

**NMSM GOVERNMENT COLLEGE KALPETTA**  
**PUZHAMUDI P O, KALPETTA, WAYANAD**  
**AFFILIATED TO THE UNIVERSITY OF CALICUT**



**POLY ON**  
**CODE OF CONDUCT AND ETHICS**

**2020-21**

# **NMSM Government College Kalpetta**

## **Policy on Code of Conduct and Ethics**

### **1. Introduction**

The **Code of Conduct** for **NMSM Government College Kalpetta** establishes clear expectations for all members of the college community—teachers, non-teaching staff, and students. As the college operates under the Government of Kerala, all individuals are expected to uphold the highest standards of integrity, discipline, and respect. This code aims to foster a conducive academic environment that promotes ethical behavior, mutual respect, and inclusivity.

### **2. Code of Conduct for Teachers**

Teachers at NMSM Government College play a key role in shaping the academic environment and are expected to adhere to the following guidelines:

- **Professionalism and Punctuality:**
  - Teachers should carry out their duties with honesty, integrity, and efficiency.
  - Punctuality is essential. Teachers are expected to arrive on time and remain on campus during working hours.
  - Attendance must be signed daily, and any late arrivals must be documented. After three instances of late arrival, a half-day leave will be deducted.
- **Teaching and Learning:**
  - Teachers must ensure rigorous academic standards, delivering 16 hours of teaching and practical sessions per week.
  - Course plans should be submitted in advance, utilizing innovative methods such as ICT tools to enhance learning.
  - Two internal assessments per semester should be conducted and results communicated to students and parents in a timely manner.

- **Mentoring and Support:**
  - Teachers must identify slow and advanced learners and offer appropriate support, including remedial coaching and peer teaching.
  - Teachers should maintain transparent communication with parents through regular Parent-Teacher meetings.
- **Discipline and Ethical Standards:**
  - Teachers are not permitted to engage in any political activities within the campus.
  - Strict adherence to the Kerala Service Rules is mandatory, and teachers are responsible for maintaining the highest ethical standards in their interactions with students and colleagues.
- **Classroom Management:**
  - Teachers must ensure that classes begin on time and manage the classroom in an orderly manner. Late students should be allowed entry but not marked present.
  - Teachers must plan and implement experiential learning, internships, research promotion, and cross-disciplinary activities.
- **Campus Presence:**
  - Teachers are required to be physically present on campus during working hours unless permission is granted by the Principal for official leave.

### **3. Code of Conduct for Non-Teaching Staff**

Non-teaching staff members are responsible for ensuring the smooth administrative functioning of the college. The following guidelines apply:

- **Punctuality and Professionalism:**
  - Office staff must adhere to the official working hours (10 AM to 5 PM), with last grade staff working from 8:30 AM to 5:30 PM. Any late arrivals will be marked and subject to leave deductions.
  - All staff must ensure that duties are completed on time and efficiently. Staff should handle any extra responsibilities as assigned by the Principal.

- **Administrative Support:**
  - Non-teaching staff must support the teaching and learning process by maintaining accurate records, preparing venues, and ensuring the availability of required materials.
  - Interactions with students, faculty, and visitors should be respectful and efficient. A first-come, first-served policy must be observed to ensure fairness.
- **Maintenance of Facilities:**
  - The office staff is responsible for the upkeep of common facilities, including seminar halls, classrooms, and offices. All arrangements for events and activities must be handled smoothly to create a conducive environment for learning and administration.
- **Leave and Attendance:**
  - Leave applications must be submitted well in advance, and emergency leave should be communicated immediately. Unauthorized absence or delay in attendance can result in penalties.
- **Communication:**
  - All correspondences with students and faculty members must be documented, and a copy should be kept on file for reference. Physical presence on campus is mandatory, and movement outside the campus must be approved and documented.

#### **4. Code of Conduct for Students**

Students at NMSM Government College are expected to conduct themselves in a manner that reflects the values of respect, responsibility, and discipline. The following rules must be followed:

- **Attendance and Discipline:**
  - Classes commence at 9:00 AM and end at 2:00 PM. Students must arrive on time, and 75% attendance is required to qualify for university examinations.
  - Absence without leave for 15 consecutive working days will result in the student's removal from the rolls.
  - Students must wear their ID cards and designated uniforms during college hours.

- **Behavior:**
  - All students must maintain discipline, respect the property of the college, and avoid disruptive behavior.
  - Ragging is strictly prohibited under the *Kerala Ragging Prohibition Act, 1998*. Any violations will result in disciplinary action.
  - Alcohol, drugs, and smoking are strictly prohibited on campus. The college follows a narcotic-free policy as per Government Order No. 822/05/H Edu.dt.12.05.2005.
- **Academic Responsibilities:**
  - Students must attend classes regularly and maintain academic integrity. Any form of cheating or academic misconduct is subject to disciplinary action.
  - Participation in extracurricular activities, internships, and research projects is encouraged, but students must obtain prior permission from the Principal for all off-campus activities.
- **Respect and Conduct:**
  - Students are expected to treat peers, faculty, and staff with respect. Any form of harassment, discrimination, or misconduct will result in severe consequences.
  - Mobile phone usage is prohibited during class hours, and students are not allowed to record or take photographs without permission.
- **Environmental Responsibility:**
  - The campus follows a "*Clean Campus Green Campus*" protocol, and the use of plastic materials is strictly prohibited.
  - Students must ensure that the campus remains clean and well-maintained at all times.
- **Study Tours and Field Trips:**
  - All field trips, study tours, and industrial visits must be approved by the Principal. Detailed plans must be submitted at least two weeks in advance.
  - Strict discipline must be maintained during trips, and any form of misbehavior will lead to disciplinary action.

## 5. Compliance with Government of Kerala Regulations

All members of NMSM Government College Kalpetta, including teachers, non-teaching staff, and students, are governed by the **Kerala Service Rules**, university regulations, and directives issued by the Government of Kerala. Compliance with these rules is mandatory, and any violations will be dealt with in accordance with the law.

## 6. Conclusion

This **Code of Conduct** aims to ensure that all members of **NMSM Government College Kalpetta** contribute positively to the academic and social environment of the institution. By upholding the principles of respect, integrity, and responsibility, the college strives to create a vibrant, inclusive, and ethical community.



  
18/8/2020  
PRINCIPAL  
NMSM GOVT. COLLEGE  
KALPETTA