

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



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CODE OF ETHICS



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)

Thiruvalla, Pathanamthitta, Kerala 689 101

FOREWORD

This document on 'Code of Ethics for Students, Faculty and Administration' has been compiled to provide all the stakeholders of Mar Athanasios College For Advanced Studies Tiruvalla (MACFAST) a broad view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic and co-curricular activities, along with the fulfilment of social responsibilities at designated levels. In cognizance of the magnitude of the responsibility inherently involved in education system, all the concerned stakeholders including governing body, staff and students, need to accept and adhere to the highest ethical standards in the teaching/learning process.



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**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES
TIRUVALLA (MACFAST)
Thiruvalla - 689101**

CODE OF CONDUCT FOR STUDENTS

CODE OF CONDUCT

MACFAST creates and sustains a conducive environment for students to develop themselves, personally responsible, culturally sensitive and socially committed professionals. Aiming high at such a goal, the college provides the following supreme guidelines to all its students. As the proverbial saying goes on, it is the spirit of the law that matters, and not its letter. All students are expected to follow these guidelines.

Academics

1. Attendance is an essential component of a student's academic performance. We insist on 100% attendance for all subjects.
2. Daily attendance is marked on an hourly basis in the college register for administrative purposes.
3. Punctuality is to be strictly adhered, latecomers will not be allowed to enter classroom.
4. Suitable action may be taken for absenteeism, considering the situation and its frequency.
5. Anticipatory leave may be granted by the HOD in very exceptional cases.
6. Walking in and out of the classroom, when the session is in progress, is to be avoided.
7. Students are discouraged from loitering during class hours.
8. Students are permitted to go for extracurricular activity of any kind during class hours only with the prior permission from the HOD.
9. Students of one department shall negotiate with students of other departments for any sort of activities, through their respective HODs.
10. Leave letters are to be submitted as far as possible, sufficiently early.
11. Medical leave has to be substantiated with a Medical Certificate.
12. Parents/Guardians will be briefed regularly on student's general behavior, class performance, academic progress and other necessary details whenever required.
13. In addition to the field projects, internships and the like prescribed by the University, the College organizes tailor made programmes for special training as part of MACFAST Industry Interface (MII) for the students. These programs are mandatory for the concern students.

14. Assignments have to be submitted on time. Late submission will be with prior permission from the concerned faculty.
16. All students are expected to follow the guidelines given in the 'Examination Ethics' displayed in front of the examination hall.
17. All kinds of malpractices are viewed by the College as blatant violations of examination ethics and may be reported to higher authorities and University.
18. Genuine grievances of students regarding the internal evaluation of any can be raised to the concerned faculty member or HOD.
19. If a teacher happens to be late to arrive in the classroom, the class leader has to report the same to the HOD without any delay.
20. Performance of the students will be assessed at regular intervals through internal examinations and evaluation and informed to the parents.

Campus Etiquette

1. All students are required to carry their College ID card always on College premises. They will be allowed to enter the College campus only when they produce the ID card to the Security personnel at the gate.
2. College uniform is the formal wear with black shoes and black belt. Except on Wednesdays, uniform is mandatory including on festive days, formal functions, and at all examinations.
3. Casual wears on campus need to be decent, socially acceptable and collectively respectful.
4. English is the self-imposed campus language of communication. It is enforced with a particular intention of improving the self-confidence and communication skills of the students.
5. Profane, vulgar and offensive words/language has to be strictly avoided.
6. Students are permitted to enter the faculty room/cabin only with the permission from the concerned faculty member.
7. Classrooms should not be used for having lunch. Lobby can be used as dining hall.
8. The use of mobile phones must be with discretion and only for academic or other absolutely necessary situations during class hours.

9. Mobile phone usage is strictly prohibited 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.
10. Government of Kerala has banned obscene cinematic dances and fashion shows to be held on college campuses.
11. MACFAST zealously promotes an eco-friendly, green and clean environment. All students are solicited to actively cooperate.
12. Students may receive visitors on campus only with prior permission.

Relationships

1. MACFAST promotes mature and healthy relationships on campus with a specific objective of developing mutual trust and respect 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.
2. Interpersonal relations with students should be matured and decent and with mutual respect.

