



CODE OF CONDUCT

THE PREAMBLE:

This Handbook indicates the standard procedures and practices of Excel College for Commerce and Science for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute

JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students associated / enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

1. Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
2. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
3. Possession or use of weapons, explosives, or destructive devices off- campus
4. Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
5. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.



The Institute, while determining whether or not to exercise such off-campus jurisdiction institutions enumerated here in above, the Institute shall consider the Seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

PROFESSIONAL ETHICS OF TEACHING FACULTY:

- To be the effective role model to Student community
- Responsible for conduct of academic curriculum with high standard of teaching, training, effective administration and development of the department, in line with the Institution's Vision & Mission.

GENERAL REGULATIONS:

- The faculties are likely to create a setting which emphasizes team work.
- Preparation of lecture plan for the semester and submission to the HoD for approval prior to the commencement of classes.
- Completion of syllabi effectively within the available working days.
- Monitoring the attendance of the classes being handled and submit attendance reports
- Completion of CAMU attendance on every hour basis / day.
- Supporting the examination cell in preparing CAT / IAE / Model question papers to conduct tests and submit test results to the Principal.
- Volunteering and taking dynamic part in all the activities of the department and college to smooth the progress of the overall growth of the institution.
- Maintaining discipline applicable for students.
- Encouraging the students to participate in curricular, co-curricular, value added programmes and other clubs.
- Attending the duties assigned by the HoD / Principal.
- The Faculty shall be at their workplace (Classrooms and Labs) at least 5 minutes before to their reporting time.
- If anyone leaves the College premises during working hours shall seek necessary permission from HoD, alter the class and register their absence in the movement



register.

- The Faculty shall compulsorily wear the College ID and be in the prescribed dress code in the College premises.
- The Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HoD, Discipline Committee or Principal.
- The Faculty should not use mobile phones for personal works during class hours and exam halls.
- The Faculties permitted to use the mobile phones inside the staff room only.
- The Faculty should communicate with students only in English.
- The Faculty is expected to update their knowledge by attending or organizing seminars, workshops, conference, after obtaining prior permission through proper channel.
- The Faculty should publish text books, Patents, Journals, Magazines and research papers in reputed International, Indian Journals, and Conferences as per the research guidelines given by the Institution.
- The internal evaluation of the Faculty will be done based on (IPA) Institutional Performance Appraisal Index annually for career enhancement.
- The Faculty is expected to follow the rules and regulations of the Institution as established from time to time.
- Any requirement for approval should be through proper channel such as CA –HoD- Principal – Executive Director – Director Technical – Chairman / Vice Chairman.

REGULATIONS IN THE DEPARTMENT:

- The faculty should share any official queries only with HoD and proceed for further actions.
- The subject allotment and work load will be finalized by the HoD and Principal after taking into account the faculty's willingness and area of specialization.
- In addition to the teaching, the Faculty should take additional responsibilities as assigned by HoD- Principal – Executive Director – Director Technical – Chairman / Vice Chairman in academic, co-curricular and extracurricular activities.
- Whenever a Faculty intends to take leave, the Faculty should get the leave

sanctioned a day prior in advance and apply through HR Wallet with proper alternate arrangements made for class, lab, and invigilation. If the adjusted class is unattended, the Faculty who is on leave is responsible and it will be considered ad LoP or Double LoP and viewed seriously.

- If any irregularities in the class, it should be brought to the knowledge of the Class Advisor, HoD and Principal.

REGULATIONS IN THE CLASS ROOM:

- The Faculty should have a good control over students.
- Regulating classroom for the first 2 minutes of each hour in all aspects such as monitoring the dress code, cleanliness of the class room and the seating arrangements are mandatory.
- The faculty should get the lesson plan approved by HoD & Principal.
- The teaching Faculty has to update teaching plan and content in CAMU get verified their login by HoD once in a month.
- The Faculty should engage the class for allotted minutes without any deviation.
- Attendance should never be handled by Students in any case.
- The faculty should habitually visit library and read the latest journals, magazines in the respective specialization to keep restructured.
- The faculty should be very much available for doubt clearance.
- The faculty should motivate the students and bring out the creativity and hidden talents among them.
- The faculty should never be biased in any aspect.
- The faculty should be highly professional in approaching the students. While counseling the students, both the genders of the staff shall be present.

