



HENRY BAKER COLLEGE, MELUKAVU

A Christian minority Educational Institution runs by C.S.I East Kerala Diocese
Affiliated to Mahatma Gandhi University
+91 9605470018 principal@henrybakercollege.edu.in

CODE OF CONDUCT & DISCIPLINE

HBC POLICIES

HBC COC

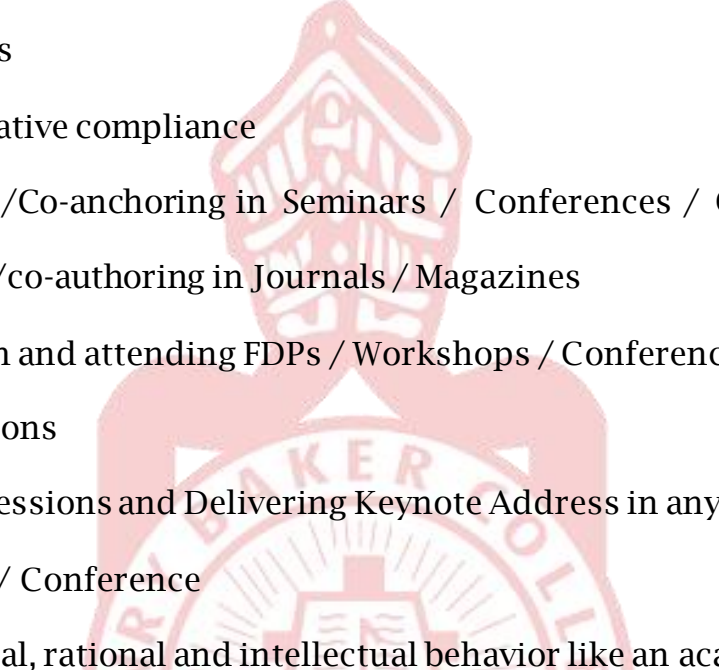
Henry Baker College, Melukavu is a Christian, Minority, Co-Educational, Government-aided Arts and Science College
Established in 1981, Affiliated to Mahatma Gandhi University,
Kottayam, Kerala.

www.henrybakercollege.edu.in

The faculty of HBC in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

Dos

- Maintain absolute integrity and devotion to duty
- Attend the college regularly and punctually
- Engage classes, both theory and practical; punctually and effectively
- Correct the assignments and lab records systematically
- Be meticulous in submitting the question papers and marks of the internal tests
- Conduct guest/expert lectures with academic/industry professionals
- Valuation of internal and external examinations
- Attend guest lectures, FDPs, Workshops, Seminars, Industrial Visits and Tours
- Downloading e-materials from digital library, authorized online journals and legitimate sites
- Preparing soft/hard copy of course files, delivery sheets and web materials
- Monitoring and Counseling of students' academic performance and Mentoring
- Be honest, impartial in dealings and courteous with others
- Abide by the rules and regulations of the institution
- Promote decency, decorum, dignity and discipline among staff and students.

- 
- Institute devices and mechanisms to improve academic standards
 - Acquire and develop professional/interpersonal competence to enhance skills of students
 - Building teamwork, team efficiency and reinforcement of skills/knowledge in students
 - Administrative compliance
 - Anchoring/Co-anchoring in Seminars / Conferences / Conventions and authoring/co-authoring in Journals / Magazines
 - Publication and attending FDPs / Workshops / Conferences / Symposiums / Conventions
 - Chairing Sessions and Delivering Keynote Address in any FDP / Workshop / Seminar / Conference
 - Professional, rational and intellectual behavior like an academician.

