

"To be an instrument of love"

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI – 629 153.

KK.DISTRICT, TAMILNADU, INDIA.

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Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc.(Psy), Ph. D.
Secretary


CODE OF ETHICS FOR STAFF MEMBERS

As per the rules and regulations of UGC, the management has selected the faculty members in the institution.

The following rules are

1. The period of probation may be extended at the discretion of the college management for such further period as the management may be deemed fit. If the service is found satisfactory and required the faculty members will be permanent.
2. It is mandatory for all staff members to be present in the premises of the college during the working hours. During the period of his/her employment the faculty members will devote all the time and attention exclusively for work/duties assigned to staff members by the management. The staff members will work for implementing the ideas based on which the college is founded and administered.
3. All the staff members have to submit all the Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. The staff members will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to staff performance.
5. The staff members shall not apply for any outside job while in service without prior written permission from the college. Staff members shall not engage in taking private tuitions or doing any business while in service.
6. The staff members shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned/ approved by the correspondent/ principle alone.




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7. Although the normal work will consist of duties assigned to staff members in the capacity mentioned above, the staff members may at any time be called upon to discharge any other duties which, in the opinion of the management are within your capacity, ability and the staff members should discharge these duties with diligence and care.
8. Their services can be terminated by giving one month prior notice in written by the college. However, no notice will be required to be given in case of his/her services are terminated for any misconduct/indiscipline.
9. In the event of staff members deciding to leave from service, she/he should give three months prior notice in writing to the management, failing to do so the staff members will have to remit three months salary. Leaving service should be preferably made at the end of academic year.
10. If the details furnished by staff members in his/her application regarding their qualification, previous experience, etc. are found to be incorrect or not true, there will be liable for dismissal without notice and/or such further action as the college deems fit.
11. Staff members should follow the rules and regulations of the college that are in force and may be framed/amended from time to time.
12. Not withstanding anything contained above, the management of the college reserves all rights to retain or terminate from there service at its discretion without assigning any reason.




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CODE OF ETHICS FOR STUDENTS

Rules for Admission:

Application must be made in the prescribed form obtained from the College. Two photo copies of the following certificates should be submitted along with the filled in application form.

- Higher Secondary or equivalent marks statement for U.G. Course.
- B.A./B.Sc./B.Com./B.B.A. Mark statement for PG Course.
- Community Certificate
- Transfer Certificate
- Conduct Certificate
- Aadhaar card

The original certificates should be submitted to the office at the time of admission after taking the required photo copies.

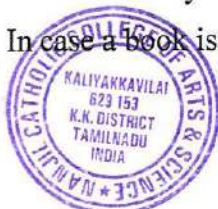
Procedure for Applying for leave:

1. All the applications for leave of domestic nature must be applied in the prescribed form obtained from the college countersigned by parent or guardian and handed over to the class teacher.
2. Students should get permission from the H.O.D. for absents from classes.
3. In case of long absence due to sickness, production of medical certificate is a must.

Library Rules:

The following rules are meant for the benefit of all.

1. Strict silence must be observed within the Library and Reading Room.
2. Open access system is followed in the Library.
3. Book will be issued only on presenting the borrower's Identification card.
4. Each student from UG course is allowed to borrow 2 books and from PG 3 books at a time.
5. No one is allowed either to sub-lend the library book or borrow book on behalf of others.
6. Student who has lost his/her library token shall make a written report to the Librarian to get a duplicate token.
7. The borrower is held responsible for any damage to the book he/she borrows. At the time of issue, the student should check and satisfy himself / herself that the book issued to him / her is in good condition.
8. The loss of any book should be reported immediately to the Librarian.
9. In case a book is lost, the cost of the book with compensation should be paid at the office.



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10. Book must be returned to the library on or before the due date; if not a meagre amount will be collected from the due date.
11. Reference books and periodicals should be read only in the Library or Reading Room and must not be taken out. After use they must be returned to the library-assistant in person.
12. The Librarian can recall a book even before the due date.