REGULATIONS FOR CLASS ADVISOR:

- The class advisor must update the student's personal file and counseling record regularly.
- To ensure that every student is well supported to fulfill their learning potential.
- Monitoring the progress and quality of students, appraise them and coordinate the them with the Mentor- Mentee System.
- Encouraging the students to learn beyond the syllabi contents.



- Motivating the students to complete online certifications through MOOC, NPTEL and Swayam.
- Giving awareness to students about the rules of attendance, Industrial Visits, sports, leave policies etc.,
- Maintaining the student discipline in the class as per the existing institutional policies.
- To be the academic leader of the designated class in the Department.
- Arranging industrial visits for students to improve their learning experience in consultation with HoD & Principal.
- Responsible to show the increment in the results of the respective class.
- Encouraging the students to participate in technical competitions conducted outside the college.
- Responsible to motivate the students to go for filing patents and copy rights.
- Encouraging the students to take part in academics, sports, research, product developments and extracurricular activities.
- The awareness on government policies such as Clean India, make in India, Digital India should be given to Students.

REGULATIONS FOR RESEARCH & DEVELOPMENT:

- Individual Faculty should submit one research proposal per semester to internal or external funding agencies.
- Individual Faculty should publish 3 research paper or review article per year.
- Individual Faculty should participate in two National and one International (conference, seminars, symposiums & workshop) per year, and publish their research findings in event proceedings.
- The faculty should motivate students to take up patentable research projects.
- Individual Faculty should file one patent (National/ International) per year.
- The faculty can induct a professor of national or international repute with their department to contribute in funded projects or publications with our institutional affiliation.
- The faculty should provide two consultancy services per year in their competent field.



ROLES AND RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:

- Responsible for the effective administration, conduct of academic curriculum and development of the department in line with the organizational goals and objectives.

GENERAL REGULATIONS:

- Ensuring the smooth and effective functioning of the Department and sole responsible for all the staff and students in the department.
- Conducting periodic meetings for Faculty and Non-Teaching Staff.
- The meeting minutes are recorded and the progress of the previous meeting should be discussed.
- Finalizing the objectives and action plans of the departments in consultation with the faculty members and execute the same.
- Planning and coordinating the faculty requirement of the department in line with the academic plans on an annual basis.
- Planning and procuring to maintain the infrastructure and other facilities of the department.
- Monitoring the timetable for the department staff and ensure completion of teaching schedules as per norms.
- Responsible to identify the faculty in charge for various activities of the department and hand over the respective documents to them and in turn to receive the same at the time of relieving.
- Coordinating campus interviews in association with the Placement Officer.
- Planning and executing activities such as Seminars, Guest lecturers, Industrial visits for the department for providing holistic exposure to students.
- Identifying and sending the faculty to an industry for a week in turn collaborating in thrust areas and generating the MoU.
- To enhance Students' Internship and placement through MoUs generated.
- Preparing documents and necessary write-ups and ensure timely submission to the IQAC and Principal.
- Planning and organizing need-based Faculty development programmes.
- Responsible for performance appraisal of the staff members of the department at the end of every semester and shall arrange to conduct necessary improvement



programs.

- Responsible for organizing National or International Conference along with the related disciplines or specialization.
- Regular reporting and submission of documents to IQAC.
- Analyzing the internal and end semester results and scheduling the remedial classes for the same.
- Responsible for class adjustments in case of emergency leave of Faculty.
- Responsible for monitoring and maintaining the chemical and glassware stock and proper functioning of lab instruments for science departments.
- To focus on achieving awards as Best department in nationally and internationally.

