

**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**



MACFASTTM
Igniting wisdom since 2001

CODE OF CONDUCT

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)

Thiruvalla, Pathanamthitta, Kerala 689 101

CODE OF CONDUCT FOR STAFF

- All the teaching and non-teaching staff of the college are expected to follow the rules and regulations in force.
- All members of the staff are expected to report for duty at 8.50 AM and unless it is explicitly stated, they shall be at the disposal of the College during all the working hours.
- They shall be neatly dressed, observing their decorum and dress code of the College besides wearing their identity card.
- At the time of arrival to and departure from the college each staff member shall undergo face recognition to mark their presence and shall sign in the Attendance Register.
- Those faculty members who have classes during the first period shall be in the class room before the commencement of the prayer.
- All members of the staff shall discharge their duties diligently and promptly for the accomplishment of the vision, mission, core values and objectives of the college.
- They shall be not absent from their duties without prior permission of the concerned authorities.
- Those, who intends to take leave, shall strictly adhere to the leave rules.
- No member of the staff shall work in any other organization on part-time basis or as guest faculty without the prior permission of the management.
- No member of the staff shall speak or act in defamation of the name and reputation of the college or detrimental to the interest of the college.
- Any act or behavior from the part of staff members detrimental to the interest of the college will be treated as an offence.
- The faculty members shall participate and present papers in at least two National or International Seminars/ Conferences / Workshops in an academic year.
- They shall publish books and/or research articles in reputed indexed journals and undertake research projects.
- All members of the staff shall actively involve in the co-curricular and extra- curricular activities of the college.
- They shall make use of the infrastructure and other facilities of the college including Laboratories, Library, RADIO MACFAST 90.4, MACFAST Incubation Centre etc . for beneficial use of their academic purpose and career development.
- They shall try to establish Institution- Industry linkages leading to MoUs with reputed organizations.
- No member of the staff shall indulge in harassment of any type, misbehavior or show favours to any other the staff or students of the College.

- All members of the staff are expected to avoid discriminations based on caste, creed, gender, status etc.
- No member of the staff shall, for any reason, found guilty of giving or taking bribe or gifts or any illegal gratification from the students or their parents or from any other agencies.
- No member of the staff shall be involved either directly or indirectly in any sort of unlawful activities.
- Any member, convicted in a court of law on criminal charges will be liable for termination of his/her services.

CODE OF CONDUCT FOR STUDENTS

MACFAST creates and sustains a conducive environment for students to develop themselves and become personally responsible, culturally sensitive and socially committed professionals. The college provides the following guidelines to students. All students are expected to follow these guidelines.

Academics

- Attendance is an essential component of a student's academic performance. All students should attend their classes on time.
- Daily attendance is marked on an hourly basis in the college register for administrative purposes.
- Punctuality is to be strictly adhered, latecomers will have to get prior permission to enter classroom.
- Suitable action may be taken for absenteeism, considering the situation and its frequency.
- Anticipatory leave may be granted by the HOD on application by the students with sufficient proof.
- Walking in and out of the classroom, during the session is to be avoided.
- Students are strictly prohibited from loitering during class hours.
- Students are permitted to go for extracurricular activity only with the prior permission from the HOD.
- Leave letters are to be submitted as far as possible, sufficiently early.
- Medical leave has to be substantiated with a Medical Certificate.
- Parents/Guardians will be briefed regularly on student's general behavior, class performance, academic progress and other necessary details whenever required.
- In addition to the field projects, internships and the like prescribed by the University, the College organizes suitable programmes for special training for the students which are mandatory for the concerned students.
- Assignments have to be submitted on time. Late submission will be with prior permission from the concerned faculty.

- All students are expected to follow the guidelines given in the 'Examination Ethics' displayed in front of the examination hall.
- All kinds of malpractices are viewed by the College as blatant violation of examination ethics and may be reported to higher authorities and University.
- Genuine grievances of students regarding the internal evaluation can be raised to the concerned faculty member or HOD or with a written complaint to the Principal.
- Performance of the students will be assessed at regular intervals through internal examinations and evaluation which will be informed to their parents.

Campus Etiquette

- All students are required to carry their College ID card on College premises.
- College uniform is the formal wear issued. Except on Wednesdays, uniform is mandatory including on formal functions, and for all examinations.
- Casual wears on campus need to be decent, socially acceptable and collectively respectful.
- English is the self-imposed campus language of communication.
- Profane, vulgar and offensive words/language has to be strictly avoided.
- Students are permitted to enter the faculty room/cabin only with the permission from the concerned faculty member.
- Classrooms should not be used for having lunch. Lobby can be used as dining hall.
- The use of mobile phones must be with discretion and can be only for academic or other absolutely necessary situations.
- Mobile phone usage is strictly restricted in Examination Halls, Class rooms, Auditoriums, Library, Computer Lab and other Labs. In case of urgent needs while in class permission of the teacher concerned is to be taken before use.
- Government of Kerala has banned obscene cinematic dances and fashion shows to be held on college campuses.
- MACFAST zealously promotes an eco-friendly, green and clean environment. All students are solicited to actively cooperate with the green initiatives of the college.
- Students may receive visitors on campus only with prior permission.

Relationships

- MACFAST promotes mature and healthy relationships on campus with a specific objective of developing mutual trust and trust among students. Disagreements need to be handled in a mature manner; respect for the person holding opposing views and agreement to disagree should be strived for.
- Interpersonal relations with students should be matured, decent and with mutual respect.

Hostel Life

- Admission to the hostel has to be secured at the entry point.
- Hostel Wardens allot rooms to the students and would oversee the life and activities in the hostels.
- Room rents and mess fees have to be regularly remitted to the office, as directed and monitored by the Wardens.
- The College Management reserves its rights to accept or refuse application for hostel accommodation and to revise the hostel fee and mess fee from time to time.
- 'No dues' certificate from the Warden is a necessary condition for issuing all College documents, like Mark list, Transfer Certificate etc.
- Smoking is strictly forbidden in all hostel, and in the campus premises.
- Keeping or consuming liquor will call for immediate expulsion from the hostel and College.
- Inter hostel visits (Men to Women's Hostel and vice versa) are strictly prohibited.
- Hostel rooms and other facilities have to be always kept clean and tidy.
- Deliberate damage done to the hostel properties including furniture will invite heavy fines.
- Students going out of the college for emergency reasons should get written permission from the respective HOD and warden. The out-pass issued should be handed over to the security.
- Permission from the Principal is required for sending any matter.
- All Hardware equipment's, e.g. wireless access points, networking cables and switches, are college property and must not be handled by the students themselves.

Actions Encouraged by the College

- All official correspondence is expected to be done through MACFAST Email-IDs.
- All students and staff will be given MACFAST Email-IDs.
- Facilities given must be used for educational purposes only.
- All students & faculty members are encouraged to visit our official website macfast.org, macfast.ac.in for day to day information related to the college.

Actions discouraged at MACFAST

- Using official email-IDs for personal correspondence are discouraged.
- Username/password provided for internet use should not be shared with others.
- Downloading of illegal contents such as pirated, copyrighted materials for personal or commercial purposes are prohibited.
- Using search engines like Google for illegal content search is strictly prohibited.