Hostel Life

1. Training at MACFAST is residential. Students are required to stay in the respective hostels.
2. Admission to the hostels has to be secured at the entry point.
3. Hostel Wardens allot rooms to the students and would oversee the life and activities in the hostels.
4. Wardens in consultation with the Hostel Committee decide on all internal matters, like room allotments, general discipline and Mess.
5. Room rents and mess fees have to be regularly remitted to the office, as directed and monitored by the Wardens.
6. 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.

7. 'No dues' certificate from the Warden is a necessary condition for issuing all College documents, like Mark list, Transfer Certificate etc.
8. All students are earnestly solicited not to waste electricity by leaving switches on, when not needed, and water, by keeping the taps and shower unnecessarily open.
9. Smoking is strictly forbidden on all hostel, and in the campus premises.
10. Keeping or consuming liquor will call for expulsion from the hostel and College.
11. Inter hostel visits (Men to Women's Hostel and vice versa) are strictly prohibited.
12. Hostel rooms and other facilities have to be always kept clean and tidy.
13. Deliberate damage done to the hostel properties including furniture will invite heavy fines.
14. Students going out of the college for emergency reasons should get written permission from the respective HOD and warden.
15. Permission from the Principal is required for sending any matter to the press by the students for publication.
16. Party politics is not permitted on campus. No group meetings shall be organized by students on College premises.
18. 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.
19. Permanent rooms are not permitted to the students. Every year there is a change in the rooms as well as roommates.

Actions Encouraged by the College

1. All official correspondence is expected to be done using MACFAST Email-IDs.
2. All students and staff will be given MACFAST Email-IDs.
3. Facilities given must be used for educational purposes only.
4. 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 from 'Infocus' & 'Quicklinks'. The various portals included in the college website are Admission, Research, Online Tests, Study Archive, Library, Journal, Faculty Members, MII and Alumni.

Actions discouraged at MACFAST

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

RULES FOR USING LAPTOPS AT MACFAST

1. Students are themselves responsible for the safety and protection of their Laptops, and the College will not be responsible for any loss caused as a result of accident or theft. Lockers with charging facilities are available for students to keep laptops after use.
2. It is the responsibility of the students to install proper Anti Virus software for the protection of their data.
3. Removable media such as Thumb Drives, CDs and DVDs must be checked for viruses before use.
4. During classes you may only use software as instructed by the teacher
5. Students may not use the computer network to send offensive messages to other users.
6. Students must not use anyone else's password.
7. Students must not tamper with work belonging to another student.

RULES FOR USING THE INTERNET

The following actions are not permitted

1. Purposely viewing pornographic or socially unacceptable material such as violent or inappropriate sites.
2. Sending harassing or abusive email messages.
3. Sending or displaying offensive pictures.
4. Using the Internet during class time for purposes other than academics.
5. Using the College network to engage in any commercial transactions such as purchasing articles, gambling etc.
6. Transmission of any material in violation of state, national, or international regulations - including, but not limited to: copyrighted material, threatening, harassing or obscene, pornographic material, or material protected by copyright law.
7. Downloading games and playing games during class hours.

8. Students need to login with their own id and password for availing the internet.
9. Any other issue which is deemed inappropriate by the College administration.

Any violation of the above mentioned rules or causing damage to the college network (software or hardware) or accessing or entering unacceptable information on the internet (including email) will result in students being referred to the Ethics Committee of the college and appropriate action will be taken. When college rules are broken, students will have to show just cause as to why their privileges should be reinstated.

Note: Regular checks of students' use of the college network will be conducted.

MACFAST LIBRARY USER RULES

1. Silence must be strictly observed in and around the library.
2. Students on entering the library should record their details in the Visitors Register.
3. All type of combined studies and group discussions are prohibited in the library
4. Those who need guest user membership (outsiders) have to obtain prior permission from Principal of the college, along with a reference from higher authority of the respective institution.
5. Students visiting the library should show their identity card to the library staff without which library services may be refused to them.
6. Students are not allowed to take any books into the library stack room (One note b o ok may be taken into the reading room).
7. Use of laptops other than for academic purpose is strictly prohibited in the library.
8. Students are expected to co-operate with the Staff/ Student Library Assistant who is in charge of the section.
9. Any complaints regarding the library services and Staff/ Student Library Assistant should be first informed to the Librarian.

