

CIRCULAR

The college level Code of Conduct Committee has been reformulated by including the following as members of the cell

Chairman - Dr. E.Jayan Eranchery Illam (principal)

Convenor – Dr.Asish

Members – Dr. Saritha Namboothiri

Mr. Haridas.P

Asha nair

Copy to:

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PRINCIPAL
V.T. Bhattathirpad VT Bhattathirpad College
Kollam - 678633

CODE OF CONDUCT

General Rule

- College works from Monday to Friday(day 1 to 5)
- Working hours : 9.00 am to 5 pm
- Break : 10.40 am to 10.50 am
- Lunch break : 12.45 pm to 1.30 pm
- Legal action will be initiated against those who destruct or cause to destruct the properties of the college under existing laws including the Prevention of Damage to Public Property Act 1984
- No meeting or entertainment shall be organized or any fund collected in the college campus without the permission of the principal
- Banners, flags, posters etc. shall not be allowed inside the campus or at the gates or compound walls for purpose of any activity without the permission of the Principal
- Principal shall have the power to inflict the following punishment: fine, loss of attendance, loss of term certificate, suspension, compulsory issue of T.C and expulsion
- The college management and principal shall take appropriate measures to insulate the college campus from political activism and external intervention, to safeguard the interest of the students, academic community, parents and the general public. Students and staff shall cooperate with all such measures including the mode of college union elections as decided by the college management and courts from time to time
- Conduct certificate will not be issued as a matter of course. Good conduct has to be earned by the student. The principal's decisions shall be final regarding the conduct of students
- On the basis the orders issued by various authorities including the Hon.ble High Court of Kerala (WP (c) 23377/09) the use of mobile phones in the college campus is strictly prohibited. A fine of Rs.500/- will be imposed on those who violate this rule. Mobile phone with camera shall be confiscated. A surprise Inspection Squad is formed to implement the rule
- There shall be no discrimination against any community or category of students of the college and immediate stringent action against the erring students/officials/faculty members

Code of Conduct for Staff (for Teaching and Nonteaching)

- Every employee shall abide by and comply with the rules and regulations of the college and orders and directions of his/her duties
- Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal with the course of his/her duties
- No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug
- Every employee shall maintain the strictest secrecy regarding the college affairs and the affairs of the constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in discharge of his duties
- No employee of the college shall enter in to any partnership, accept any fees, endowment or commission whatever from any part other than the college, except with the prior permission



Principal
Sreekrishnapuram V.T. Bhattathiripad College
P.O. Mannampatto, Palakkad



- The college authorities reserve the rights to amend, repeal, or modify any of the above rules
- Students and staff members can make use of the Grievance Redressal system available in the college.

Code of Conduct for Students

- Students are not allowed to bring vehicles in to the campus. They have to park their vehicles at the allotted place at their own risk. Stunting and racing of vehicles within and in a radius of 200 meters outside the campus are strictly banned. Parking permits will be issued to physically handicapped students and they have to park their vehicles at the area allotted
- Students must observe strict discipline in the campus; behave with dignity and courtesy to the Principal and faculty members, administrative staff, visitors and fellow students.
- No students shall enter or leave the class without permission of the teacher
- Students shall not loiter through the corridors or along the veranda during the class hours
- Irregular attendance, insubordination to teachers, habitual inattention to class work, obscenity in word or act are sufficient reasons for the permanent or temporary dismissal of the student
- Students guilty of going over to other colleges or institutions to take part in acts of indiscipline such as organizing demonstrations or strikes will be deemed especially culpable and be punished accordingly
- Students shall wear uniform on the prescribed occasion and days. Students should always keep dignity and decency in dressing
- Students shall always wear identity cards issued by the college with tag and show them as and when demanded by the Principal, teachers and staff
- No student shall use or keep in possession alcoholic drinks or drugs. Using/keeping of these items will lead to immediate expulsion of the student from the college
- Student who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission

CODE OF PROFESSIONAL ETHICS

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her/his students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education which have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.



PRINCIPAL

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II. Teachers and Students

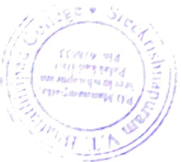
Teachers should:

- (i) Respect the rights and dignity of the student in expressing her/his opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully to other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.



IV. Teachers and Authorities

Teachers should:

- (i) . Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.





V.T. BHATTATHIRIPAD COLLEGE

Mannampatta, Sreekrishnapuram
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One Week International Online Workshop
ON

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**PG. Department of Commerce
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Hon'ble Vice Chancellor, University of Calicut



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Head of Section – Accounting & Finance
Ibra College of Technology, Sultanate of Oman



Dr. R. Ravanan
Joint Director of Collegiate Education,
Chennai Region, Chennai



Prof. S. K. Krishnan
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Principal
V.T. Bhattathiripad College



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Assistant Professor
Govt. Victoria College
Palakkad



Dr. Muges P
Head, Department of Commerce
AMC Group of Educational Institute
Mannisseriy, Ottapalam

PRINCIPAL

REPORT OF ETHICS IN SOCIAL SCIENCE RESEARCH
ON 12/10/2020

The Department of Commerce and Management Studies conducted a workshop on the topic "Ethics in Social Science Research". The session started as per the schedule at 10.00 A.M with the welcome speech by Sri. Kamalraj Mohan, (Assistant Professor, PG Department of Commerce & Management Studies, S.V.T.B College). The resource person for the session was Prof. Dr. B. Vijayarachandran Pillai (Former Head, Dept. of commerce & Management studies, University of Calicut). It was really a great session. And would be very helpful for all participants especially research fellows B. Yazhini, Research Scholar, Avinashilingam Institute for Homescience and Higher Education for Women was delivered feedback of the session. Compering of the session was done by Smt. Vidya K Assistant Professor on contract, S.V.T.B College. The session ended at 12.30 P.M with the vote of thanks by Aswin, P.G Student, Department of Commerce and Management Studies, SVTRB College.

Head of the Department




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