

CODE OF CONDUCT

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CODE OF CONDUCT

INTRODUCTION

1. Welcome to our vibrant Marian College Kuttikkanam academic community, where excellence, integrity, mutual respect and collaboration are at the heart of everything we do! As we embark on this exciting academic journey together, we believe in cultivating an environment that promotes growth, respect and whole-person development.
2. Our Student's Code of Conduct serves as a compass, guiding us to create a positive and inclusive atmosphere that nurtures both academic and personal success, empowering every student to thrive. By adhering to these principles, we foster a harmonious community that celebrates diversity, encourages open dialogue and supports each student's unique journey and inspires them to reach their full potential. We strongly believe that together, we can create a truly remarkable college experience filled with opportunities for growth, collaboration and lifelong friendships.
3. This document outlines the privileges and responsibilities of the student community which are crucial for achieving the aforementioned goals. Carefully read and understand the Code of Conduct before seeking admission to the institution. In case of any questions or uncertainties, they may seek clarification from the College. Ignorance of these rules will not be a reason for non-compliance. The College has the authority to initiate appropriate action against students who violate these rules.
4. The Code of Conduct is applicable to all students, including undergraduate and postgraduate students, research scholars and those involved in part-time learning activities. Students are expected to comply with the Code, maintaining the highest standards of discipline and dignified behavior both inside and outside the College campus, thereby upholding the reputation and academic atmosphere of Marian. This Code applies to all forms of student conduct that occur on College premises, including activities sponsored by the University, events hosted by student associations and clubs and any off-campus behavior that may have serious consequences or negatively impact the interests or reputation of the College.
5. Respect and Inclusion: We value every individual and believe in treating others with kindness, empathy and respect. We embrace diversity in all its forms and actively work towards creating an inclusive community that celebrates our differences.

6. Academic Excellence: We are committed to maintaining high standards of academic integrity. We strive to cultivate a culture of honesty, originality and intellectual rigor. We encourage collaboration and the free exchange of ideas while giving credit where it is due.
7. Responsible Citizenship: We recognize our responsibility as members of both the College and the broader community. We encourage active engagement, ethical behaviour and a commitment to making a positive impact on society.
8. Personal Growth: We believe in nurturing holistic development and empowering students to reach their full potential. We encourage self-reflection, self-care and the pursuit of personal growth. We provide resources and support systems to help students thrive academically, emotionally and socially.
9. Positive Communication: We foster an environment of open communication, where students feel comfortable expressing their opinions, concerns and ideas. We encourage active listening, constructive dialogue and the resolution of conflicts in a respectful and considerate manner.

ATTENDANCE AND PUNCTUALITY:

10. Students must maintain regular attendance and be punctual for all classes. Attendance will be recorded at the beginning of each session by the teacher conducting the class. Latecomers will be marked present only if their reason for delay is valid reason .
11. If a student is absent for one hour, it will be treated as absence for half a day and if the absence is for two or more hours, it will be treated as absence for one full day.(For FYUGP attendance is marked for each course)
12. If a student requires leave for only one hour, such leave will be granted by the teacher engaging the session.
13. Students must submit leave applications through MCKA.in when necessary and parents must inform the Faculty Advisor of their absence.
14. Students must obtain prior approval from the concerned faculty member for leave of absence from a Continuous Assessment examination.
15. Students who are absent for more than five consecutive working days must obtain leave approval from the Principal. Faculty Advisors are not authorized to grant leave beyond this period.

A student who is absent for more than 10 consecutive days without prior leave approval will be removed from the rolls. Re-admission of such students will be at the discretion of the Principal, subject to the payment of any outstanding College dues.

16. A minimum attendance of 75% (73% for girls) per semester is mandatory for eligibility to appear for the Semester End Examination. Condonation of attendance up to 5% may be granted at the discretion of the Examination Committee, based on the information provided in the application. Students with attendance between 70% and 75%, (ie. within the condonable limit) in a course may be granted condonation if they submit valid medical certificates along with the application. However, those falling below 70% in any course, even with medical certificates will have their applications forwarded to the Principal for further consideration. The Principal may grant condonation of up to 10% at his discretion.
17. Activity leave for students may be granted for a maximum of 10 days per semester, based on the written recommendation of the faculty in charge of the activity. Requests for activity leave must be submitted to the Head of the Department for approval and provided to the Faculty Advisor on or before the date of leave. The Faculty Advisor shall mark AL/OD in the attendance sheet before forwarding it to the Examination Cell for final entry.
18. If a student is physically absent from class, he/she shall be marked absent and attendance shall not be granted to such students. Eligible students shall obtain Duty Leave only from the Faculty Advisor or the Club in charge.