10. Each student will be given three borrowers card and one overnight reference issue card. One book at a time may be borrowed against each card. When the book is returned to the library, the cards will be given back.
11. Students are expected to take care for the safety of any card issued to them. The student to whom card is issued will be responsible for all the books borrowed against the card by anybody.
12. Whenever a student has to get a 'no dues' certificate from the library he/she has to surrender all library books, all four cards issued and college identity card to the library.
13. To borrow books from the library, students should find out the required book with the help of online catalogue or with the assistance of library staff. Then handover the book along with the borrowers card and identity card to library staff to imprint the due date label and issue the book.
14. Members must, on receiving the books, examine them and report to the library staff any damage found therein. If they fail to do so, they will be held responsible for any damage detected afterwards. The person will have to pay thrice the amount cost of the material for replacing the same.
15. A book borrowed should be returned on or before the date last marked on its date label. An overdue charge of Rs.1 will be levied for each day. Maximum amount of due to library will be Rs. 50. All the service will be suspended to the user when the maximum limit is reached.
16. The books taken for overnight reference should be returned on the next working day as soon as the library opens. Otherwise an over dues charge of two rupees for each hour will be levied from the defaulter. Those who fail frequently to return overnight reference will have to face disciplinary action taken.
17. Those who borrow books from the library are not expected to make any markings or underlining in the books and periodicals belonging to the library. Tearing of pages from books/ any damage caused to any library belonging will be viewed as serious matter.
18. When a borrowed book is lost by a member he/she must report the matter to the librarian immediately, fill in the necessary form and get back his/her card. Otherwise he/she will have to pay not only the cost of replacing the book, but also the fine accumulated until the card is returned.

19. The librarian can refuse to issue the same book to same user repeatedly if it is necessary material for others.
20. The maximum loan period for a particular book will be 28 days (the students have to renew the book on or before 14th day of issue). CDROM and other materials will be issued for overnight use only.
21. Project Reports, Thesis etc. will not be issued in any circumstances.
22. Photocopying of the reports, thesis etc. will not be allowed in any circumstances.
23. Rare books, books of very high cost, art book, etc. may not be issued for use outside the library.
24. The librarian can recall from a borrower any book at any time.
25. Any type of mis-behavior inside the library toward Staff/ Students Library Assistants/ fellow user will be viewed seriously.
26. All services (including book bank) of the library may be suspended to any one violating the rules of the library.
27. Faculty members are supposed to renew the books issued to them once in a month.
28. Students can make use of D-Space, NDL; Study archives services, for online study materials.
29. Students should return the book bank within 7 days after the semester exams.
30. All public holidays and college holidays will be holiday for the library also.

Library Timings

Working Hours : 8.00 am - 9:45 pm
Saturdays : 8.00 am – 9:45pm
Book Issue : Monday – Friday (8.00am – 6:30 pm)
Saturdays : 8:30 am – 01:00pm

COMPUTER LAB RULES

1. The students have to come prepared from the first day of each semester with programmes up to the first four practical as per the syllabus.
2. The students are prohibited from using their thumb drive/CDs/DVDs without the permission of the staff.
3. While using the terminals assigned to them, the students are not permitted to enter into other areas in the hard disk either to read or damage or copy it. Violation of this guideline will be viewed seriously, even amounting to termination of the candidature in the course.
4. The students should not indulge in any type of discussion with their classmates in the Lab. Silence is to be maintained in the Lab.
5. In case of any doubt, the students are directed to contact the Staff-in-charge.
6. The students are instructed to avoid damage of any kind to the computer hardware. Damage caused, if any, has to be rectified by either paying the cost of instruments or actual replacement of the same brand of instrument that is damaged. The cost may be adjusted from the caution deposit and any amount over and above has to be paid.
7. Playing computer games and visiting non-technical sites are strictly prohibited in the Lab.
8. Students are expected to keep the Lab in order. Chairs should be pushed back in place while leaving the Lab.
9. Foot wear and other belongings should be left outside the Lab.
10. Students are not permitted to enter the Server Room.
11. Students are not permitted to enter the Computer lab with any food items.
12. Mishandling any equipment's must reported to the LAB-in-charge or the System Administrator promptly.
13. CD/DVD writing facilities can be availed of with prior permission.
14. Group study is strongly discouraged in the Lab. Conference rooms are available for the same.
15. Timing: 9am to 5pm (Monday to Friday) and 9am to 1pm (Saturday).

