

AMC GROUP OF EDUCATIONAL INSTITUTIONS



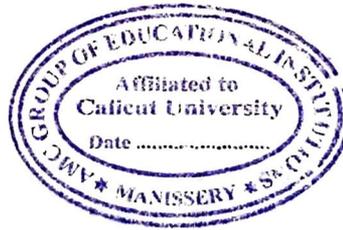
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Handbook on code of conduct for stakeholders based on human values and professional ethics of the college is attached below. The book is already published in the college website.

Principal

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**TRAINING AND RESEARCH INSTITUTE FOR
SOCIETAL AND HUMANITARIAN ASPECTS**
Charitable Trust Reg No. 120-06

AMC Group of Educational Institutions Manissery



Internal Quality Assessment Cell



**A Handbook on code of conduct for
stakeholders**

**Based on human values and professional
ethics**

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Objectives of Handbook

The Intention of this handbook is to serve as a quick reference to all stakeholders and to develop a set of beliefs, attitudes and practices that ought to guide various stakeholders of the institutions. The Objectives are as follows:

- ✓ Create awareness among stakeholders on professional ethics and human values.
- ✓ Inspire loyalty, social and moral values.
- ✓ Understand and respect differences.
- ✓ To appreciate the rights of others.



1. Code of Conduct for Principal

As an administrative and academic head of the institution, the principal is liable to follow certain code of conduct.

- ✓ To uphold the ethos of inclusiveness in terms of impacting education in the institution.
- ✓ Protect the collective interest of all sections of the institutions so that each of them perform freely and give their best for the betterment of institutions.
- ✓ To give equal treatment to all the stakeholders in the college so that there is no discrimination in any of the practices taken inside the campus.
- ✓ To uphold and maintain the essence of Social Justice for all stakeholders irrespective of their caste, creed, race, sex or religion identity as in the frame work of Indian constitutions.
- ✓ Maintain required alertness among all



stakeholders of the college against the sexual harassment of the employees and provide equal opportunity to all genders.

✓ To initiate and propagate the spirit of welfare within all sections of human resources attached directly and indirectly with the college.

✓ To create an environment for academic excellence and promote research.

✓ To act as a bridge between staff and management for the betterment of all stakeholders.

✓ Be fair in disciplinary actions for all members of faculty, non teaching staff and students.

✓ Listen to the students' ideas and set a supportive tone.

✓ Promote institution's interaction and development activities.



2. Code of Conduct for Teaching Staff

As a teacher you have been entrusted with a position within the society. To maintain and augment the already established respect, it is essential that you will be aware of your position at all times and conduct yourselves in an appropriate manner.

Teachers' responsibility to the students

- ✓ Give foremost consideration to the students' well being.
- ✓ Direct his/her whole professional effort to assist the student to develop whole personality including ability to work.
- ✓ Foster honesty, integrity and consideration for others.
- ✓ Act with justice and follow rules and regulation of the college.
- ✓ Recognize each student as an individual.



✓ Assist the students to develop their talents suitably and to the fullest extent feasible.

✓ The teacher should recognize that she should work with the support of parents.

✓ Teacher should not intentionally expose the students to embarrassment.

✓ Should not use professional relationships for personal advantage.

✓ The teacher should not disclose information about students obtained in course of professional service.

Teachers' responsibility to the colleagues

✓ The teacher shall respect the professional standing and opinion of his /her colleagues and maintains relations.

✓ The teacher shall be prepared to help in all possible



ways junior colleagues and accept the authority of senior professional colleagues while retaining the right to express professional opinion.

✓ Shall tries to improve his/ her effectiveness as a teacher in every possible way.

✓ A teacher shall not knowingly make a false statement concerning the qualifications and competence.

✓ The teacher shall not accept gratuity, gift or favour that might influence professional decisions or actions.

Teachers' responsibility to the parents

✓ Teacher shall recognize the right of the parent to consult, on the progress of the student.

