



MES ASMABI COLLEGE, P. VEMBALLUR

Aided College Affiliated to University of Calicut

P. Vemballur PO, Kodungallur, Thrissur District, Kerala, 680671

CODE OF PROFESSIONAL ETHICS AND CONDUCT



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CODE OF CONDUCT FOR STUDENTS

The code of conduct of the students provided in the handbook as per the recent court orders, UGC regulations, orders from government, and decisions of the staff council as discussed in the PTA. The amendments in any of these are binding and are discussed in student's representative meetings, PTA and finally decided in the staff council. Students are given directions through the tutorial system in which class tutors are mentors and are functioning for every class under each department. Students can express their views through two class representatives (male and female) and also through the student union. A grievance cell is functional for the students to express their grievance at any time. Staff council, discipline committee, ant-raging cell, principal, HODs of departments, tutors, counseling centre, students union and PTA together function to ensure the code of conduct for the students.

CODE OF CONDUCT FOR TEACHERS

A detailed code of conduct for teachers is provided in the handbook as well as in the college website. Recent updates through court, UGC or government orders is discussed in the staff meeting involving all the teaching faculty including guest and self-financing faculties and finally approved in the staff council. The implementation is ensured through department HODs, Principal and monthly and annual reviews. Students feed back is also taken every semester to have an evaluation to ensure mitigation measures if necessary. A staff club, a grievance cell etc. are functioning in the college to have facilities for the teachers to express their opinion apart from department meeting, college staff meetings. Concerns to the management is expressed to the management secretary through the principal, or through the secretary of the staff club or through the grievance mechanism.

CODE OF CONDUCT OF NON-TEACHING STAFF

Detailed code of conduct for non-teaching staff is also provided in the manual and any amendments are communicated through the non-teaching staff meeting headed by Principal and the Superintendent. Directions from the management especially managing secretary are also critical in functioning of the non-teaching staff. They are also part of the whole staff meetings. The code of conduct is ensured through Principal, Superintendent, Management secretary, Staff council and PTA. The non-teaching staff can express their concerns in any of these bodies, in the grievance cell and to the staff council. Non-teaching staff employees unions are also functioning in the college.

CODE OF CONDUCT FOR MANAGEMENT

The code of conduct for management committee developed binding to the bylaw of the MES, various court and government orders, legislation are provided in the handbook. Management committee functioning under the state and district management committees and directions are circulated as orders in time to time. The code of conduct is ensured through Management committee secretary, President and Treasurer apart from the state and district committees. The management Secretary and President function as direct link with matters related with college which is implemented through the principal and are restricted to non-academic matters. Grievances can be expressed at various levels in the corporate management keeping the procedures.



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CODE OF ETHICS TO CHECK PLAGIARISM IN ACADEMIC WORK

MES Asmabi College, is one of the leading higher educational institutions in coastal area of Thrissur district in Kerala affiliated to University of Calicut. Since its inception in 1968, the college has strived to provide the highest standards of academic training to socially and economically weaker students in the locality. In order to maintain the highest academic standards, the college follows a policy of zero tolerance to plagiarism in academic work. Plagiarism in academics is not a recent phenomenon and is unlikely to stop unless educational institutions create awareness amongst students and researchers to avoid plagiarism. At MES Asmabi College, we aim to have an effective system in place for detecting and penalising plagiarism so as to discourage the practice. The following are general guidelines to be adopted by students and faculty of the college to understand and avoid plagiarism in academic work.

INSTITUTIONAL POLICY FOR PREVENTION OF PLAGIARISM

MES Asmabi College follows a policy of zero tolerance to plagiarism in academic work. The following are the mechanisms to be followed in order to prevent plagiarism:

1. Faculty are required to introduce students to plagiarism in academic work and referencing.
2. Faculty are required to contact the College Librarian to create an account for checking plagiarism. The plagiarism checking software that is currently available to the College are Urkund and Plagiarism Checker X
3. Students should be encouraged, to the extent possible, to submit their assignments/ term papers/ academic projects in pdf document format.
4. Students should be informed that they will be penalized for engaging in plagiarism.

The penalty should be according to the following scheme:

- a. Level 0 – Minor similarities- no penalty.
- b. Level 1– 10-20% similarities- 10% of maximum marks.
- c. Level 2 – 20-30% similarities -20% of maximum marks.
- d. Level 3 – 30-40% similarities -30% of maximum marks.
- e. Level 4- above 40% similarities- cancellation of the assignment/term paper.