BIOSCIENCE LABORATORY GENERAL RULES

1. All biosciences lab facilities are open for students 24x7 with prior permission from the Head and concerned faculty members.
2. Students using the lab after normal working hours and during holidays are requested to submit the lab usage forms available at the department. Hostellers should get permission from hostel wardens also.
3. Students should enter in the log books kept in labs before doing experiments.
4. Damage caused to instruments / breakage of glassware's should be reported to the concerned lab staff and faculty member.
5. It is the duty of the student who leaves the lab last to check whether all instruments/ lights/AC which are not in use are in switched off mode and gas regulators, water taps, windows and doors are closed properly. The student has to hand over the key to the security desk.
6. It is the duty of the students to make sure that the labs are kept clean and neat.
7. Always wear lab coat while working in the lab. Wear gloves and mask while handling toxic chemicals.
8. Never use mouth pipetting for dispensing chemicals.
9. Never misplace chemicals or instruments kept in each lab.
10. During practical sessions students have to submit the rough record to the concerned teacher and get it signed.
11. Fair record of the practicals should be submitted within one week of time.
12. Continuous evaluation of the students shall be made by concerned teacher regarding the lab involvement for submitting internal marks to University.
13. Students doing projects should maintain their daily work book properly.

14. Eatables are not allowed in the lab area.
15. In case of any accidents please use first aid medicines kept in each lab and report to the teacher concerned to seek medical attention.
16. Never dispose toxic chemicals in the sink.
17. Before leaving the lab wash your hands properly with liquid detergent.

Additional Instructions for using Plant Tissue Culture Lab

1. Before entering the sterile area, wear a new coat/apron provided exclusively for use in that area.
2. Transfer sterilized glassware/instruments/media from non-sterile area to a sterile area only through the inlet hatch window.
3. Transfer the used glass ware, equipments and plants for hardening only through the outlet hatch window.
4. Use a trolley for carrying media/glassware from the store to the work area and from inoculation room to growth room.
5. Autoclave the contaminated cultures as such without opening the culture vessels.
6. Check cross-ventilation in order to prevent contamination by air currents.

Additional Instructions for the Microbiology Lab

1. Use the laminar flow chamber for microbiological work.
2. Wipe the work area with 70% alcohol.
3. Do not overcrowd the work area with glassware and other items.
4. Handle all microbial cultures with great care, as they are potentially dangerous.
5. If the culture is spilled, cover the area with disinfectant and subsequently wash with water.
6. Place used petriplates, broth cultures and glass wares only in the discard tray.

7. Place all solid wastes (paper, cotton, etc.) in the waste-bin.
8. After use, all contaminated materials should be sterilized by autoclaving.
9. Leave glassware after sterilization in disinfectant/ chromic acid solution overnight. Subsequently wash thoroughly with water. Air dry or dry in an oven for reuse.
10. The used culture media after sterilization can be poured down to the sink and flushed with plenty of water.
11. Wash hands thoroughly with soap and water before leaving the lab.
12. Do not switch off the refrigerator/incubator.

Additional instructions for using Food Processing Lab

1. Those who are entering the lab should wear hair caps/ Bouffant caps. Students are always required to wear aprons/ lab coats while in the lab. 2. Wash your hands properly before and after handling food.
 2. Food products should be prepared in a healthy and hygienic environment. Never cough or sneeze into the food being prepared.
3. It is highly advisable for those who are suffering from air borne illness or other contagious diseases, and those with fresh or unhealed or open cuts/wounds on their hands to avoid using the food lab.
4. Personal hygiene must be strictly observed. Nails should always be kept clean and trimmed. Men are advised to shave or use beard snoods while women should avoid wearing artificial fingernails/ nail polish and should tie long hair back.
5. Students should restrict themselves from wearing loose and dangling jewellery or other fancy ornaments, rings, accessories or heavy cosmetics, lest they fall into the dishes being prepared.
6. No eating is allowed unless for food tasting and sensory evaluation purposes.
7. Do not leave the stove unattended during cooking. Switch of gas and electrical switches after each practical.

