged.

**STUDENT'S ASSOCIATION(SCASSA)** aims to train the students of the college to be worthy citizens of the country by inculcating in them high moral values and to promote opportunities for the development of character, leadership, efficiency, knowledge and the spirit of service to enable them to be better human-beings.

All students are members of the college association. The elected class representatives, should form the college parliament from which following office bearers are elected.

1. Chairman
2. Vice- Chairperson
3. General Secretary
4. University Councillor
5. Sports Secretary





6. Arts club Secretary
7. Magazine Editor
8. Second year Lady Representative
9. Third year Lady Representative
10. First year Representative
11. Second year representative
12. Third year representative
13. PG representative

### **HOSTEL RULES**

1. Students who want admission to hostel must apply for the same in the prescribed admission form (available from college office) with two passport size photographs.
2. Students are not allowed to stay in the hostel during college working hours.
3. All inmates are expected to maintain at all times personal cleanliness and should be in proper attire befitting the decorum of a future professional.
4. Students have to make necessary entries in the "Movement Register" before leaving the hostel for outing/shopping.
5. All inmates are expected to contact the Faculty Warden or Resident Warden for redressal of any grievance during their stay in the hostel. Inmates are bound to obey the directions of the warden. Violation of rules and directions will compel the authorities to impose the same: punitive steps may be imposed.
6. All inmates are expected to maintain the rooms and common areas always in a presentable, neat and tidy manner.
7. Smoking, use of alcohol or any other intoxicant is totally prohibited.
8. During study time every student, unless he or she has prior permission for absence is to be present in his room.
9. Safety of cash and valuables will be the sole responsibility of the students.
10. Switch off the lights and fans and close the bathroom water taps when not in use.
11. The parents/students should inform the concerned faculty in- charge of hostels in case of any issues related to hostel.





## Code of Conduct for the Teachers

1. The teachers are expected to uphold the vision and mission of the college and work hard for the holistic development of students.
2. The teachers have to be in the respective departments by 8:45am and they can leave after 4:00pm on all working days. However, they should be made available in the college holidays and in evenings in case of emergency.
3. The college level and department level day officers have to ensure the discipline of the students and may be permitted to leave the campus after ensuring that all students have gone from the campus.
4. The teachers should be present in the classroom before the prayer bell and should mark attendance within 5 minutes from the commencement of the class.
5. The class teachers and mentors have to maintain personal contact with the students and parents.
6. The teachers have to prepare the lessons in advance and teach with utmost devotion. They should identify the weak and slow learners, average learners and bright students and have to give special case and remedial coaching to weak students.
7. The teachers have to prepare the lesson plan and report all academics and co-curricular activities in the register and submit the same to the Principal with the consent of the HOD/ academic coordinator within ten days of the next month. Due case may be taken to fill in the register.
8. Every teacher shall conduct module test at the end of each module and value the same within three working days.
9. Teachers have to prepare the question papers for internal examinations in the prescribed format with barcode and send to the office through the class teacher and HOD.
10. The teachers have to update knowledge and general awareness. For this, they have to read standard textbooks, journals and newspapers on a regular basis. They should visit the library regularly.
11. Every teacher shall become a member of a Professional body of national recognition.
12. Every teacher should maintain high degree of moral values and should cooperate with the Principal in maintaining academic excellence and discipline.
13. The teachers have to inform the HOD and Principal before availing leaves of any kind. They should not avail leave as a matter of right.





14. They should organise and participate in co-curricular and extra-curricular activities including community services.

## **Code of Conduct for the Non-Teaching / Administrative Staff**

1. All the members of the administrative staff have to work in collaboration with the Assistant Manager under the orders of the Principal. Each member shall report to duty in time.
2. They have to maintain the records of the college properly and have to work to maintain the academic standards of the college.
3. They have to do all the work assigned to them with maximum dedication and efficiency.
4. They are not permitted to sub delegate the responsibilities to other staff without the permission of the college.
5. They are not allowed to leave the college premises without consent and knowledge of the Principal .
6. They have to be with the teaching staff, colleagues, students and parents with due respect and courtesy.
7. They have to maintain honesty, discipline, fairness in their conversations and duty.
8. They may be permitted to take leave on unavoidable reasons with prior consent of the Principal.
9. They have to maintain separate registers for the fines collected from students.
10. They have to maintain moral uprightness in all their dealings in the college.
11. All of the administrative staff should cooperate with the management, Principal, Assistant Manager for the efficient functioning of the college.

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