

AL-AMEEN COLLEGE, EDATHALA



AL-AMEEN CODE OF CONDUCT

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Published by

Internal Quality Assurance Cell

July 2013

Al-AmeenCollege ,Edathala

EdathalaNorth P.O

Ernakulam– 683 561

Kerala, India

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Al-Ameen College, Edathala

Ernakulam

Content

- 1. Introduction**
- 2. Vision and Mission**
- 3. Code of Conduct for Principal**
- 4. Code of Conduct for Teachers**
- 5. Code of Conduct for Administrative Staff**
- 6. Code of Conduct for Staff**
- 7. Guidelines for Class Educators (Tutors)**
- 8. Code of Conduct for Students**
- 9. Code of Conduct for Support Staff**
- 10. Code of Conduct for Academic Administrators**

1. Introduction

The Code of conduct of staff is central to the success and reputation of the College. It is therefore important to follow the College Code of Conduct.

This Code defines the standards of conduct required to be followed within the College and, in some cases, outside the College. There may be difficult situations in the course of duties and this Code is designed to enable to know what is expected and best practices to be followed.

It is the responsibility of the staff to make aware of the standards set out in this Code and to apply these standards at all times. Breach of this Code, may be liable to disciplinary action. It covers conduct at work and may also include conduct outside work which is relevant to concerned departments. Some misconduct will be treated as gross misconduct and in such cases dismissal is the normal form of disciplinary sanction.

This Code is not intended to impinge on that freedom, but rather to ensure that it is reasonably exercised in a manner not detrimental to the College, its clients or staff.

2. VISION AND MISSION

I. Vision

To create an educated and enlightened society. To place a strong thrust on secularism, culture, tradition and character formation for the betterment of society.

II. Mission

The college strives to provide the best possible academic platform by offering ICT enabled comprehensive teaching learning techniques for transforming our youth into globally competent, ethically sound and socially committed individuals.

We uphold the rich cultural heritage and tradition of the society with an unchanging aim to contribute to the development of our Nation.

III. Our Core Values

Quest for Excellence
Social Commitment
Environmental Consciousness
Ethics & Integrity

IV. Our Motto

“LORD GIVE UNTO ME MORE KNOWLEDGE”

3. CODE OF CONDUCT FOR PRINCIPAL

- Exhibit integrity, dignity, decorum and effectiveness at all levels.
- Implement unprejudiced approaches for decision-making with employees and learners.
- Maintain tolerance while dealing with burning issues among students and subordinates.
- Provide equal justice to faculty members and students from different socioeconomic communities.
- Allow the liberal participation of faculty in the affairs of the organization.

4. CODE OF CONDUCT FOR TEACHERS

A. Commitment to the Profession

- Working hours are to be dedicated to learning, training and study.
- Refrain from external employment that may impede the quality of learning.
- Continuous attempts should be made for professional growth, in particular through involvement in study operations and updating in their region of competence.
- Create a culture that fosters helpful cooperation between colleagues

B. Commitment to Colleagues

- Treat peers as equals, irrespective of their status.
- Unfitting open confrontations should be prevented in the professional setting.
- Other colleagues' professional views and recommendations should be respected and considered.
- Maintain active membership in professional organisations and work towards achieving the goals that justify such organized groups.

C. Commitment to the Institution

- Be regular and report for courses on time. Unless they are allocated responsibilities elsewhere, teachers should be accessible on campus from 9:30 a.m. to 4:10 p.m.

- Teachers may leave the campus only with the approval of the Principal during their working hours.
- Teachers should be present in all student programs to preserve the discipline and promote study.

D. Commitment To Students

- Teachers should be accessible to learners, particularly on weekdays, as much as possible.
- Teachers should show their dedication to job excellence, manners and accomplishments to learners.
- Help students in Physical, Social, Intellectual, Emotional, and Moral Development.
- Teachers should uphold human dignity and promote equality of gender, religion.
- Help learners create constitutional and democratic values.
- Inculcate the students ' patriotic spirit.
- Help learners distinguish between right and incorrect and injustice.
- Train students for private and public property regard and gratitude.
- Assist learners in exercising tolerance in their efforts to understand the thoughts and views of others that will equip them
- Do not engage in operations with the likelihood of corrupting learners.
- Under no circumstances should students be exploited for the personal interest of the faculty.
- Stimulate students ' spirit of inquiry.
- Encourage learners to balance their participation in academic and co-curricular education.
- Promoting and developing students' anti-narcotic attitudes.

