



SREE NARAYANA COLLEGE FOR WOMEN KOLLAM



CODE OF ETHICS POLICY DOCUMENT



PROFILE

The Sree Narayana Dharma Paripalana (S.N.D.P) Yogam in 1946 resolved to establish a college at Kollam in obeisance to the great saint, philosopher and social reformer Sree Narayana Guru, to provide better higher educational facilities, especially for the backward classes of Kerala. Emphasis was given on education, as only education had the power and potential to wipe out disabilities of the illiterate, the underprivileged and the downtrodden, who were cursed by an inhuman caste system. The resolution came true when the Sree Narayana College was opened in 1948 as a mixed college. To meet the increasing demand for seats, it was decided to start a separate college for women. The Sree Narayana College for Women began to function in the same building in September 1951 with affiliation to the University of Kerala, after shifting the already existing College to a separate building which continues to function as Sree Narayana College, Kollam. Sree Narayana College for Women stands as a proud and triumphant symbol of a renascent and progressive society ushered in by the spiritual effulgence and vision of the great Guru.

The college had a modest beginning with a few courses at the intermediate and undergraduate levels. More courses were introduced later. The college was elevated to the status of a Postgraduate institution in 1964 with the introduction of M.Sc. course in Home Science. A job oriented UGC sponsored course in Actuarial Science was introduced in 1997-98. The next year (1998-99) witnessed the introduction of M.Sc. in Physics. A restructured B.Sc. course in Industrial Microbiology was introduced in 1999-2000. M.Sc. Applied Chemistry was started during 2000-2001, and was changed to M.Sc chemistry 2019 onwards. Now the college is one of the leading centres of learning in the field of higher education in Kerala with 15 teaching departments offering various courses at the Degree and Post-graduate levels for over 2500 students. The Department of Chemistry was elevated to the status of a Research Department in 2008 and at present 4 Research



Scholars work under two Research Guides. The department of Physics was upgraded to Research Department in 2018 and 8 Research Scholars work under two guides.

This prestigious institution has a great tradition of producing meritorious students from its very inception. All through these years, the teacher community and the student community of the college have contributed the brick and tool towards the process of moulding a progressive intelligentsia, free from caste and communal prejudices and social taboos.

OUR VISION AND MISSION

The Sree Narayana College for Women, Kollam, a pioneer institution for higher education in southern Kerala was founded by the great Statesman and leader Sri. R. Sankar in 1951. Inspired by the ideals, vision and social philosophy of the revered saint, philosopher and Karmayogi Sree Narayana Guru, Sri. R. Sankar started the mission of social upliftment by founding the temples of higher learning all over Kerala.

The Sree Narayana College for Women aims at achieving the high ideals of Sree Narayana Guru ie, Sree Narayana Dharma, which stands for ‘Enlightenment through Education’ and views education as an instrument of socio-economic progress, material advancement and political, moral and ethical development of individuals in the society. It endeavours to mould a humane, intellectually accomplished morally awakened and socially committed set of young women. It was for fulfilling Sree Narayana Guru’s call for education especially women’s education and their empowerment, that this great centre of learning has been established. As a leading institution for higher education and research for women, the college hopes to develop a holistic attitude towards life which represents a harmonious blend of the material and spiritual aspects. Conscious of its inceptional obligation of imbibing and disseminating the revolutionary ideal of “One Caste, One Religion, One God”, the college promotes respect for all religions, which is an essential ingredient of the Indian ethos and culture.



We believe that, education must be a man making process that act as an instrument of change. It should be used as a major tool for curing the evils of society. The classrooms should go beyond the traditional role of acting as centres for transmission of knowledge to become centres for character building, which should cover effective learning outcomes like values, interests, attitudes etc. relevant for better understanding and interaction with others in society. Also, we believe that education should have its focus on the development of wholesome human beings.

It is our firm conviction that education should promote moral values. It should create in the students the ability to distinguish the right from the wrong. Education is liberation of mind because each individual has immense potential. Education seeks to bring out this potential. Our institution stands for intellectual liberation and our motto is freedom through education.

