

PROFESSIONAL ETHICS
&
CODE OF CONDUCT



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ST.ALOYSIUS COLLEGE

(Affiliated to the University of Calicut & aided by the Govt. of Kerala)

P.O.ELTHURUTH, - 680 611

THRISSUR DT., KERALA.

www.aloysius.in

INSTITUTIONAL CODE OF CONDUCT

- St. Aloysius fraterernity is an academic community with a vision and mission. We form a part of a great academic heritage of St. Chavara. Hence, all members of the fraternity are responsible for protecting and taking reasonable steps to promote human values and life.
- All the members should follow the rules and regulations of the Institution as prevalent from time to time and devote their time and their best efforts for the progress of the institution.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender/sexuality/age/marital status
 - physical features, disability or impairment(physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at off-site locations, seminar and social events, or at any other place where the staff are representing the college.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the academic culture and value frame of the Institution.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students



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Code of Conduct for Students

GENERAL BEHAVIOUR AND DISCIPLINE

The College administration understands discipline as controlled and ordered behaviour that is civilised and ethical. It is the means to an end that is productive and gratifying. We seek to realise this discipline among our students internally through filial exhortation rather than by external coercion. Our aim is to nurture a humane yet dynamic sense of self among all our students. We strive to develop individuals who are calm, confident, alert and adventurous. At the same time we expect them to treasure values of solidarity and mutual respect. With such noble intentions the college administration has laid down the following rules of general behaviour and discipline:

1. Education is the harmonious development of the entire human personality by cultivating everything that is good, beautiful and noble in human nature. Hence it should be the earnest endeavour of all students not only to concentrate on studies but also to cultivate high and noble ideals of life and conduct. Students should take due interest in the moral, academic, cultural and physical activities of the college.
2. Every morning we begin our work with a prayer song at 9.30 a.m. When the bell is given at 9.30 a.m. all the members of staff and students are requested to keep standing in silence till the prayer song ends.
3. Every student shall endeavour in his/her talk, movements, dress and in dealings with the staff and outsiders to conduct himself/ herself, everywhere within the college premises and outside, in the manner worthy of a university student. He/she shall salute his/her teachers on the occasion of his/her first meeting them within the precincts of the college, and whenever he/she meets them in public.
4. Students should be modest in their dress. Girls shall wear full skirts, sarees or churidars. Boys shall not wear T. Shirts in the class room. All students should wear the college electronic ID Card attached to the ribbon.
5. Every student shall handle the college property with care. He/ she shall not make any marks on the furniture or the walls. Destruction of college property will entail civil as well as criminal proceedings. Further, those who damage college property will have to pay compensation for the loss incurred.
6. Forming student organizations on getting involved their activities are strictly banned on campus. The boundary of the campus begins from the main gate near the Higher Secondary School and extends to the sides of the "kole" field. Within its boundary, it encompasses all the buildings and premises owned by the Monastery. Students are forbidden to organize or attend meetings other than those permitted by the principal in writing. No outsider shall enter the college campus without permission of the college authorities.
7. A joint meeting of the PTA, Staff Council, College Council and Management has resolved to ban campus politics and activities of political organizations in the campus. (as per orders of the Hon'ble High Court of Kerala in R.P.No.435/2003 and WPC No.17148/2012). It has entrusted the College Council to enforce the High Court ruling that prohibits political activities, especially strikes, demonstrations and agitations in the college campus or its premises. Accordingly campus politics and activities of political organizations are banned in the campus. Strict disciplinary action will be taken against students who indulge in such activities. Students may register their complaints, if any, in the Grievance Redressal Cells in the college and seek solutions.
8. Posters, banners or flags are not to be kept or exhibited anywhere in the campus. No pamphlets/leaflets may be distributed inside the campus without the permission of the authority.



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9. No programme shall be arranged by associations / clubs in the campus without prior permission of the Principal.

10. Parents and guardians are requested not to ask their children/ wards to come away from college during class time, unless in case of real necessity.

11. Irregular attendance, habitual inattention to class work and obscenity in word or deed will be dealt with seriously. Misbehaviour or insubordination to teachers will be reported to the Discipline Committee for immediate disciplinary actions, including suspension.

12. Everyone has the full freedom to follow any religion according to their own conscience and is encouraged to practise it; but any form of worship other than catholic is not allowed in the college premises.

13. The students are welcome to bring to the attention of the authorities any reasonable grievance or difficulties they might have.

14.a. Tours for not more than three days (ONE working day and TWO holidays clubbed together) may be arranged by the final year students of each department with the consent of the class teacher and the approval of the Head of the Department and the principal. Students going on tour will have to be accompanied by a senior male teacher of the department and either by a lady teacher, or by the wife of the accompanying male teacher, or by the mother of a girl student in the group.