COLLEGE TIMINGS

1. College working hours are from 8.30 am to 1.35 pm, for FYUGP students, it may extend up to 4.30 pm.
2. Marian Campus is open 24/7 for academic activities. However, students shall not remain on campus or outside the College premises for entertainment or leisure after 5:45 PM.
3. After 5:45 PM, both hostellers and day scholars on campus must proceed to the library, lab, classrooms or hostel. No student is permitted to walk around the campus after this time.

CAMPUS DISCIPLINE

General Conduct

1. Marianites shall always conduct themselves in a dignified and professional manner with absolute respect for the cultural ethos of the society.

2. Students shall not bunk classes and go outside the College during class hours. In the event of unavoidable necessity, they must seek special written permission from the Principal/ Head of the Department/Faculty Advisor/Teachers concerned.
3. Political party activities and party-aligned student organizations are strictly banned on Marian Campus. Students who violate this rule will be dismissed from the College summarily. Distribution of memberships to any politically aligned student organization within campus will invite dismissal from the College.
4. Unofficial meetings, all forms of strikes, demonstrations, agitations and unauthorized fund collection are strictly prohibited on campus.
5. Meetings of special interest groups, affiliated forums, associations, or similar organizations are not permitted to be convened without prior approval.
6. The College authorities will take appropriate measures to ensure that the campus is free from political party activism and external interference, safeguarding the interests of students, the academic community, parents and the general public. Students and staff are expected to cooperate with these measures, including the College Union election process as determined by the College Management and relevant legal authorities.
7. Election to the College Union will be under Parliamentary Mode, as per Lyngdoh Committee recommendations under the verdict of the Hon'ble High Court of Kerala in WPC No.19411 of 2012 and other relevant orders subsequent to it.
8. Students shall not enter classrooms other than their own without the written permission from authorities concerned.
9. The Principal shall have the discretionary power to impose any of the following punishments to students who violate the Code of Conduct : fine, restricting the issue of any certificate, suspension, compulsory issue of TC and dismissal from the College.
10. A conduct certificate is not an automatic entitlement. It has to be earned by student's good conduct. Promotion to a higher class, admission to Semester End Examinations and issue of progress report, attendance and conduct certificates etc. are matters absolutely within the statutory and discretionary powers of the Principal and no appeal shall lay against the Principal's decision in this regard to any other authority.
11. Discrimination against any community or category of students shall not be tolerated on the Marian campus. Immediate stringent action will be taken against the students/officials/ faculty members who violate this code.

12. Outsiders, including police and media persons, shall not enter the campus without the permission of Principal.

Identity Cards

An identity card attested by the Principal will be issued to every student after admission to the College. All students shall wear the identity cards at all times inside the campus and it shall be produced for inspection when demanded by any member of the staff. Loss of this card must be intimated to the College office immediately. Students shall surrender their ID cards after their course of study in the College. The card must be produced for issue of certificates, hall tickets, mark lists, payment of scholarships/stipends etc.

Replacement of lost identity cards can be done at the cost of Rs. 150/-.

Uniform and Grooming Standards

1. Students shall wear uniforms on all days from Monday to Friday unless otherwise permitted by the Principal. They shall always keep dignity and decency in dressing even while they are exempted from uniforms.
2. Staff members shall have the to deny admission to students to classes/ office/labs/library/meetings/cultural programmes and other programmes in the case of violation of the dress code of the College.
3. On study holidays, examination days and other such occasions, students belonging to a specific section, even if there are no regular classes scheduled for them, shall be required to wear full uniform on campus, provided it is a regular working day for other students.
4. Any student wearing a jacket above the uniform because of health reasons shall use only plain blue or black jackets, without large writing or images.
5. Students shall adhere to the following grooming standards
 - a) A student with a beard shall keep the beard freshly trimmed.
 - b) The hair shall be properly trimmed.
 - c) Fancy and wild hair styles are disallowed.
 - d) Shirt/Top must be buttoned up all the times and shirt must be tucked-in.