The Sree Narayana College for Women a synonym for Excellence in higher education, strives to induce the students to wrest the best out of life by equipping them to build a brilliant career and future. We also try to mould their personality and culture, besides their skill to climb the ladder of success and capacity to win over the obstacles in the onward march of life. Thus the college offers excellence, efficiency and prudence.

Our college assures the quality of higher education and value orientation by providing (a) quality of content and technique of education (b) qualified teachers (c) modern infrastructure and (d) competent students. It fulfils all the standards of excellence, order and discipline. The students have access to the new frontiers of knowledge in all fields. Our teachers are devoted to scholarship and have the capacity to transfer the knowledge. They can stimulate the minds of the students and invoke in them an abiding interest in the subject. They are committed to their subjects as well as to the students. Thus we envision for our students not only an intellectual adventure in the arena of higher education, but also socially beneficial



behaviour, co-curricular activities and many laurel winning leadership opportunities and success, in their ventures.

We take care to expel the darkness of ignorance from the youth by shedding in them the flaming light of true wisdom. The Sree Narayana College for women equips students to develop their inherent talents to enable them to explore the world of new possibilities with the spirit of professional competency, sense of social justice and of self confidence. Our students would also be the symbols of national unity, cultural heritage, freedom and justice following the ideals of Sree Narayana Guru.

MANAGEMENT OF THE COLLEGE

The management of the college is vested with the Sree Narayana Trusts. The Management committee of the college consists of the Members of the executive committee of the Sree Narayana Trusts together with the Principal of the college, who is an Ex-officio member. The Secretary of the Trusts is the Manager of the College.



COLLEGE BYE-LAWS

(i) Academic terms and working time of the college:

From the academic year 2010-2011 Degree Programmes have been semesterised.

The working time of the college is from 9.00 a.m. to 4.00 p.m., with lunch interval from 12.30 p.m. to 1.15 p.m.

The college office functions from 9.30a.m. to 4.30 p.m. except on Sundays and other public holidays.

(ii) Eligibility for Admission

1. First Degree Programmes:

Candidates who have passed the two year intermediate or two year Higher Secondary or two year Pre-Degree or an equivalent examination recognised by the University of Kerala are eligible for admission to course of study in the Degree course.

2. P.G. Courses in Home Science, Physics, Chemistry and English

Candidates who have passed the respective degree examinations with minimum 55% marks are eligible for admission to the M.Sc. Degree courses in Home Science, Physics and Chemistry and 45% marks for admission to M.A Degree Course in English.

(iii) General Rules for Admission and withdrawal

1. Students are generally admitted at the beginning of the first semester of the different courses of study.
2. Application for admission must be made in the prescribed form, copies of which can be had from the college office on payment of Rs.50/-
3. At the time of admission all students must produce Transfer and Conduct Certificates from the school or college they last attended. Those who had obtained their qualifying Certificates from Universities or Boards of Examinations other than those of Kerala must produce the following documents also.



- (a) Migration Certificate from the University in which they were educated.
 - (b) University Diploma qualifying them for admission to the course they wish to undergo.
 - (c) Eligibility Certificate from the University of Kerala declaring them eligible for admission
4. Any candidate who is found to have obtained admission by false representation will be summarily dismissed and she will forfeit whatever fees she may have paid.
 5. No candidate for admission will be enrolled or allowed to attend any class until the first installment of fees is paid.
 6. The Principal reserves the right to refuse admission to any applicant without citing reasons.

(iv) Residence of Students

Students who do not live with their parents or guardians shall reside in Sree Narayana College Hostel for Women or lodgings approved by the Principal. Accommodation is provided to students in the college hostel for women, the warden of which is the Principal. Information regarding the application for admission, hostel bye-laws etc. can be had from the Deputy Warden of the hostel.

