



MILAD-E-SHERIEF MEMORIAL COLLEGE

Accredited by NAAC with 'B' Grade

KAYAMKULAM-690502

KERALA STATE-SOUTH INDIA

(A Minority Community Educational Institution)

Affiliated to the University of Kerala

Website: www.msmcollege.in, Email: msmcollege@rediffmail.com

Fax: 0479-2445594, Tel. No: 0479-2442111



Criterion 7.1.10 AQR 2020-2021

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SUPPORTING DOCUMENT FOR 7.1.10

CODE OF ETHICS/CONDUCT POLICY DOCUMENT DURING THE YEAR 2020-2021

MUHAMMED THAHA A

Digitally signed by MUHAMMED

THAHA A

Date: 2024.02.14 16:07:46 +05'30'

Policy Document on Code of Conduct

University Grants Commission works to create a safe, secure and cohesive learning climate for quality education and research in Higher Education Institutions (HEIs). All universities/Colleges form guidelines accordingly for the best interests of students. All Students can review it on the official website of the Institute. The Code of Conduct Policy in MSM College, Kayamkulam is to manage discipline in the institution to foster respect, integrity and inclusivity in the society.

This policy serves as a binding framework for all members of our academic community, including students, faculty, staff, and visitors. It acts as a reminder of our shared responsibilities and the values that guide our college's mission. It applies to all the activities in the College premises including University sponsored activities, functions hosted by other recognized student organizations and any offcampus conduct that has or may have serious consequences or adverse impact on the Institution's Interests or reputation. The **Discipline Committee** is devoted to the cause of peace and growth, to undertake awareness programmes for the students, faculty and staff and to conduct actions for maintaining decorum in the institution.

Policies

- To ensure that each student at admission time must sign a statement accepting this Code and by giving an undertaking to follow all bye laws of college.
- To confirm the usage of ID cards by the students, faculty and staff and observe their duties.
- To maintain rules in college activities and college premises which includes classrooms, library, laboratories, office and departments.
- To practice discipline and student shall not disfigure the classrooms, compound wall, or other buildings, inside the college campus or indulge in any violence.
- To certify that the said UGC and University Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to follow.
- To follow a coherent and an effective antiragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
- To adhere to the rules for college union elections, study tours, university examinations.
- To respond to student's grievances and act on their attendance in the classes on regular basis.
- To see that the Teachers of the institution are bound to follow the rules and regulations prescribed by the UGC, University of Kerala, Kerala Service Rules (KSR) and Management.
- To view that the staff employed in the college to do any work in connection with an examination conducted by the University or other statutory agencies or college, upon proper intimation by the Principal or Chief Superintendent of Examinations
- To manage if any breach of code of conduct happens, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the student, faculty and staff.
- This policy will be communicated to all the students, staff and employees of the institute via internal communication channels, and will be made available to all the stakeholders on the institutional website. The Code of Conduct Policy, its aims and targets will be reviewed on a regular basis by the Discipline Committee and its members under the guidance of the Principal, IQAC and the Administrative Heads of the institution. All the stakeholders are required to abide by the policy to make the institute campus peaceful and venerable