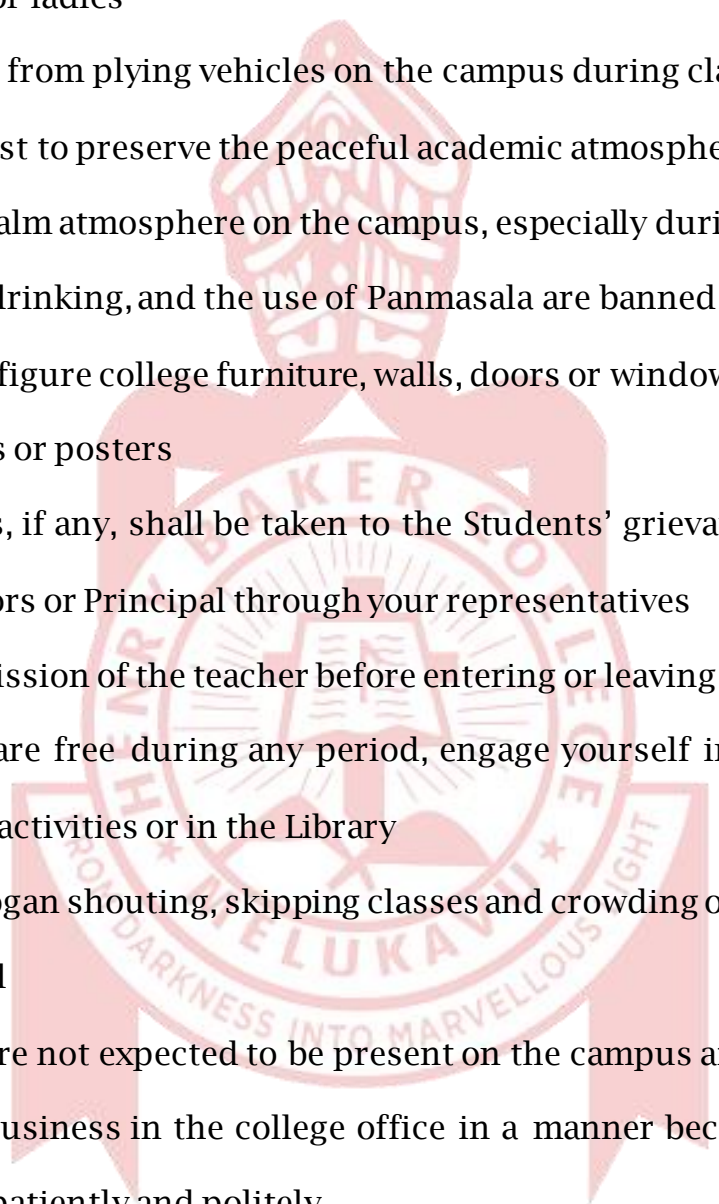
Don'ts

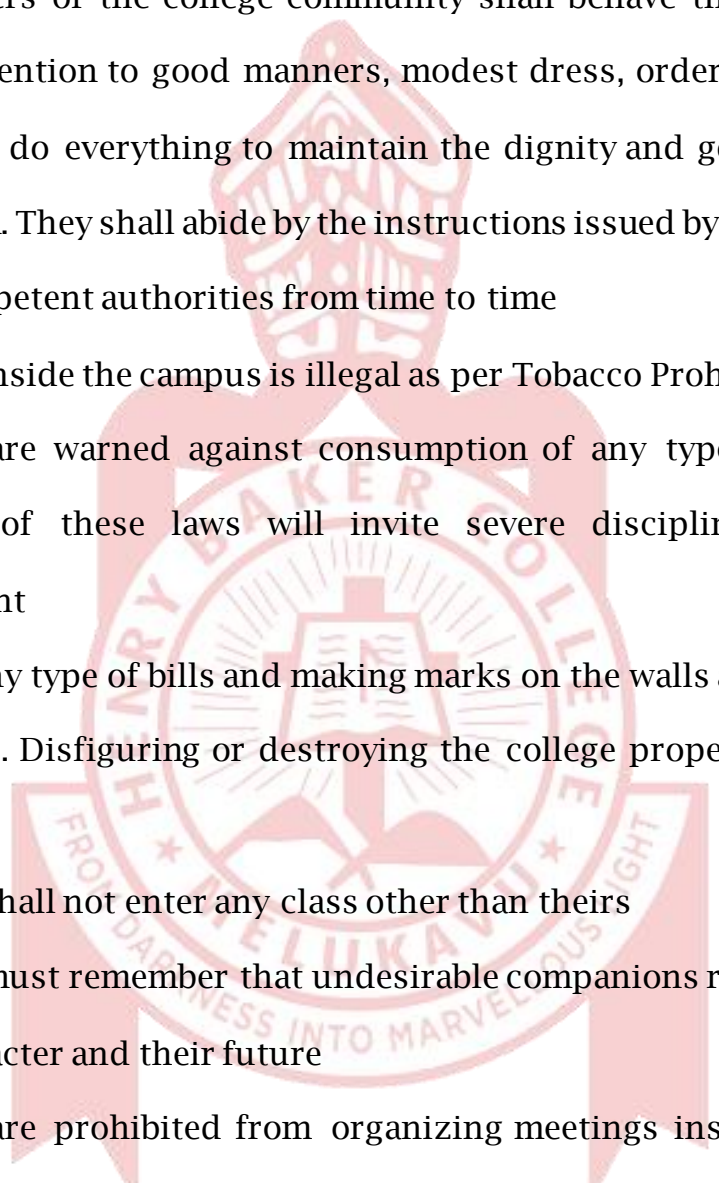
- Gross negligence of duties and responsibilities
- Propagation of religious, communal, anti-social, terrorist activities in the campus
- Discriminate by caste, creed, religion, language, domicile, social and cultural background
- Encouraging any form of 'malpractice/unfair practices' in connection with exams