(v) Attendance and Leave of absence :

1. Attendance will be taken daily at the beginning of each class. Absence during one period will be counted as absence for the day.
2. No student shall absent herself from a class without leave. Fines are likely to be levied from students who absent themselves without leave.
3. Except for unforeseen causes applications for leave of absence in the prescribed form recommended by Group Tutors should reach the Principal before the commencement of the morning session.
4. A student absenting herself without leave for ten consecutive working days shall have her name struck off from the rolls and she shall be required to pay the admission fee before being readmitted. The Principal has the right to decide whether the student deserves to be readmitted or not.



5. Leave for a single period may be granted by the concerned teacher at the beginning of the particular period.
6. A student coming late to class will lose half a days attendance, but the teacher in charge may, if she/he thinks it fit, mark the student present.
7. In the case of absence from any test paper or composition or other exercise paper or exercise missed must be answered and the answer paper or book should be submitted to the teacher concerned. Other side the student shall not be given her attendance. She is also liable to other punishments as decided by the Principal.

(vi) Attendance Certificate

The granting of the certificate of attendance shall be subjected to the following conditions.

1. The certificate shall not be granted unless a student has completed the course of instruction to the satisfaction of the college authorities.
2. Minimum attendance of 75% of the total working days of the semester required for the Certificate is absolutely necessary for the promotion and for admission to the University Examination.
3. A student whose attendance falls below the minimum of 75% shall apply for exemption through the Principal to the University. The application for exemption shall be accompanied by the Treasury receipt for the prescribed fee. In case of absence on account of illness, a Medical Certificate is to be submitted. No exemption will be granted if the shortage of attendance exceeds 10 days.
4. No application for exemption will be recommended unless the Principal is satisfied that the shortage of attendance was due to causes beyond the student's control. Normally only long continued illness will be accepted as a plea for shortage of attendance. Absence without leave will not be condoned in any circumstance.

(vii) Issue of Certificates:

1. A student applying for a Transfer Certificate shall not be given the certificate except on payment of all fees or other money due or such portion thereof as the Principal may see fit to demand for the academic year in which she was last enrolled.



2. A penalty of Rs.50/- will be collected from every student applying for Transfer Certificate after one year of completion of course. Transfer Certificates of students who have appeared for University Examination will be issued to them only after the publication of the result of the examination.
3. Students applying for any certificate must state in their application all particulars required for identification. Full name with initials, Class last studied, Class Number, Admission Number, Group/Batch to which they belonged and the year in which they left the college. When reply by post is desired, a stamped self addressed envelope must be enclosed. Where the above details are not given a search fee of Rs.10/- will be levied.
4. A fee of Rs. 100/- will be charged for the issue of duplicate Transfer Certificate.
5. Any student who leaves the college without the written permission of the Principal before completing her course will not be issued certificate of character. Any student who discontinues her study in the college without returning any book issued to her or without paying any arrears of fees or other dues shall not be issued the certificate of character or any other certificate.

(viii) Internal Examinations

1. Examination will be held at the end of each semester for all classes. No student is permitted to absent herself from the examinations without the permission of the Principal.
2. Month-wise tests, month-wise teaching plan and month-wise achievement analysis have been introduced. A progress report of each student will be sent to her guardian at the end of each examination. They are to be returned to the Principal within a week with the signature of the guardian.

(ix) Tutorial Supervision

With a view to comprehensively improving the allround performance of the student and providing greater opportunities for personal rapport between the teacher and the taught, the tutorial system has been introduced. Students of the college will be grouped into batches of about thirty and each group will be under the charge of a member of the staff, designated as Group Tutor. Each Group Tutor will regularly monitor the progress and conduct of the students of his group and advise them on avenues of academic improvement.



Leave of absence of students will be granted only if the applications are recommended and forward by the Group Tutor. No Conduct Certificate will be issued to a student without the recommendation of the Group Tutor.