E. Commitment to the Community

- Perform citizenship responsibilities and engage with due regard in community operations.
- Discussions should be encouraged on contentious problems to instill critical assessment in the schools.
- Encourage students ' participation in social service operations

F. Commitment to Women Empowerment

- Work to enhance women's education, in particular by promoting girls ' post-secondary education.
- Encourage the involvement of girl learners in intra-and inter-college co-curricular operations.
- Enrich women learners through awareness courses and workshops with abilities, self-confidence and understanding.
- Promote university girls ' soft skills training programs to create them

G. Commitment to Environment

- Monitor eco-friendly campus maintenance operations.
- Follow sustainable construction methods and encourage recycling and management of waste.
- Plant more trees in campus.
- Conduct workshops and seminars on sustainable growth and environmental preservation.
- Preserve rare species of herbal plants

5. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- The office employees shall be present from 9:00 a.m. to 4:30 p.m. During office hours, there is no provision to leave the campus.
- For the efficient administration of the organization, they should operate in an orderly and incorrupt manner.
- Effective communication and interpersonal interaction should be practiced with in the organization and outside.
- The visitors of the institution should be welcomed
- They should be excellent team players who can collaborate on the completion of tasks on time with distinct departments.
- In charge of cleanliness, maintenance and repair, technical and non-technical employees should always supervise and work towards the adherence of university equipment to quality norms.
- In their dealings with students should be kind and emotionally balanced.

6. CODE OF CONDUCT FOR STAFF

- Every member's primary responsibility in teaching faculty is to remain focused on the institution's mission and vision and contribute best to the goals.
- Professors must be present in college without fail on all working days and should not leave the campus on any pretext before the expiry of the specified college working hours.
- Duty attendance 5 minutes late than the designated time shall be registered as late attendance without previous consent.
- Any worker will lose one day of casual leave for which he is eligible for every three days of late participation.

7. GUIDELINES FOR CLASS EDUCATORS (TUTORS)

- Classroom educators are accountable for preparing and updating the Curriculum Vitae of their classroom learners to assist them understand their own learners better.
- The professors of the class should monitor strictly the students' hourly attendance and ensure that the leave forms are presented on time.
- Class educators should guarantee that their student conducts properly
- Class educators should see to it that no student is allowed to participate in classes, laboratories and libraries or co-curricular programs unless they wear uniforms and identity cards.
- Students with no uniforms and badges of identity can only be readmitted with a signed authorization note from Principal.
- Class educators should retrieve and forward the internal examination questionnaires to the
- Class educators should guarantee that their talented pupils are actively involved in curriculum.
- It is the responsibility of the class teachers to prepare the B2 form for each semester. They should also forward it through the Department Head to the Principal.
- Class professors should indicate student attendance on working days other than periodic learning days

8. CODE OF CONDUCT FOR STUDENTS

- Every student must have his / her valid Identity Card in the college premises and must wear it all the way until he / she is in college premises or representing the college anywhere else.
- The Identity Card must be generated for inspection whenever requested by the authorities involved.
- Should support for maintaining a clean and tidy campus.
- Students who fail to keep the minimum attendance situation due to bonafide disease or any other reason considered correct by the Principal should apply to the Principal in writing for leave of absence before or within 2 days from the date of commencement of such leave, failing which they will be handled as defaulters.
- Students must adhere to the uniform requirements of the management
- Students should not carry out any activity damaging the image of the college and the society.

9. CODE OF CONDUCT FOR SUPPORT STAFF

- Any work allocated by the Department Head, Principal and any other college authority will be voluntarily accepted and performed on time efficiently.
- Ensure college services such as photocopying and posting are only used for purposes of college
- Please do not spend unnecessary time on the desktop of the college.
- For conduct of examinations, help of support staff is compulsory.
- Keep the campus echo-friendly and neat and tidy.
- Manage general facilities properly and up keep of maintenance check list.

10. CODE OF CONDUCT FOR ACADEMIC ADMINISTRATORS

- It is the HoD's responsibility to ensure the timely sanctioning of the Departmental Academic Calendar is submitted to the IQAC.
- Once the academic calendar has been sanctioned and compiled by the IQAC and the budget has been sanctioned, the HoD must see that programmes should be according to the sanctioned academic calendar.

- The HoD is accountable for its department's efficient functioning.
- No teacher can take advantage of CL / DL without the permission of HoD. If the HoD wants to use a CL / DL, he / she must take the Principal's previous approval.
- If the HoD wishes the Principal to participate in any task, the Principal must be explicitly stated. In such a situation, the Principal's accessibility is to be sought before the activity date is finalized.