. b. Study Tours may be arranged by the teachers concerned in consultation with the class teacher, Head of the Department and with the approval of the Principal. c. Associations such as NCC, NSS, Women's Club, Nature Club and Christals may arrange one day tours preferably on a holiday, with the permission of the Principal.

15. Strict disciplinary action will be taken against the students found to have any association with anti-social gangs. Students are warned against bringing the members of such gangs to the campus.

16. If the teacher concerned has not turned up to engage the class, the class leader may contact the departments and try to make alternative arrangements. If the leader fails to arrange a teacher to engage the class the students shall not loiter or crowd anywhere in the campus or on the veranda. They must be reading in the Library/reading room.

17. Students shall always wear the Identity Card and produce them whenever asked by a staff of the college, teaching or nonteaching.

18. Students shall enter only those class rooms which are assigned to them. No Student shall enter or leave without permission when a teacher is in the class room. There shall be no unauthorized movement of the students in the corridors of the college buildings during the class time.

19. The furniture in the particular classroom shall not be moved elsewhere or rearranged without the prior permission of the Bursar.

20. Smoking/chewing, use of tobacco, pan-parag, drugs, liquor etc., and all products which are legally banned, or are injurious to health are strictly prohibited inside the college campus. No one is allowed to enter the campus under intoxication. Students shall not possess weapons while they are in the Campus.

21. If any student is sent out of the class or if a student is not allowed to enter the class by a teacher, he/she shall lose the attendance of that session.

22. Boys and girls shall park their two wheelers in the allotted parking areas. No hired or rented vehicles are allowed to be parked in the campus.



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23. Students coming to college on two wheelers shall not ride their way to classrooms, library, auditorium or canteen.

24. On no occasions shall the students play out stereo, tape recorders and keyboards for recreational purpose. Students shall not collect funds/materials any purpose without the prior permission of the authority. Unauthorized/personal, celebrations/ gatherings of any nature are not permitted in the campus/class rooms. Crackers or fireworks of any magnitude may not be set off or exploded in the campus without the permission of the authorities

25. Taking photographs of students by students in the campus is strictly forbidden.

26. Ragging is a criminal offence. Police case and other criminal proceedings (as per UGC enforced guidelines) will be initiated against anyone involved in ragging.

27. In view of the Governor's order R.T.No. 346/05/H.Ed. dt. 1-3- 2005, the Government has banned Fashion show, Cinematic Dance and use of Mobile Phones, with or without Camera, in the College Campus. If students happen to bring mobile phones, they have to keep it in switched-off position inside the compound wall. Otherwise the phones will be seized and the students will get them back only at the end of the academic year.

28. The public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the classrooms and hostel rooms on any account.

29. The following punishments may be imposed on those who violate the guideline/s mentioned above. i) Suspension from the college for three or more days. ii) Denial of conduct certificate iii) Debarring from contesting the student union election. iv) Dismissal for repeated violation of the guidelines.

30. All legal and reasonable grievances of the students will be addressed by the college authorities. In the event of any such grievance, the aggrieved can approach the respective class teacher or students' Grievance Redressal Committee existing in the college. Students can also place their grievances in writing in the General Complaint Box, placed in front of the library. Regarding all these complaints the decision of the Principal shall be final.

Guidelines for the Working of the College Union

With regard to the Judgment of the Hon'ble High Court of Kerala reported in 2003 (2) KLT 582, the St. Aloysius College, Elthuruth hereby makes the following Bye-laws for the working of the College Union:-

1. Functions of the College Union

The College Union shall have the following functions

- a) to promote development of character, discipline and performance; cultivate democratic and secular outlook and unity among the students of the college;
- b) to train the students the rights and duties of citizenship;
- c) to impart leadership qualities and the spirit of service;
- d) to develop artistic talents of students and encourage them to address and fight against social problems such as drug menace, ragging, racism, sexual harassment, corruption and communalism.

2. Patron The Principal shall be the Ex-Officio Patron of the St.Aloysius College Union and shall possess overall control over the College Union and its activities. The Principal can suspend the functioning of the College Union at any time , if situation warrants.

3. Duties The college union is duty bound



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- a) to conduct college union activities with the permission and in accordance with the directions of the Principal and the advice of the Teachers of the St. Aloysius College;
- b) to conduct college union activities without any political organisational or external influence ;
- c) to conduct college union activities in a dignified and disciplined manner without creating any unpleasant situations or inconvenience to any one and without detrimentally affecting the general discipline and reputation of the institution;
- d) to avoid objectionable items/programmes/speeches /subjects that may hamper the best interests of the institution and shall desist from such conduct or words against the management ,Principal, staff, students, public or other authorities like the University or the Government and making expressions against morality and decency .
- e) to suspend any activity, programme or function immediately as and when the Principal directs so, if programs are not done as per the approved plan.