(x) General Discipline

1. Students are expected to strictly obey the rules and regulations of the college and maintain decency and decorum in dress and behaviour. It is mandatory for students to wear college uniform on all regular working days except Wednesdays.
2. When a teacher enters the class, the students must keep standing until the teacher invited them to sit down or he/she himself /herself has occupied his/her seat.
3. Students should keep with them the texts and note books required for the classes they attend.
4. No student shall leave the class room without the permission of the teacher or until the class is dispersed.
5. When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that she greets him/her.
6. Students are not allowed to stand in the verandah of the college during class hours. Students who may have no class to attend at any particular hour shall go to the Library.
7. Students shall handle all college property with care. They are forbidden from writing or making any mark on the walls or furniture or in any way making the premises dirty.
8. Students are strictly forbidden from making complaints or representations or address any authority collectively.
9. No meeting of any kind may be held in the college without the written permission of the Principal.



10. Irregular attendance, insubordination to teachers, habitual inattention to class-work, obscenity in word or act are sufficient reasons for the temporary or permanent dismissal of a student. Minor offences are punishable with suspension, fine, loss of attendance etc.
11. Malpractice in the test papers and examination will render a student liable to severe punishment which might amount to refusal of promotion to the next class or expulsion from the college.
12. Political activism is strictly banned in the campus. Students are forbidden from organising or attending meetings other than official ones. Students resorting to strikes are strictly prohibited from entering the verandah of the building or the class rooms.
13. Mobile Phones are strictly banned inside campus and campus hostel.

(xi) College Union Election : Code of Conduct

The various student organizations and independent candidates should obey the following code of conduct during the time of college union election.

1. Students should desist from disfiguring any classroom, compound walls and building in the college campus by pasting posters or writing on the walls as part of their campaign. They should not disfigure the compound walls of neighbouring buildings as well.
2. Election campaign/propaganda in the college campus should be limited to the issue of pamphlets, bit-notice, display banners, poster and conducting of group meetings to project candidates.
3. Persons who are not in the rolls of the college register should not take part in the propaganda work in the campus.
4. Students should not arrange election propaganda/campaign meetings in the college campus except with the permission of the Returning Officer and the Principal.
5. There should not be any sort of campaign/propaganda inside the college campus on the day fixed for the poll till the election results are announced.
6. No student will be allowed to vote without producing the college identity card.



(xii) Oath-taking ceremony

After the union election, the victors should take an oath.

The Oath

I.....of the college union, solemnly pledge to discharge my responsibilities to the utmost of my ability by observing the rules of the college and by striving to realise its motto-creation of a community above caste and communal differences where college is given prime importance and I undertake to work sincerely for the welfare of the student community, for the Indian nation and for the entire mankind, respecting the concept of “unity in diversity”.

CENTRAL LIBRARY AND INFORMATION CENTRE

Our college library is a centralized, automated library with a total collection of 60971 books, 2300 Reference Books, 28 Journals, 61 Popular Magazines, 9 Dailies and a collection of CD roms. In keeping pace with the modern technologies our library is also a fully computerized library functioning with the library software-Libsoft. Barcode is introduced for speedy issue and return of books. The member entry in the gate is recorded using bar coded ID card and the member details with photo will be displayed.

A digital repository which stores information in digital form has started functioning from 2012 onwards. The main objective and this digital repository is to provide a collection of e-books and e-journals to the students. N-LIST is such a digital repository. These resources can be accessed using the web address: www.sncwlibrary.libsoft.org. A browsing centre is also functioning in the library.

RULES AND REGULATIONS

The college library is centralised and automated. The working time of the library is from 9.00a.m. to 5.00 p.m. The students enjoy the benefits of open access to the library at any time of the working hours. The regulations are:

1. Students are not permitted to take home books belonging to the reference section
2. Books issued to the students should not be retained for more than 14 days. An over due charge of Rs. 1/- per day will be collected from defaulters.
3. The number of books issued to various categories of members at a time will be as follows:



Category of members	Number of Books issued from General library
	3
	10
	10
	3

4. If any book is lost the concerned person will have to replace the book or pay thrice the cost of it with in a stipulated time.
5. Damage in any book borrowed must at once be reported to the librarian, other wise the borrower will be held responsible for the damages that may be discovered later.
6. Students are not permitted to transfer books / ID Cards to other students.
7. Loud reading and talking in the library are strictly prohibited.