✓ The teacher shall do nothing to undermine parental authority, but shall be prepared to give advice for the best interest of the students.

✓ The teacher shall make every effort to encourage parents to involve themselves actively in the



education and welfare of their children.

Teachers' academic responsibility

✓ Plan, prepare and deliver lessons.

✓ Teach according to the need of students and curriculum.

✓ Assign works and mark regularly the work carried out by students.

✓ Assess, records and report the development , progress of students.

✓ Provide or contribute to the oral assignments, reports and references relating to individual students or groups of students.

✓ Review and evaluate method of teaching and learning.

✓ Co operate with colleagues, head of department, principal and development of course material/ teaching material, teaching programs.



- ✓ Participates in further trainings and professional development programs.
- ✓ Maintain good order and discipline among students.
- ✓ Participate in staff meeting for the betterment of organization.
- ✓ Register the attendance of students properly.
- ✓ Use bold gestures and positive facial expression to reinforce your style of teaching.
- ✓ Be punctual; keep occupied all students and make the class interested.
- ✓ Wear identity card during working hours.



3. Code of Conduct for Non-teaching Staff

- ✓ Non teaching staff should remain on duty during college hours.
- ✓ Be punctual and discipline towards the work.
- ✓ Cooperate with colleagues, superiors and students.
- ✓ Respect the rights and opinion of others.
- ✓ Maintain appropriate level of confidentiality with respect to the student and sensitive matters.
- ✓ All staff should display the highest possible standards of professional behaviour.
- ✓ Wear identity card during the working hours.



4. Code of Conduct for Students

- ✓ Every morning we begin our session with National Song “**Vande Matharam**”. Come to attention when it begins and keep standing till it ends.
- ✓ The students should be regular and punctual in attending classes.
- ✓ Students have to be in their respective class room by 9.30 a.m. and should not leave the class except during intervals.
- ✓ Any student who is unable to attend the class has to produce the leave note signed by the parent/guardian.
- ✓ The students should comply with the rules and regulations regarding dress code.
- ✓ When the students want to enter, or leave the classroom when the class is going on, he/she shall do so only after getting consent of the teacher.
- ✓ The students shall not bring any offensive articles like, weapons, explosives including crackers.
- ✓ The students shall not loiter in the veranda or college premises during class hours.



- ✓ No indecent representation shall be made by any students towards any other student in words, letter, and gestures or by any other means.
- ✓ Tobacco and its various products, intoxicating drinks, narcotics and any other psychotropic substances are strictly prohibited in the college.
- ✓ The students shall bestow utmost respect to the members of both the teaching and non-teaching staff in the college and outside.
- ✓ The students are bound to obey the directions given by the teachers and their disobedience would amount to serious misconduct.
- ✓ A student who has any complaint against other students, teaching staff or non-teaching staff shall represent the same either in writing or orally to the principal directly, or to the H.O.D. or to the Discipline Committee or to the Grievance Cell.
- ✓ The students shall always keep with him/her the Identity Card and shall produce the same to the authorities as and when demanded.



- ✓ Political activism is banned in the college campus. Students are forbidden to organize or attend meeting other than the official ones in the class rooms or in the campus.
- ✓ The students shall not bring flags, placards, pamphlets, banners, posters, or any publicity material of the political parties or student organizations.
- ✓ No notice should be pasted without the permission of the principal within the college campus.
- ✓ The students shall keep away from all sorts of agitations like strike, disturbing classes, taking out processions, uttering slogans etc. inside the college premises.
- ✓ The students shall not bring any outsiders to the college premises for any purpose whatsoever without the consent of the Principal.
- ✓ The students shall not organize or go on tour, picnic or excursion without getting the explicit permission of the Principal.
- ✓ Malpractices in the test papers and examinations will render a student liable to severe punishment.
- ✓ Entering any classes, not belonging to the student

without prior permission from the Principal is a punishable offence.

✓ No student or office bearer of any associations shall give any matter regarding the activities of the college to the press without the approval and permission of the Principal.