4. Guidelines for the Student Activities

: (Ref. G.O. No. 26483 /G1/15/H. Edn. dated 12.10.2015)

- a. All Celebrations in the Campus, including Union activities, should be held only after getting prior permission from the Head of the Institution/ college. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with program details, guests attending, source of funds, expenditure estimates etc. The Discipline Committee should monitor and supervise the celebrations in the college.
- b. Student Union activities should be supervised by a Committee chaired by the Head of the Institution with Staff Advisor as Convener, and HODs and Discipline Committee members.
- c. All students have to wear identity tag in the college.
- d. Programs by External Agencies / Professional groups / paid programs such as DJ, musical events, etc. should not be permitted inside the campus. No type of fund raising from students should be permitted, as these practices lead to extortion and misuse of funds. Technical festivals should be limited to technical activities. There is no restriction for students' programs. St. Aloysius College 114 Handbook & Calendar 2017-18
- e. Bike race/ motor car race/elephant procession or similar activities should not be permitted inside the campus.
- f. In the interest of the security of students, the local police may be informed in advance about all festival celebrations.
- g. Infrastructure, supportive sound system and light would be provided by the college (expenses will be met from Union fund). Tariff for fund raising is not permissible.
- h. Cultural programme should be staged only with the approval of the Screening committee. Programs are to be ready for screening and review at least 2 days prior to its presentation.
- i. Name of the guest/s should be informed in writing at least five working days prior to the event; after approval of the guest/s, no change is permitted.
- j. Duration of the programmes for College Day / College Union Inauguration etc. is from 9.30 a.m. to 3.00 p.m.
- k. Stage decoration/ anything exhibited on stage should be approved by the committee.



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5. Liability and Accountability

For all actions / omissions of the College Union pertaining to the Bye- laws , the members of the College Union shall be jointly and severally liable and accountable. The members of the College Union shall be jointly liable and accountable for all actions of the College Union pertaining to the celebrations of the College Day.

GUIDELINES FOR ANNUAL COLLEGE MAGAZINE

The students are provided an opportunity to express their creativity and writing skills through the publication of the annual college magazine. This magazine gives an opportunity for the development of creative skills in the students. The following guidelines are set as per the UO No. 71454/CDC-E-SO/2014/ Admn. : St. Aloysius College 115 Handbook & Calendar 2017-18

AIMS: To give an opportunity to the students to express their literary skills competitions are held in every facet of literature at the college level.

To send the magazine for competitions at the University level

To collect the statistical data about the college and to make it readily available in future for documentation.

To spread the name and fame of the college far and wide.

EDITORIAL BOARD:

Principal – Chairman

Staff Editor – Elected Staff member

Student Editor – Elected Student member

Joint Staff Editor – Malayalam

Joint Student Editor

Joint Staff Editor – English

Joint Student Editor

Joint Staff Editor – Hindi

Joint Student Editor

Joint Staff Editor - Page-making

Joint Student Editor

TIME FRAME: Collection of Literature/ issues DTP Printing and Publication should be done before 15th March Date of Release before 31st March.

SELECTION OF LITERATURE

1. The literature and contents should be called for by announcing the subjects and the type of literature needed in all three languages. It should be filed and kept with the Staff Editor.

2. It can be done through competitions or literary works by students at any point of time during their studies in the college. The directives from the University/Govt. (UO No. 71454/CDC-E-SO/2014/Admn.) should be strictly followed in every respect.

UNDERTAKING BY THE STUDENTS: It should be mentioned that the literature /issue published in the magazine has not been borrowed or plagiarized.

PHOTOS

1. The photos on various activities and programs in the college should be collected and, only the selected ones should be printed.

2. The essential photos of the college, its founder, patrons and officials should be given necessary prominence. The photos of students/faculty who have excelled in any field should be chosen.

COVER

1. The college may appeal to the students to design the cover and the best one may be selected.

2. The name of the magazine can be selected from the entries invited and it should be displayed prominently.

3. The cover design and the name of the magazine should uphold our values and academic culture. The name of the artist should be mentioned and given credit.



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ADVERTISEMENTS & ACCOUNTS:

1. As far as possible there should not be any advertisements. They should be accepted if the budget is inflated beyond the capacity of the college. It should be decided on the basis of the estimated plan after discussion.
2. The Staff Editor and the Student Editor are responsible with the accounts, and transparency should be maintained in every respect as per the direction of the Superintendent / Head Accountant. 3. Accounts should be settled with an audit report to the Head Accountant at the earliest.
4. Once the printing is complete, the copies of the magazine should be submitted to the Office before payment. The Principal, through the Office, makes payment of the printing charge by issuing cheques in the name of the printing press after the delivery of the magazine copies at the college office.