Uniform

 - e) Uniforms must be clean, well maintained and ironed. Belts must be black to match the shoes and must sport a plain, conservative style.

- f) Alteration of uniforms (Narrow fit, Pencil Fit) are not allowed. They must have proper inseam length, which means neither too short nor too long. They must have the right circumference around their waist, seat, thigh, knee and ankle. They shouldn't be too loose and baggy, nor too skin-tight. Pleats are not mandatory.
- g) Slippers are not permitted. Flip flops and colored shoes are not allowed with uniform. However, Sandals are permitted.

Cultural Activities

1. Marian encourages students to showcase artistic and cultural performances on campus with prior permission from the concerned authorities. Any cultural program conducted on the campus must uphold the standards of decorum and reflect the values of our culture.
2. Entertainment functions shall not be organized, nor shall any funds be collected in the College or the hostels without written permission from the Principal /designated authorities.
3. Permissions for organizing activities on campus shall be obtained through the campus ERP. (MCKA.in)
4. All practices and preparations for the cultural events shall be done out of class hours.
5. For stage decoration and preparation for department-level activities, not more than half a day can be spared during class hours.
6. Banners, flags, posters etc. shall not be allowed inside the campus or at the gates or compound walls without the permission of the Vice Principal/Principal.
7. Hoardings, cut-outs, flag posts or any other things of temporary or permanent nature shall not be erected, installed or placed without the permission of the authorities. Plastic or flex banners are not permitted. Permissions for conduct of cultural events shall be obtained from the Vice Principal (Student Affairs).
8. Students availing duty leave shall get permission prior to the activity. The recommendation for duty leaves from the Activity Coordinator shall be countersigned by the Faculty Advisor and thereafter submitted to the MCKA administrator for marking duty leave.

Use of Vehicles

1. Generally, students are not encouraged to bring vehicles to the College.
2. Students using their vehicles to commute to college should inform the college in advance and inform the security staff about parking the vehicle. Such students are expected to attend the

annual road safety training organized by the College. They shall have valid license. The helmet is a must for those using two-wheelers.

Use of Cell Phones

Marian believes in the right use of cell phone technology for teaching & learning and communication. On the basis of the orders issued by various authorities, including the Hon'ble High Court of Kerala (WP (c) 23377/09) the use of cell phones in the College Campus is highly restricted. Any misuse of cell phone will lead to the confiscation of the phone by any faculty member. After confiscation, the phone will be handed over to the Faculty Advisor or to the Front Office. Students can get back the phone (for the first time) after producing a receipt of payment of fine of ₹500, for the second time ₹1000, and for the third time ₹1500. With every further instance of violating the rule, ₹1000 will be added to the fine.

Students have to keep their mobile phones on the shelf in the classroom before the sessions.

1. Cell phones may be used with specific permission from the Faculty Advisor or from any teacher of the College. students can use cell phones on special days or during special events.
2. If some student wants to make a call to somebody for urgent reasons, it shall be done only with the explicit permission from any teacher of the Department. In such cases the student shall make the phone call while being in the presence of the teacher.
3. Cell phones can be used inside the classroom specifically permitted by a teacher for the hour for academic purposes only.
4. Students can use cell phones or tablets or other electronic devices to access Wi-Fi internet for academic purposes while being in library or outside class rooms.
5. Cell phones shall not be used for telephonic communication and for entertainment purposes (listening to music/watching videos) during college hours i.e., from 8.20 am to 1.35 pm. This is applicable all throughout the campus (inside and outside classrooms, rest rooms, waiting rooms etc.).
6. Telephonic communication includes voice calls, video calls, chatting, and texting.
7. Unauthorized photography and videography using cell phones is strictly prohibited.
8. Vibration or ringing of bell during the class or meetings or even during the intervals are considered serious insubordination and in such cases, phones will be confiscated and will be returned only after the academic year.

9. Ordinarily, cell phones shall be in flight mode or in switched off mode. It shall never be in a mode that will receive any form of telephonic communication during College hours.
10. Cell phones, if found not in flight mode, will be confiscated and fined.
11. If found necessary, there will be squads appointed to search for mobiles. Any violation of norms found will be appropriately punished.
12. Any fine charged for the misuse of phone shall be paid within a week. If fines are not paid within one week, the student will lose attendance until the fine is paid.