8. Use a separate chopping board when cutting raw and cooked food. Throw food waste and other rubbish in the bin provided and remember to empty the bin on a daily basis to keep away rodents and other pests.
9. Students are required to clean the sink and work area thoroughly after each practical session.
10. Never store or use toxic chemicals and other substances like insecticides, rodenticides or ant sprays inside the lab.
11. The refrigerator, freezer and cupboards in the lab should be used for storing items pertaining to practicals and other experiments concerning food processing only.

HOSTEL RULES

Hostel is a 'home away from home'. Love, concern and unity make a home quite different from a mere house. The warden and the wards make the hostel a home. Hence, family spirit and fellowship must always be maintained in the hostel. Order is heaven's first law. There must be order at home. So we give the following guidelines, observing which strictly, will make the hostel a real 'home away from home'.

Code of Conduct – St. Thomas Men's Hostel

1. This hostel is your second home and be at home as a member of MACFAST family.
2. Bring your parent / guardian at the time of admission.
3. Ragging in any form is strictly prohibited.
4. Pay the fee for every six months in advance. Delay in payment will result in fine.
5. Adhere to the hostel timings strictly.
6. Smoking, consumption of liquor/ drugs etc., are strictly prohibited inside and outside the campus and may result in dismissal of the inmates.
7. Hostel accommodation is provided primarily for attending the classes on time. Hence, inmates are not expected to remain in the hostel during class hours, without the written permission of the warden.
8. Avoid absconding classes and absenting without valid reasons. The reason for absence, if any, should be intimated to the warden in writing, in advance.
9. Make necessary entries in the registers, when inmates go out for various purposes.
10. The gates of the hostel will be closed at 7 PM and, thereafter, entry/exit is permitted only on prior permission from the warden.
11. The inmates can use the college library from 8.30 PM to 9.45 PM, with special permission, and they should turn up to the hostel before 10 PM.
12. Visitors are permitted only up to 6 PM. However, visitors are not to be taken to the rooms of inmates.
13. Don't take any food items to the rooms, either from the mess or from outside.

14. Wash and clean your rooms, toilets and wash basins regularly and keep them clean and tidy. Personal hygiene should be maintained. (Common areas will be cleaned by the cleaning staff.)
15. Maintain discipline and decorum, both inside and outside the hostel. Unruly behavior should be avoided and basic courtesy should be observed. Responsible behavior is expected from all.
16. Avoid shouting, howling, littering etc.
17. Don't cause any loss or damage to hostel properties.
18. Don't paste, nail or write anything on the walls or any other places.
19. Dress properly inside the hostel.
20. Don't spread washed clothes on the railings or window bars for drying. Keep them at the areas provided for the same.
21. Switch off lights at 11 PM, and maintain absolute silence thereafter.
22. Utmost economy should be observed in the use of power, water and other utilities.
23. As far as possible avoid sitting in other rooms for long. In any case sitting in other rooms is not permitted after 10 PM.
24. Don't remain in the rooms allotted to others and do not exchange rooms without prior permission from the concern authority.
25. Don't sit on the compound walls of the hostel or adjacent compounds.
26. Always remember that maintaining good relationship with others is the secret of happiness.
27. Hand over the keys to the caretaker when you go home or when you leave the hostel for more than one day.
28. Clear the dues and hand over the keys to the caretaker when you vacate the hostel.
29. Keep your personal properties securely and management will not be responsible for any loss of properties.
30. All facilities available in the hostel are for the use of inmates; for BONAFIDE use.
31. The above rules are indicative and not exhaustive.

Rules and Regulations and Code of Conduct for the Women's Hostel Inmates

1. This hostel is your second home and be at home as a member of MACFAST family.
2. The parent/guardian should accompany the student at the time of admission.
3. Ragging in any form is strictly prohibited.
4. Hostel accommodation is provided primarily for attending the classes on time. So, inmates are not expected to remain in the hostel during class hours, without the written permission of the warden.
5. If anyone wants to stay in the hostel during class hours, due to sickness or other reasons, she should intimate the warden and get her permission.
6. Loss or damage of hostel property will be recovered from the concerned persons who cause such losses.
7. Inmates of each room will clean the room and keep it in a neat and tidy manner. Bathroom, wash basin, dining hall and other common places are to be kept neat, clean and hygienic, and the inmates will take utmost care of this.
8. Inmates will observe discipline and decorum both inside and outside the hostel.
9. Unruly words and behavior need to be avoided. Basic courtesy is to be observed always. Responsible behavior is expected from all the inmates. Please avoid shouting, howling etc. under any circumstances.
10. Food should not be taken to rooms.
11. Room rent should be paid at the beginning of each semester.
12. Mess fee can be paid in advance on monthly basis. Delay in payment will leads to fine.
13. Deduction of mess fee is eligible, if the student is absent on due prior permission for more than 10 consecutive days.
14. College timings are from 8:30 am to 4:45 pm.
15. Mess timings should be adhered strictly.
16. Mess timing is as follows

