



**MES ASMABI COLLEGE,
P VEMBALLUR**

CODE OF CONDUCT





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CODE OF CONDUCT

CODE OF PROFESSIONAL ETHICS - TEACHERS

1. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

vii.Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

viii.Participate in extension, co-curricular and extra-curricular activities including community service.

2.TEACHERS AND THE STUDENTS

Teachers should:

- i. Respect the right and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

3. TEACHERS AND COLLEAGUES

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated
- ii. Speak respectfully of other teachers and render assistance for professional betterment
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and;
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

4. TEACHERS AND AUTHORITIES

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5. TEACHERS AND NON-TEACHING STAFF

Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- ii. Help in the function of joint staff-councils covering both teachers and the non-teaching staff.

6. TEACHERS AND GUARDIANS

Teachers should:

- i. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

7. TEACHERS AND SOCIETY

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life ;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CODE OF CONDUCT OF NON TEACHING TAFF

Non-teaching Staff should abide by the guidelines laid down by the Department of Collegiate Education, Government of Kerala.

- Every staff employed in the college shall discharge his/her duties efficiently and shall adhere to the college policies.
- The non -teaching staffs should uphold the vision and mission of the College, and work for the holistic development of the college.
- They should perform their duties with honesty and integrity.
- They should maintain a cordial relationship with teachers and students
- They must respect and maintain the hierarchy in the administration.
- They must treat all students impartially, irrespective of gender, religion, community, caste, economic and social status
- They should respect the confidentiality of information regarding examination and other matters
- They should behave politely while dealing with the parents or guardians
- A professionally effective relationship between teaching and non-teaching staff is essential in the best interest of the student community
- The laboratory staff should provide support and cooperation to the faculty members in the smooth functioning of the laboratory
- The library staff must provide the highest level of service to the users through an accurate, unbiased and courteous responses to all requests for assistance.
- College office, departments and the library shall work on all days except holidays from 9.30 A.M to 5 P.M
- All the non-teaching staff have to mark the attendance twice a day (Before 9.30 A. M. in the morning and 5 P.M onwards in evening)
- The staff members are prohibited from accepting valuable gifts in any form from the students / parents / organisations having official transactions with the college.
- All correspondences to the management have to be routed through proper channel.
- Staff members have to avail leave with prior written permission from the Principal. However, Leave can be informed over phone in case of emergency.
- Resignation of any staff member will not be entertained during a semester period.
- The staff members have to abide by the rules and regulations of the institutions framed from time to time for the effective functioning of the college.

CODE OF CONDUCT FOR STUDENTS

The rules and regulations of the college are framed by the Management and the Principal in accordance with Government rules and the rulings of the Hon. High Court of Kerala from time to time to ensure a peaceful campus atmosphere. The college community is bound to abide by such rules. The violation of these rules will invoke not only contempt of court but also invite punishment.

1. As per the direction of the High Court of Kerala (W.A. No. 535/2003 & Related Judgements) the college has decided to prohibit all political activities within the college campus. Activities such as Demonstration, Campaign, Rioting, Vandalism, Display of poster, Banners, Flag, Strike, Gherao, Dharna, Hartal are hereby prohibited. Students will have no right to set up political outfits/organisations or to initiate union activities henceforth.
2. As per the judgement in RP 435/03 by the Honourable High Court of Kerala and the directives of the Registrar of University of Calicut No. L.C. SW (2) College Union Election/ OP/04 dated 02-03-05 to this effect, the Management of the College has the right to hold the union election in the Parliamentary form or any other manner it deems right for the maintenance of discipline in the campus.
3. Ragging, teasing, intimidating, harassing, using words of abuse etc. on junior students especially female students within the campus or outside is a punishable crime under Police act and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished.
4. The Students are expected to be cleanly and respectably dressed. Prescribed uniforms are compulsory for students inside the campus.
5. Students shall always behave with dignity and courtesy and their behaviour in the college shall conform to the standards of academic decorum.
6. No student shall leave or enter the classroom without the permission of the teacher.
7. Furniture in the class room should not be dislocated or damaged. All serious and wilful damage will be required to pay for which such penalty as may be imposed by the Principal.
8. Any disfigurement or damage to college building, water, gas, fire, electrical installations, gardens and premises will be punished and the cost of the damages if any will be recovered.
9. Students are forbidden to organize or attend any meeting in the college or to collect money for any purpose without the prior permission of the Principal.

10. Students will be expelled from the college for breach of discipline by the Principal in consultation with the College Council and there shall be no appeal to the decision taken by the College Council.
 11. Smoking and using or keeping alcoholic drinks or drugs are strictly forbidden in the college campus.
 12. The Principal or duly constituted College authority may frame and issue disciplinary rules of permanent or temporary nature regulating the conduct of students within the campus or hostel premises from time to time and the students are obliged to obey them.
 13. Educational concessions awarded to students are liable to forfeiture for misconduct and the concessions will be withdrawn.
 14. Irregular attendance, habitual inattention to class works and obscenity in words or deeds are sufficient reasons for permanent or temporary dismissal of the students.
 15. Students are not allowed to be present in the campus after 4.30 pm without genuine reason.
 16. Students should not crowd in the verandas or sit on the side walls of the corridors obstructing passage.
 17. As per High Court order students and outsiders are not permitted to bring vehicles into the Campus during class hours. They have to park the vehicle at the allotted places.
 18. Cinematic dance, DJ and other forms of performances having vulgar and indecent connotations are banned from performing in the campus.
 19. Writing, sticking poster on the walls of the college campus are strictly prohibited
 20. The college has an approved pattern of uniform and a dress code which is binding on all students. The cost of the uniform materials will be collected at the time of admission. Students should dress modestly keeping aloof from all kinds of vulgarity.
 21. Students residing in the college hostel should follow the hostel rules.
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