Alcohol, Drugs, and Substance Abuse:

Possession, consumption or distribution of illegal substances within the College premises is strictly prohibited. Use/keeping of these items or any association with the transaction of narcotic materials will invite heavy fines and might lead to immediate expulsion of the student from the College and the hostel. Rule violation can lead even to dismissal from the College.

The College provides support services and counseling for students facing substance abuse issues.

Anti Ragging

Marian is a zero-tolerance campus to ragging of any type and degree. College has a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [herein after referred to as the 'UGC Regulations']' and Kerala Prohibition of Ragging Act, 1998 .The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations and other laws on the same shall apply mutatis mutandis to the college and the students are to abide by it.

1. Ragging constitutes one or more of the following acts:
 - a) Any conduct by a student or group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness on any other student;
 - b) Indulging in rowdy or undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
 - c) Asking any student to do any act, which the student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;

- d) Any act by a senior student that prevents disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

2. Please note that the above given list is not exhaustive, it is only indicative.

3. Anti-Ragging Committee:

The Anti-Ragging Committee is constituted and headed by the Principal.

4. Anti-Ragging Squads

There will be an Anti-Ragging Squad, constituted by the Principal. It is meant for monitoring in and around the campus as well as the hostels. The squads shall assist the Anti-Ragging Committee by keeping a vigil on ragging incidents taking place in the community and in undertaking patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect possible places of ragging and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee. The Squad shall work under the guidance of the Anti-Ragging Committee.

5. A student found guilty by the Committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.

- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation processes.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international Conferences/symposia/meetings to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other Institution for a specified period.
- i) In cases where the person committing or abetting the act of ragging are not identified, the Institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.
- k) The Anti-Ragging Committee of the Institute shall take an appropriate decision, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

Sexual harassment

College is committed to provide a conducive environment, free from violence, harassment and exploitation amongst the students, teaching & non-teaching staff on the college campus. This includes all forms of gender violence and sexual harassment against women. The Internal Compliance Committee is formed under Section 4 of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institution) Regulation, 2015 & under Section 4 of Sexual Harassment of Women at Workplace (Prohibition, Prevention & Redressal) Act, 2013. Any student aggrieved of sexual harassment can file a complaint to the Internal Compliance Committee.

Grievance Redressal Mechanism:

1. If any student has any complaint against fellow students, faculty member or the staff of the College, the student may submit a complaint to the Grievance Redressal Committee to investigate the matter and determine whether or not misconduct has occurred. Students are prohibited from the use of any other illegal or undemocratic methods to raise complaints.

2. During the investigation, the Committee has to follow the principles of natural justice. All the students have to comply with the directions of the Committee for proper inquiry.
3. The Enquiry Committee shall submit a report to the Principal and shall contain
 - a) The charges and the statement of allegations of misconduct
 - b) The defense or admission of the student in respect of each charge
 - c) An assessment of the evidence with regard to each charge
 - d) The findings on each charge and the reasons therefore
 - e) Recommendation on corrective measures needed.

Relationships on Campus

The College, as a policy, promotes healthy and dignified relationships and communication among students, maintaining the importance of personal boundaries. This is to ensure a safe and inclusive environment conducive for academic pursuits and personal growth, respecting the rural socio-cultural context of the institution. Students are expected to

- Treat all individuals with respect and dignity, regardless of their gender, sexual orientation or any other characteristic.
- Maintain a professional demeanour, respecting personal spaces and boundaries.
- Avoid forming exclusive relationships or groups that may alienate or exclude others.

Any relationship would be deemed unhealthy under the following conditions:

- The student's relationship becomes exclusive (when other students are excluded),
- When personal spaces and boundaries are not maintained
- If any activity in the course of such a relationship, affects the reputation of the institution.

(If an unhealthy relationship is brought to the notice of the Faculty Advisor, he/she shall first issue a warning to the concerned persons. For a student who has been warned, if anything relating to unhealthy relationships is repeated, the parents shall be informed about the incident.)