- Leaving the campus without proper prior permission of the Head of the Institution.
- Absconding from the institution
- Enter into any monetary transactions with any stakeholder of the institution
- Cause damage to institution or stakeholders' property in any form
- Encourage or involve in immoral practices with stakeholders
- Organize, attend, involve in any duty outside the college without proper approval from Head of the Institution.
- Passing comments on religious, regional, personal, racial and cultural sentiments
- Taking Membership of a political party or taking part in politics
- Any act which is detrimental to the interest of the institution

CODE OF CONDUCT FOR THE STUDENTS

- Henry Baker College campus is your home. Apart from your parents, the teachers are those most concerned about you and your future. All students are expected to comply with the following code of conduct.
- The class hours are from 10.00 a.m. to 4.00 p.m. Be in time for classes.
- Be clean and modest in dress, decent and polite in language and courteous in behaviour
- Be respectful to your elders and teachers
- Public property is our property. Damage done to it is a national offence

- 
- Courteous behavior towards other students, especially to those of the other sex makes you a true friend
 - Boys may keep away from Ladies' rest rooms and any area which is reserved for ladies
 - Keep away from plying vehicles on the campus during class hours
 - Do your best to preserve the peaceful academic atmosphere on the campus
 - Maintain calm atmosphere on the campus, especially during working hours
 - Smoking, drinking, and the use of Panmasala are banned on the campus
 - Do not disfigure college furniture, walls, doors or windows with drawings, engravings or posters
 - Grievances, if any, shall be taken to the Students' grievance redressal cell coordinators or Principal through your representatives
 - Seek permission of the teacher before entering or leaving a class in session
 - If classes are free during any period, engage yourself in meaningful co-curricular activities or in the Library
 - Strikes, slogan shouting, skipping classes and crowding on the campus etc are banned
 - Students are not expected to be present on the campus after 5 p.m.
 - Transact business in the college office in a manner becoming of college students, patiently and politely
 - Observe perfect silence during Morning Prayer
 - The use of Mobile Phones is banned on the campus and its use is punishable

- 
- Ragging of any kind is a punishable offence as per the law of the land
 - As far as possible, the medium of instruction and communication on the campus shall be English
 - All members of the college community shall behave themselves paying special attention to good manners, modest dress, order and cleanliness. They shall do everything to maintain the dignity and good name of the institution. They shall abide by the instructions issued by the Principal and other competent authorities from time to time
 - Smoking inside the campus is illegal as per Tobacco Prohibition Act 2003. Students are warned against consumption of any type of intoxicants. Violation of these laws will invite severe disciplinary action and punishment
 - Sticking any type of bills and making marks on the walls and furniture are prohibited. Disfiguring or destroying the college property will be fined heavily
 - Students shall not enter any class other than theirs
 - Students must remember that undesirable companions ruin their studies, their character and their future
 - Students are prohibited from organizing meetings inside the campus, collecting money and circulating notices or petitions without the written permission of the Principal
 - The college management, based on High Court ruling dated 17-03- 2003, has banned all sorts of political activities in the campus. Hence students

are neither allowed to take active role in political agitations nor are they allowed to hold demonstrations without permission. Holding flags, placards, banners etc while participating in demonstrations is forbidden

- Joining hands with outsiders in organizing any type of movement in the campus is a very serious offence against the dignity and discipline of the college
- Students are strictly forbidden from blocking doors or passages which would restrict the mobility of staff or students in the college and also from staging dharna anywhere in the campus
- No student shall stage or indulge in any activity like Dharna, Gherao, and obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct
- No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution
- Involvement in manhandling fellow students, disrespecting teachers and elders, harassing other students, teasing visitors to the campus etc will invite punishment amounting to expulsion from the college
- Malpractice in examination is a serious offence
- Genuine grievances may be brought to the notice of the Principal or the Grievance Redressal Cell and such will receive immediate attention and possible solutions.