✓ The students shall not cause any loss or damage to the college property.

✓ The students are bound to obey directions issued from time to time, by the principal and the authorities on the notice board.

✓ Students who persistently misbehave in the college even after getting warning from the Discipline Committee will be dismissed.

✓ Ragging is strictly prohibited in the college campus.



5. Guidelines to Head of the Department

- ✓ Responsible and Accountable for academic administration of Department.
- ✓ Head should have thorough knowledge of Curriculum and Syllabi.
- ✓ Allotment of Subject to the teachers as per the workload and oversee and monitor the faculty during lecture hours and give constructive suggestions for their improvement.
- ✓ Recommend the staff requirement to the principal as per the workload of department to the principal.
- ✓ Interact with students periodically, monitor attendance of students, review the performance in internal and external examinations and ensure general discipline of students in the campus.
- ✓ Convey information to staff and students from higher authorities.
- ✓ Act as bridge and strong interface between staff and principal.



- ✓ Ensure internal marks and attendance are published on time and grievances are properly handled.
- ✓ Chair department meetings and review the activities of department and report the same to higher authorities.
- ✓ Take all possible ways to enrich academic quality by arranging guest lectures, seminars, workshops, industrial visit.
- ✓ Motivate teachers to participate in seminars and conference, paper publications, etc
- ✓ Conduct soft skill development program, career development program for benefit of students in coordination with concerned clubs.
- ✓ Ensure documentation of all activities conducted by the department and report the same to authorities.
- ✓ Any other activity allotted by the principal time to time



6. Guidelines to Mentors of Group Tutorial System

- ✓ Mentors have to ensure regular interaction with their mentees.
- ✓ Tutorial meeting should be conducted during regular intervals.
- ✓ Mentors should collect the data from their mentees which will help them to know the socio economic background of the students.
- ✓ It is the duty of the mentor to provide guidance, motivation, emotional support and role modelling. A mentor should help with exploring career, setting goals, developing contacts and identifying resources.
- ✓ Mentor has to identify the counselling requirements of mentee and take the help of counselling cell in such cases.
- ✓ Mentor should develop punctuality, responsibility and self discipline culture among the mentees.



✓ Evaluate the academic performance of students on a regular basis, identify the need of remedial teaching, identify the aptitude, talent and skills of the students are expected from the mentor

7. Guidelines to Club Coordinators

✓ Permission of principal is must to start a new club.

The matter should be discussed in a council meeting/ IQAC Meeting. Principal is the chairman of all clubs formed in the college.

✓ Objective of the club should be specific and must be in written form.

✓ A teacher appointed by the principal should be in charge of the club. The club may have maximum of two additional teachers to assist the teacher coordinators.

✓ Maximum number of members of the clubs is 30 students or as instructed by the affiliating agency. An Executive committee should be formed (8 to 12 members). Two Students should be selected as the coordinators of club and one must be a female. Selection should be done in democratic way.



✓ Application for inviting members should be invited through circulars to all class. The matter should be displayed in notice board for a minimum period of 10 days. Interviews and screening has to be done in case of over subscription. Interview or screening method should be finalized after discussion with Principal and IQAC.

✓ Activities should be planned and executed according to the scope and objectives of the club.

✓ All activities conducted by the club should be documented properly and the same should include a short description of the activity, date, time, venue and details of resource person if any

✓ Attendance slips of participants along with photographs should be kept as proofs.



✓ Activities conducted by the club must not affect the regular classes and academic environment of the college.

✓ Meetings and discussions of the club should be conducted after the regular classes.

✓ The coordinators of the club must take maximum effort to reduce the use of plastics and any other things which will affect the green concept followed by the college.



All stakeholders are requested to uphold the policy of institution as delineated in the code of conduct and inform the authorities of any violations and assist individually and collectively to improve the quality and effectiveness of code and guidelines which may be amended by time to time according to change in the policies of Government and higher education authorities.