LIBRARY RULES

1. The staff and students of the College are entitled to use the facilities in the library.

2. The library will be open from 8 am to 8 pm on all days except Sundays and public holidays. On Mondays, the library will be open from 9 am. The issue and return of books will be done from 9 am to 5 pm on all working days.
3. No student will be permitted to enter the library without his/her identity card. On entering/exiting the library, one should get their identity card scanned at the counter.
4. Students should be in their college uniform while entering the library during class days from 8.30 am to 4.30 pm. Relaxation in this regard will be applicable only during holidays and summer vacation.
5. Students are strictly prohibited from bringing in articles like bags, umbrellas, books, paper, photo albums, files etc., inside the library. These things have to be kept in the shelf at the entrance. Items like sweets, biscuits, chewing gum etc. are not permitted inside the library.
6. Strict silence should be observed in and around the library.
7. Issue Rules
 - a) First year degree students 1 book at a time. Second and Final year degree students 2 books at a time
 - b) Post Graduate Students 3 books at a time Teaching Staff 10 books at a time Administrative Staff 4 books at a time
8. Books will be issued for a period of 14 days. But the period can be shortened at any time. In special circumstances the librarian may call back any book at any time from a reader, even if the period of loan has not expired.
9. Delay in returning the book after the due date will entail a fine of One Rupee (per day) for each book.
10. Books issued can be renewed two times. However, if there is no reservation, a book may be reissued after it is returned.
11. Sub-lending of books is strictly prohibited.
12. Books in the Reference section, Journals and Magazines will not be issued in any case.
13. Members of the Staff may take books after making necessary entries and signing in the issue register
14. Before leaving the counter, the borrowers shall examine the books taken by them and point out to the librarian any damage or mutilation or defect of books and the librarian will make necessary entries in the book and put his initials. The borrowers will be held responsible for any damage or

mutilation observed at the time of return. Marking on the books, folding of pages etc. shall be viewed as serious offence.

15. If a book is damaged or lost from the borrower, it will have to be replaced or paid three times the cost of book.
16. If a book belonging to a set or series is lost or damaged and a new volume is not separately available, the user will be required to replace the whole set or series.
17. If the book is not returned within one month after the due date it will be considered as lost. Any member against whom any charge is outstanding shall not be allowed to borrow books until the dues are cleared.
18. Magazines and Newspapers should be replaced in their respective places after reading.
19. No tracing or reproduction of material shall be made without the expressed permission of the Librarian.
20. All students have to return the Library books and their issue cards before the commencement of their final year or final semester exams.

RESIDENCE OF STUDENTS

1. Students not residing with their parents should reside in the approved Hostels. They can however, reside with guardians with the approval of the Principal.
2. Any change in residence shall be made only with the written permission of the Principal.
3. For admission to the Hostel, the application should be made directly to the Hostel Director. Admission to the hostel is only for one year and is renewable.
4. There are three hostels for boys - Bishop Paul Iby, MBA and Maryknoll and four hostels for girls, SH Hostel, Amala Hostel, Madonna and Pratheeksha hostel.
5. In all matters of admission, accommodation and disciplinary actions against boarders, the Principal's decision shall be final.
6. A boarder leaving the College shall not be entitled to his/ her TC, caution money or both unless he/she produces a 'No dues certificate' from the respective hostel.
7. A boarder who remains in the Hostel by absenting herself/ himself from class without valid reasons will be directed to quit the Hostel.
8. Hostellers use the MCKA app for recording their entry and exit. The app also sends notifications to parents regarding their movements.

9. Dismissal from the Hostel for grave misconduct will invoke a similar punishment from the College and vice-versa.

GENERIC NOTIONS

1. The College Council and Parent Teacher Association will support and advise the Principal on the general administration of the College.
2. Regarding disciplinary matters, the decision of the Principal shall be final.
3. These guidelines are meant to guide the students in the path of self-discipline and help them function independently as responsible members of society

CONCLUSION

By embracing the above-mentioned values and norms, we intend to create an inspiring and empowering atmosphere that prepares our students to become leaders, critical thinkers and compassionate individuals who will positively impact the world. Let us uphold these principles together as we embark on this educational journey, driven by a shared commitment to growth, excellence and mutual respect. On the campus, endless learning opportunities await you. Together, let us make your time here transformative, enriching and truly unforgettable.