THE STUDENT:

- Every Student in the institution is encouraged and motivated to utilize every opportunity given to him/her to develop and grow as the best citizen.
- The spirit of Excelians is truth, discipline, dedication to life service and devotion to God and one's country.
- "Discipline and keenness" is the pride of ECCS and should be reflected in the character, relationships and interactions, both within the college community and in society at large.
- Every Excelian should apply them to be regular, systematic and concentrated study.
- Such sustained efforts will ensure that they achieve a high level of academic excellence and overall development. By the very fact of joining the college, students agree to observe the rules and regulations of the college. The decision of the principal shall be final in all matters of discipline and enforcement of rules.

BEHAVIOR

- Any requisition or letter by the student to the principal should come through the Class Advisor, HoD and Office of the Principal.
- Ragging other in-disciplinary involvers will be dismissed from the College.
- Students should refrain from participating in political or communal activities.
- Students are solely responsible for their own personal belongings.



- No meeting should be held in the campus without prior permission from the principal.
- No donation should be collected from the students by any student without prior permission from the Management.
- Two wheelers and four wheelers are not permitted to enter inside the college premises.

DRESS CODE:

- Every student is expected to dress simply and modestly and observe the College dress code.
- Girls are permitted to wear either Sari or Salwar Kameez / Chudithar.
- Sleeveless attire is not permitted
- Boys are permitted to wear properly ironed tucked — in shirt (half/full sleeve), pant with belt and black shoes with socks.
- Shirt should be buttoned properly
- T-shirt, Jeans and Casual wear are not allowed
- Proper hair dressing and well shaven face is mandatory

IDENTITY CARD:

- A Photographic ID Card with Principal's Signature will be issued to the students. Students have to wear the ID Card all the time when they are in the Campus. Students should carry the ID Card at all times and they may be required to produce the ID Card for:
 - Library access, laboratory, bank and other office operations.
 - Admission to examination.
 - Receiving scholarship, certificates, travel concessions in college transport etc.
- Students who have lost their ID card may obtain the duplicate ID card on payment from the accounts section.

DISCIPLINARY CODE:

- Students should wear their ID card every day. ID cards should be produced anytime when demanded.
- Students are strictly prohibited to enter into other class rooms.



- Smoking, use of drugs or liquor is strictly prohibited inside the campus and violators will be dismissed with immediate effect.
- The students shall strictly have a driving license and wear' helmet when they come to the college in two wheelers.
- Students are advised not to bring valuable things like ornaments, heavy cash, electronic gadgets etc. Management is not responsible for any theft or valuables or cash inside/outside the campus.
- Absolute silence should be maintained while moving from class room to laboratory/library/auditorium and also coming back to class rooms.
- Students are forbidden from writing, scribbling, painting on the walls, desks, etc.,
- Students found guilty of damaging, destroying college property shall replace the same at their own cost.
- Littering is prohibited. Students are expected to keep the campus neat and clean.
- Students found Guilty of using un-parliamentary language or behaving ugly towards the Faculty and staff members will be expelled from the college.
- In case, any criminal case is registered against a student by the law enforcing authorities, he/she should intimate the same within 24 hours to the principal, failing which he/she is liable for discipline in any action leading to expulsion.

MOBILE PHONES:

The use of cell phones is banned in the campus. Students are not permitted to use cell phones at any time or in any place inside the college campus. Violation of this rule will result in confiscation of the phone and a fine. Confiscated phones will be returned at the end of the programme on payment of a fine, and SIM card will be returned immediately.

CONCLUSION:



The set code of conduct is implemented with a sole objective of student wellbeing, individually and collectively. ECCS hopes to mould its students with appreciable morale, values and culture. This institute expects all its students and faculty members to read this handbook completely, understand the facts and implications and then cope-up with the expectations of ECCS.

PRINCIPAL