



# MILAGRES COLLEGE

**Kallianpur – 576 114, Udupi District, Karnataka**  
(Re-Accredited by NAAC with 'B' Grade CGPA 2.72)

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Office of the Principal

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## POLICY DOCUMENT ON CODE OF CONDUCT

Milagres College is a family of rich tradition, which has, over the years, trained thousands of young men and women, preparing them for life and presenting them to the nation. Our task is to create an environment where students can build an integral personality with an all-round development of intellectual, physical, moral, spiritual and social faculties of an individual.

- **CORE VALUES:**

- ✓ Discipline
- ✓ Competency
- ✓ Creativity
- ✓ Excellence
- ✓ Respect
- ✓ Integrity
- ✓ Ethics

- **GENERAL RULES, GUIDELINES AND DISCIPLINE**

- ✓ The College lays the utmost stress on the formation of sound character and any flouting of the same will be taken serious note of.
- ✓ Though the College is not responsible for the conduct of its students outside its premises, the principal will take cognizance of any serious misconduct of its students outside which is likely to reflect upon the reputation of the College and take such action against the wrongdoer as it deems fit and proper.
- ✓ Books, magazines, newspapers etc. which are not approved by the principal or those which cause damage to the society are prohibited in the College Campus in any of the forms.

- ✓ The use of Drugs/tobacco products, chewing gum, Liquor (alcohol) in any form is forbidden in the premises of the College. If found, action will be taken against defaulters. Selling tobacco products/drugs/liquor around the college campus or encouraging others to do the same is punishable by law.
- ✓ Without the permission of the principal, the student shall not join any club, society, or fix any engagement that may interfere with their regular studies.
- ✓ Students of the College are not allowed to play in any team against the College team.
- ✓ Students are expected to refrain from any participation in political activity or public movement against the law. Moreover, they shall not encourage any minors to follow them in such kind of activities. They are also forbidden to participate in any public movement without the permission of the principal.
- ✓ In academic matters, the rules and regulations framed by the Principal and the College Council from time to time shall have to be strictly adhered to by all students of the College.
- ✓ Tests and Examinations must be taken compulsory by every student in all seriousness. It is the direct responsibility of the students to verify the marks entered in their Academic Records.
- ✓ Students are bound to take care of the facilities at their disposal. Wilful damages of the property of the College books, furniture, water and electrical installations etc. will have to be paid for. Such loss/damage will have to be made good by the student concerned or by all the students of the class concerned as the case may be. The decision of the principal is final in these matters.
- ✓ Students shall not invite any outsider to the College function without prior permission of the principal.
- ✓ Students living in Hostels, Paying Guests or living outside their homes must inform the principal and give him their postal address.
- ✓ The Principal reserves the right to terminate any student from the College after holding an enquiry and in consultation with the persons concerned.
- ✓ Letters addressed to the students of the College are subject to the scrutiny of the Principal.
- ✓ No meeting, get-together or party should be arranged/held in the College premises without the approval of the Principal.



- ✓ Students are expected to greet the principal and members of the staff whenever they meet them.
- ✓ While the students are always welcome to approach the Principal, they shall not, however, enter the Principal's chamber without permission.
- ✓ Dress Code: Uniform is compulsory on college days unless and otherwise officially notified to the students by the principal. Modest dress is expected of every student in the College campus for all the occasions and College functions.
- ✓ Students' Welfare Council: There will be no elections to the Students' Welfare Council. The members and the office bearers of the council will be nominated with consent-based on academic merit only
- ✓ Students are not permitted to get and use mobile phones inside the campus. Electronic Communication, Entertainment gadgets etc. are prohibited without the permission of the concerned sanctioning authority. Stern action (fine, suspension etc.) will be taken if any student is found using these gadgets on the college campus. Mobile phones which are confiscated will not be returned.
- ✓ Without the Permission of the concerned authority, Students are not allowed to get two-wheeler or four-wheelers to the College. With valid permission, if students get the vehicle, they are expected to follow the rules prescribed by the Transport Department according to the Motor Vehicle act. Moreover, the students are expected to park the vehicles in the places assigned. No Student's Vehicle is allowed inside the quadrangle of the college. If rules are not followed, then the management reserves the right to initiate action against defaulters. Reserving a Parking slot is not mandatory.
- ✓ Students should compulsorily wear their Identity Cards and Uniform throughout the day on all the working days.
- ✓ Irregularity in attendance, habitual inattention, continued inefficiency or indifference regarding classwork, lack of courtesy towards lecturers, insubordination, misbehaviour, obscenity in words or acts etc., are punishable by anyone of the following depending on the gravity of the offence:
  - Cancellation of Scholarship, Free ships,
  - Warning and intimating the fact to the parents / guardians.
  - Levy a Fine.

- Loss of attendance.
- Suspension for a definite period.
- Expulsion from the College
- ✓ Use of junk food and plastics are prohibited inside the campus.

- **ATTENDANCE AND LEAVE:**

- ✓ Attendance will be taken at the commencement of each class. A student, who is not in the class at the commencement of each period, shall be marked absent for that period.
- ✓ Students coming late should not enter the classes without the permission of the principal. Students who arrive late should enter the class only after seeking permission from the Dean/Principal.
- ✓ A student requiring leave for a class should apply for it in person to the concerned lecturer before the commencement of the class.
- ✓ Absence must be justified by genuine valid reasons. In cases of medical leave must be supported by medical certificates. The leave notes should be signed by the Concerned Staff members before the students attend the class. The Principal reserves the right to sanction or deny the leave.
- ✓ A candidate shall be considered to have satisfied the requirement of attendance for a semester if he/she attends not less than 75% of the number of classes actually held up to the end of the semester in each of the subjects. As per the University rule, a student should have 75% of attendance in every subject. A student having less than 75% of attendance in any one subject cannot appear for the University Examination in all the subjects and will have to repeat the year.
- ✓ The principal will not recommend the application for condonation of attendance if the absence in his opinion cannot be justified.

- **TESTS AND EXAMINATIONS**

- ✓ Two Internal Assessment Tests will be conducted during each semester. The exact date and time of the commencement of the examinations will be notified on the College Notice Board. Internal assessment marks are based on these tests.
- ✓ All the students should be in their respective places in the exam hall soon after the Second Bell.
- ✓ Those who absent themselves from the College Exam without justification will have to pay a fine. The parent will have to come to



the Principal personally to justify the absence. In the case of illness, it is required to produce a medical certificate.

- ✓ Examination results are made available online in the College web: [www.milagrescollegekallianpur.edu.in](http://www.milagrescollegekallianpur.edu.in). These results are provisional. There is scope for re-totalling and revaluation as per Mangalore University regulations. For more details refer [www.mangaloreuniversity.ac.in](http://www.mangaloreuniversity.ac.in)

### **Code of Conduct for Teachers**

The Code of Professional Conduct for teachers serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession. Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

### **Code of Ethics for Principal**

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Governing Council, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council. He is the member of the Governing Council Chairman of Staff Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system. He is authorized to nominate Coordinators, members and other administration functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the approval of Staff Council.

**Principal**