- Breakfast:8:00am-8:30am
- Lunch:1:10pm-1:30pm
- Tea:4:45pm-5:15pm
- Dinner: 8:00pm-8:30pm

17. There will be strict silence during study time and prayer time. During other times, the inmates will talk and behave in a decent and disciplined manner befitting of the status of mature professional P. G. students.
18. During study time, the rooms should not be locked.
19. The students are restricted to visit or spend time in rooms allotted to others after 9.30 pm.
20. No entry for day scholars into hostel shall be allowed under any circumstances. In case of emergency, the day scholars can directly contact the warden and seek further guidance.
21. All students are expected to participate in the common evening prayer. It is advisable for Catholic students to attend the Holy Mass every day.
22. Inmates should not stay back in the campus after 6 pm. In case of any necessity, (e.g., library visit, work in lab) prior permission should be taken from the Hostel warden.
23. After dinner the inmates are expected to go back to their rooms by 9 pm. Permitted students visiting the library and laboratory can stay back till 9:45 pm.
24. After dinner, students may walk around between main building and administrative block. They are not supposed to go to the front area and gate without proper reason.
25. The permitted time for outing on Saturdays will be from 2:30pm to 5:30pm. The out pass procedure must be followed as usual to get the permission to leave the campus. Students can visit nearby stores/ATM on Wednesdays between 5 pm to 6 pm with prior intimation.
26. Any movement outside the hostel must be registered in detail in the Movement Register.
27. Only those students who are allowed by their parents in written requests will be permitted to receive visitors. Such visits are restricted to Saturdays and Sundays and the timing will be 8:00 am to 6:00 pm. No visitors are allowed after 6:00 pm. Visitors are not allowed to enter the hostel. Meetings are allowed only in the Visitors Room.
28. Saturday and Sunday can be used for Religious visits provided the students produce a written letter from their parents or a message to the warden from the registered mobile number of parents.

29. Out pass can be obtained from the HOD during the class hours and it should be intimated to the warden. During other times permission is to be obtained from the warden.
30. After regular classes students are permitted to go to library only on given timings:
5:00 p.m. - 9:45 p.m.
31. Students who are going home should strictly entrust their room keys to the Warden.
32. Students will be provided vegetarian or non- vegetarian food.
33. Students should be dressed modestly.
34. Any complains, suggestions and cleanliness matter is to be brought to the notice of the hostel committee.
35. Strict silence shall be observed in hostel after 9:30 pm. Care should be taken at all times to ensure that music/loud talking is NOT disturbing outsiders living nearby. Any manner of festivities and noise making celebrations will not be entertained after 9:30 pm.
36. Please switch off the lights at 11PM and maintain absolute silence thereafter. Utmost economy should be observed in the use of power, water and other utilities, as they are national properties.
37. No electrical appliances are allowed inside the hostel.
38. Safekeeping of valuables (laptops, bags, cloth es, etc.) is the responsibility of the inmates. Hostel will not be responsible for the loss of valuables. Safekeeping of valuables of day scholars are strictly prohibited in the hostel. Articles (laptops, bags, clothes, etc.) of day scholars are strictly prohibited in the hostel.
39. No clothes lines are allowed either in the room or dormitories. Clothes can be dried in the places provided for the same. Nothing should be pasted, nailed or written on the walls anywhere.
40. The above rules are indicative and not exhaustive. The Warden is empowered to enforce whatever rules and regulations as required to overcome any situation or contingency.
41. Those who violate the rules and regulations are liable to be expelled beside such other disciplinary action as deem fit.



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**CODE OF CONDUCT FOR
TEACHERS, ADMINISTRATORS
& OTHER STAFF**



CODE OF CONDUCT

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 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, 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

