

## CODE OF ETHICS

The college aims at the total development of students based on secular and moral ideals. It fosters the feelings of love and tolerance that lends into peaceful and harmonious campus life. Every member of the institution should carefully note the following rules and accepted customs and try to respect them both in letter and in practice.

### Teaching Staff

- Devote full working time to your profession.
- Refrain from engaging in external jobs that hamper your teaching.
- Continuous effort should be made for professional development.
- Involve in research activities and keep your subject knowledge up to date.
- Treat your colleagues as professional equals, regardless of their status and seniority.
- Avoid making unpleasant statements or rumours about colleagues, especially in the presence of students, other teachers, officials or parents.
- Respect the professional opinions of your colleagues.
- Speak constructively of other teachers, but report honestly to responsible persons in matters involving the welfare of students, the college system, and the profession.
- Be regular and punctual, and be available on campus before the morning prayer at 9:30 AM. Teachers are expected to be on campus till 4.30 PM.
- Teachers can leave the campus during their working hours only with the permission of the principal.
- Teachers should be present in all the programmes organized for the students, to maintain the discipline and encourage the students.
- The Head of the department has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher.
- Prior approval in writing should be obtained before proceeding on leave except in the case of casual leaves. In case of illness or emergency, inform the Principal and the Head of the Department without delay.
- Teachers should demonstrate to students their commitment for excellence in work, manners and achievement.
- Help students in physical, social, intellectual, emotional, and moral development.
- Teachers should uphold human dignity and promote equality of gender, religion and ethnicity.
- Help students to develop democratic, patriotic and constitutional values.
- Instill among students a feeling of pride in self, institution, and community.

- Do not smoke or drink during teaching sessions and/or in the presence of students.
- Constantly pursue the improvement of learning facilities and opportunities.
- Develop anti-narcotic attitude among the students.
- Encourage research-oriented learning.
- Perform the duties of citizenship, and participate in community activities with due consideration.
- Discuss controversial issues from an objective point of view to keep your class free from biased opinions and comments.
- Encourage the involvement of students in social service activities.
- Develop respect for the cultural diversity of India among students.
- Promote collaboration with external agencies that help social interaction.

### **Non-Teaching Staff**

- The administrative staff must be present in the office from 9:30 AM to 4:30 PM. There is no provision to leave the campus during this time.
- They should work sincerely for the effective administration of the institution.
- The behaviour should be polite and accommodative towards students, teachers, and general public.

### **Students**

For as long as they are enrolled as the students of the college, Sree Narayana College is a second home for the students. Students should take pride in the institution and realize that apart from their parents, the teachers are concerned about their well-being. Hence, they should do their best to preserve the calm academic atmosphere of the campus.

All inmates of the college shall behave always and everywhere with respect for each other and love for the country. They shall pay special attention to good manners, gentlemanly behaviour, modest dress, order and cleanliness and shall do everything to maintain the dignity of the human person and the good name of the institution. They shall respectfully follow the instructions issued by the Principal and other competent authorities, from time to time.