THE PROCESS BEFORE PUBLISHING:

1. All literature should be collected and edited. DTP should be done after editing. The print outs should be read carefully and any corrections in language, grammar and DTP should be done in so far as possible by the students / faculty in the college.
2. The finished DTP should be ready in a CD by February.
3. The Printers are to be selected after inviting Quotation/Tender.
4. The whole process of printing and publishing of the annual magazine should be under the supervision and guidance of the Staff and Student Editor following the office procedures.



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CODE OF CONDUCT FOR TEACHING-STAFF

1. DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

2. LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

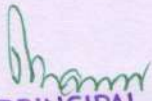
3. CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare classes as per the Department academic plan and update the Teacher's Diary.
- The Staff should get the class log and course file - approved by /HOD and Principal.
course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic log book.

4. CLASSROOM TEACHING

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.




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- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrates a high standard in teaching and learning by:
 - engaging students in their learning
 - working to achieve high level program outcomes for all students
 - maintaining records to manage, monitor, assess and improve student learning
 - using research and student achievement data to inform professional practice
 - engaging in reflective practice and developing their professional knowledge and teaching skills
 - supporting the personal and professional development of others
 - providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development.
 - assisting in developing and mentoring less experienced staff members
 - accepting responsibility for their own professional learning and development

5. LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.


6. INTERNAL TESTS/ASSIGNMENTS/SEMINARS

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Internal Tests, submission of Records and model practical examination must be conducted as per the academic calendar.

7. APPRAISAL REPORT

- All the staff members are required to submit their Self Appraisal Report at the end of every academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.



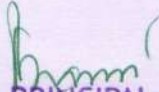

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- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

8. HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institution.
- Be attentive, fair and cooperative to students and peers on various academic and nonacademic activities.
- Believe in loving, sharing and caring.




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CODE OF CONDUCT FOR SUPPORTING STAFF

1. ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

2. ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

3. STUDENT SECTION

- Student section should
 - Ensure the eligibility of the students and prepare related documents to submit them to University within prescribed time limit.
 - Ensure the student document verification by the University within time limit
 - Ensure timely submission of admission, APC, Registration, examination forms and all other minim required data to the government and University
 - Ensure caste certificate/caste validity from concern divisional office
 - Provide all necessary student data to prepare various committee reports



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4. LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.
- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

5. CLERICAL JOBS

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.


6. PEONS & ATTENDANTS

- Peons/Attendants should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

7. APPRAISAL REPORT

All administrative staff members are required to submit their Self Appraisal Report at the end of every academic year in the prescribed format.





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CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HOD after taking into account the nature of the work in the department and of the Faculty Member's interests/choices.
- The Head of the Department should arrange meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- The Head of the Department should update the inventory, log book and all other documents related to the department and submit it to the Principal and Office, as and when required.




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CODE OF CONDUCT FOR PRINCIPAL

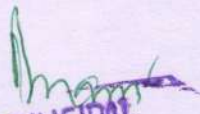
- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Meets or exceeds Institute standards and any weaknesses
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmes of the college.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.




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- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of staff members of the college, as and when needed and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.




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Code of Conduct for College Council

The College Council is the statutory body that scrutinises the functioning of the overall activities, suggests activities to promote the academic development of the institution. The council functions to ensure that the vision of the institution is upheld in all of its endeavours.

The main objective of the College Council is to provide effective governance in order to achieve excellence in the fields of education. The council is headed by Principal and consists of Secretary, Head of the Departments from each departments, Librarian, Office Superintendent, Elected Member, and Physical Education Director.

❖ **Primary Accountabilities**

- The College Council of an institution is collectively responsible for monitoring the activities of the college and to adhere to the vision and mission of the institution by implementing policies that cater to the overall development of the institution.

❖ **To Implement Activities that Reflect the Mission and Strategic Vision of the Institution**

- The prime duty of the Council is to implement activities that uphold the mission, vision, quality policy, and strategic plan of the institution.
- It should execute the suggestions recommended by the governing body in matters regarding teaching- learning process, student support, evaluation procedures, research and extension. The council is assisted by various departments and committees to achieve higher standards in education.

❖ **To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability**

- To submit the expenditure report for the fixation of the fees and other charges payable by the students who seek admission into the college.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates

❖ **To monitor institutional performance and quality assurance arrangements**

- The College Council shall implement measures to promote academic performance of departments
- It shall ensure that corrective measures are executed in the areas of improvement
- Ensuring that the statutory supplies are met in respect of accreditation for the purpose of maintaining quality of education. .

❖ **Openness and transparency in Academic endeavours**

- To ensure transparency in internal evaluation, smooth conduct of examinations and distribution of scholarships and endowments



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