Physical Education Rules:

1. The practitioner should maintain punctuality.
2. The practitioner must be in the field with proper jersey or sport suit neat and tidy.
3. The practitioner has to maintain discipline in the field and outside the field.
4. The practitioner should behave with others with sportive spirit and sportsmanship.
5. The practitioner must sign in and take sports materials and sign out after replacing them.
6. Sports persons should follow regular practice with the coach and Physical Director.
7. Sports persons are expected to maintain regular attendance for the classes and for the practice sessions.
8. Sports person shall be under the control of the Physical Director and everything has to be communicated to him or discussed with him.

Course Certificate:

Course Certificate shall not be issued to students unless they show progress during the year by their regularity of attendance, diligent application to class work, and securing the required percentage of marks in various tests.

A student must attend college not less than three fourths of the working days and complete the course of study prescribed.

General Discipline:

1. All the students should obey the rules of the college.
2. English is the language for communication within the campus.
3. Students shall handle all college properties with care and endeavour to preserve cleanliness and tidiness of the college campus, including buildings and furniture.
4. If the students cause any damage in the college premises, compensation will have to be paid.
5. When students meet any of the staff members, fellow students or the members of the management, they must greet them.

When a staff member enters the class room, all the students shall stand up and remain standing

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till they are asked to sit down. Likewise, they should stand up while the staff member leaves the class.

7. No student is allowed to loiter inside the campus during the class hours.
8. Students are expected to move quickly when they move from one class to another and if they have no class they should go to the library and observe strict silence.
9. While attending meetings or seminars, students should maintain strict silence and should listen to the speeches and avoid leaving during the meeting.
10. The Principal has the full power to give punishment like suspension or dismissal depending on the gravity of the misconduct.
11. The Principal has the right to issue Transfer Certificate to any student at any time during the course of study for reasons of indiscipline, lack of progress in studies or illness considered to be contagious.
12. The misconducts such as irregular attendance, nonco-operation with teachers and use of unpleasant words will be taken serious note of.
13. Students shall maintain strict silence while attending lectures in the classroom or working in the laboratories or attending meetings in the auditorium.
14. All changes of residential address and phone numbers should be reported to the office immediately.
15. If a student loses anything or finds anything that does not belong to the finder, it should be handed over to the college office.
16. Smoking, chewing, consumption of alcoholic drinks and the usage of drugs are prohibited inside the college campus.
17. Use of cell phones within the classroom and college premises is strictly prohibited.
18. Tuition Fee : Odd semester and Even semester fees should be paid before June and December respectively.
19. Modesty in dressing is highly emphasized in the college. All students are advised to wear the prescribed uniform and the college identity card everywhere in the college campus.
20. Ragging and Eve teasing of students in any form is strictly prohibited. Students found guilty will be severely dealt with as per Tamil Nadu Prevention of Ragging Act.
21. Students are advised not to pluck leaves, flowers and fruits from trees as they are leased out.
22. Students are advised not to write or make any mark on the wall, desk or throw paper, plastic cover or ink in the class room premises. Students must take pride in keeping the campus clean.
23. Students are advised not to participate in any political or communal politics inside the campus.
24. Students are advised not to display any notices inside the college campus without the permission of the Principal.




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Rules and Regulations for Prevention and Prohibition of Ragging

Various Types of Ragging : The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'freshets' in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self confidence of students also can be described in terms of the psychological aspects of ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

Actions to be taken against students for indulging and abetting in Ragging

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.



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3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Fine of Rupees 25,000/-
 - (xi) Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential ragers.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

Attendance:

1. Every student shall attend the college regularly and punctually on all working days.
2. The first bell is rung five minutes before the beginning of the morning and afternoon sessions and the remaining at the hour fixed for the beginning of each class.
3. Before the first bell of each session, students should go to their respective classes and take their seats quietly.
4. Attendance will be marked at the beginning of each class hour. A student who is not present in the class when attendance is marked shall lose attendance for the session.
5. Each Academic year consists of two semesters of 90 days each. Students without 75% of total attendance per semester are not allowed to write the university examinations.
6. If a student is absent for one or more hours either in the morning or in the afternoon session he / she shall lose half a day attendance.



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