

Code of Conduct for Governing Board

- The Governing Body ensures the Vision, Mission and Motto of the institution are upheld in the functioning of the establishment.
- It designs policies for the administration and functioning of the institution.
- It sanctions the requirements proposed by the IQAC
- Allocate funds and supervise their adequate utilization.
- Promotes the initiation of new academic courses and provides the required facilities.
- Ascertains the participation of all stakeholders in the functioning of the institution.
- Maintains quality relationships with stakeholders, working collectively for the benefit of the institution.
- Functions fairly without prejudice or vested interests.
- Ascertains opportunities are provided for the career enhancement of staff members.
- Ensures prompt maintenance and development of the physical and academic facilities.

Code of Conduct for Administrative Staff

- The administrative staff should be aware of and adhere to institutional policies associated with their responsibilities.
- They should be punctual and loyal to the institute.
- They should always be hospitable and refrain from inappropriate behavior towards the stakeholders.
- Confidentiality should be maintained regarding the institutional activities.
- The staff's position in the institution should not be used for private gains.

Code of Conduct for the Principal

- The Principal ensures the Vision, Mission and Motto of the institution is fulfilled in the college activities.
- Take responsibility for the daily management of institutional activities.




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- Maintain discipline and ensure a favorable academic atmosphere in the campus.
- Ensure efficiency and effectiveness of the academic programmes.
- Encourage and empower staff and students through curricular, co-curricular and extra-curricular activities.
- Assign roles and responsibilities to staff members at the commencement of the academic year.
- Convene staff council and staff meetings when the need arises.
- Preside over all statutory committees of the college.
- Ascertain equal treatment and equal opportunities to all without discrimination.
- Promote developmental ventures, industry relationships and research activities in the campus.

Code of Conduct for the Head of the Department

- Formulate the Vision and Mission of the department.
- Assist the Principal in ensuring discipline and a favorable academic atmosphere in the campus.
- Take responsibility for the administration and academic matters of the department.
- Convene departmental meetings to deliberate and decide on departmental functioning.
- Ensure Remedial/Tutorial/Bridge sessions are effectively administered.
- Organize field visits, study tours and internship programmes for academic enhancement of students.
- Submit the Monthly Report to the Principal on time.
- Collect student feedback of the outgoing students
- Conduct aptitude tests for the first year students.
- Ensure the effectiveness of Mentoring and Counseling sessions.
- Encourage student participation in co-curricular and extra-curricular activities.
- Conduct departmental PTA /Alumni meetings.
- Set the departmental time table and ensure strict adherence to the time table.
- Ensure the timely maintenance of all departmental registers and financial transactions.



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- Ensure that the staff submit their leave applications well in advance and on rejoining duty produce the 'On-Duty Certificate'.
- Information received from the Principal and decisions of the Staff Council should be duly communicated to the staff and students.
- Ascertain that internal marks of students are published in the department notice board and any complaint registered is resolved.

Code of Conduct for the Office Superintendent

- Supervise office administration effectively upholding the Vision, Mission and Motto of the institution.
- Discharge duties diligently in compliance with the rules and responsibilities set by the authority.
- Maintain confidentiality regarding staff and student records.
- Be cordial and cooperate with the stakeholders.
- Be punctual, regular and loyal to the institution.

Code of Conduct for Non –Teaching Staff

- Discharge duties diligently in compliance with the rules and responsibilities set by the authority.
- Be punctual, regular and committed to the institution.
- Be courteous towards stakeholders.
- Maintain confidentiality regarding staff and student records.
- Ensure timely updating of documents.



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