



GOVERNMENT COLLEGE MOKERI

Mokeri (P.O), Kakkattil (via)Kozhikode, Kerala, Pin-673507
(NAAC Accredited with 'B+' Grade)

Code of Conduct for Students

1. *Dress code:* Student will not be permitted to be present on the college campus without college tag/ identity card.
2. *Gender Based Misconduct:* Physical, verbal, abusing, harassment any other type of misbehavior by any student in college premises is strictly prohibited. It includes harassment abusing on the basis of factor such as cast, religion, gender, sex, race, national origin, handicap, color, political or religious beliefs, sexual orientation, ethnicity and age etc.
3. *Attendance:* 75% attendance of students is compulsory. In case, less than 75% attendance observed by faculty, message will be conveyed to their parents and preventive measures will be taken.
4. *Disciplinary Code:*
 1. Notices displayed on notice board should be regularly read by students.
 2. Students are advised to keep the campus neat and clean.
 3. The use or distribution of alcohol, drugs or tobacco and smoking in college campus is strictly prohibited.
 4. Students should not harm the college property otherwise penalty will be charged.
 5. Students should not damage laboratory equipments, instruments, glass wares etc. otherwise, fine will be charged to students.
 6. Students are not allowed to misbehave with principal, teachers, non-teaching staff and other working staff. If in case the student is found guilty of using foul language or behaving rudely, necessary action will be taken.
 7. Students are to strictly follow the rules and regulations of the institution.



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Code of Conduct for Non-Teaching Staff

1. Nonteaching staff should perform all professional activities through proper channel.
2. They should follow all norms and job details assigned by governing body.
3. They should perform his /her role in professional manner.
4. Non-Teaching Staff assigned to Laboratories should keep the laboratories clean.
5. They should co-operate with authorities of the college or institutes in the fulfillment of goals and mission.
6. They respect colleagues and co-operate them in activities related to administrative and academic development of the institute.
7. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc.
8. They should not involve in any unethical activities.
9. Absence on duties without prior to permission of the authorities is not considerable.
10. They should improve their technical and nontechnical skills related to their jobs.
11. They should support for the development of department, laboratories and maintenance of equipments and instruments.
12. They should ensure a co-ordial relationship with students, teaching, nonteaching and other administrative staff for the smooth running of the institution or college.
13. All non-teaching staff shall perform duties efficiently as per the institutional norms



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Code of Conduct for Teaching Staff

1. Teacher should be present in the college campus and report the attendance on biometric machine.
2. Everyone must report for duty on the reopening day and the last working day of each semester
3. Teacher should devote time and energy to improve and develop academic and professional competence.
4. Teacher should participate and attend academic program such as conferences, seminar, orientation course, refresher course, in service program, research program, minor and major projects etc.
5. Teachers should engage classes punctually and regularly.
6. Teacher should follow the instructions and lessons given by the HoD and Principal.
7. The teacher should not remain absent from work without prior permission or grant of leave.
8. Apart from teaching and allied activities, teacher should organize extracurricular, cocurricular activities. Study, tour, study oriented campus, major and minor projects etc.
9. Teacher should maintain the record of supervisory work, self-report, duty assigned by HOD and principal.
10. Teachers should help college authority to maintain, to enforce and to improve discipline and good habit among the students.
11. Behaviour of teacher with male and female student and other employee and colleagues shall be modest.
12. Teacher should not avoid any work related to college or university.
13. Teachers are not allowed to be lenient in internal assessment of students.
14. Teacher should not consume alcohol, tobacco or drugs on college campus.