

# **ADHIPARASAKTHI COLLEGE OF ARTS & SCIENCE**

(AUTONOMOUS)

G.B. NAGAR, KALAVAI - 632506

**HUMAN VALUES  
PROFESSIONAL ETHICS  
CODE OF CONDUCT**



**HAND BOOK**

(Revised in 2023)

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## INTRODUCTION

Adhiparasakthi College of Arts & Science (Autonomous), is committed to impart value-based quality education coupled with holistic development of students. For the progress and development of a civil society, Human Values and Professional Ethics are inevitable. Higher Educational Institutions (HEIs) indeed have a responsibility to build a strong society. Therefore, there is a need to create high quality practices and environment backed with Human Values and Professional Ethics in the college.

Human Values and Ethics define the quality of a person or an organization or society at large. It is needless to emphasize that education is the most important pillar of a civilized and dignified society. Hence, the educational institutions themselves need to be values and ethics personified. Thus, there is a need to keep emphasizing the importance of human values in educational institutions.

This handbook has been prepared to prescribe the code of conduct and to create high-quality practices and environment backed with human values and professional ethics in the college. The document includes guidelines for the employees to understand the moral values that ought to guide the profession and to resolve the ethical aspects in the profession. It is intended to develop a set of beliefs, attitudes and habits that students should display concerning ethical behaviour. The document should help the stakeholders to appreciate and respect the rights of others.

In the first part of the document, it fairly elaborates about the college, its vision, mission, values, motto, core values, code of conduct, human values and professional ethics. In the second part, the philosophy and conceptual framework of human values and professional ethics is detailed. The third part elaborates the Code of Conduct for the stakeholders of the college; the students, the teachers, the administrative staff and the administrative authority. The document also draws an implementation plan; the dynamics and methods to inculcate human values and professional ethics among the stakeholders of the institution.



## PART - I

### ABOUT THE INSTITUTION:

The Adhiparasakthi Charitable, Medical Educational and Cultural Trust, Melmaruvathur renders dedicated service to the cause of education and service to humanity by establishing several institutions. The members of the Trust are people of Eminence in various walks of life viz., Education, Research, Industry, Business and Administration. His Holiness Arulthiru Bangaru Adigalar is the Founder of the Trust. Adhiparasakthi Institute of Science Agriculture and Technology (APISAT) founded by the Trust is unique that is totally committed to quality innovation dynamism and social relevance. Study, Spirituality and Service are its Motto. Inculcation of character and virtues, besides academic training are its hallmark. Duty, Dignity and Discipline are its watchwords. It is keen that students should shine as model citizens and men of eminence and excellence in our Society.

Adhiparasakthi College of Arts & Science is the first self-financing college started in this part of the state in the year 1988. It was affiliated to Madras University till the academic year 2000-2001 and from the year 2001-2002 onwards, it is affiliated to Thiruvalluvar University, Vellore. To begin with three undergraduate courses viz., B.Sc., Biochemistry, Microbiology and Computer Science were offered. In the year 1993-94, the college was upgraded as postgraduate college and started offering M.C.A., programme. From 1994-95, M.Sc., Biochemistry and M.Sc., Applied Microbiology were added. In the year 1999-2000, B.C.A., was introduced from 2001-2002, M.Sc., Information Technology and M.Sc., Computer Science and Technology were offered in the college, B.Com, B.B.A., Courses were introduced from 2004-2005, M.Phil (Full time and Part time) in computer Science, Biochemistry and Microbiology were introduced in 2004-2005, M.Com was introduced from 2007-2008, M.Phil (Full time and part time) in Commerce was introduced in 2009.

The College has been recognized as a center for Ph.D, Programmes in Biochemistry and Microbiology in the year 2008 and Ph.D, Programme in Computer Science in the year 2014. B.Sc Mathematics course was introduced from 2012-2013. M.Sc Mathematics course was introduced from 2015-16. M.Phil Mathematics course was introduced from 2018-2019. Ph.D programme in Commerce was introduced from 2019-2020. The College has received permanent affiliation from the Thiruvalluvar University during 2008-2009. From this year onwards our college has introduced B.Sc., (A.I) course. The College is conferred with Autonomous status from the year 2011-2012. The College has been Re-Accredited by NAAC with B Grade (CGPA-2.83) in 2014 and with B++ Grade in 2022

The College has two imposing buildings for UG and PG courses with separate well equipped laboratories and spacious class rooms. The students live in a pollution free and calm atmosphere during the course of study. On the whole, the college has magnificent view with serene atmosphere conducive for healthy academic life.





## VISION

*Our Vision is to mould youth, to combat changing challenges and to serve global community with professional competence and spiritual commitment to excellence.*

## MISSION

*Our Mission is to provide quality, value-based and career oriented education to students, especially rural young men and women, who will be agents of social transformation and global development through their selfless and spiritual service.*

## MOTTO

- STUDY
- SPIRITUALITY
- SERVICE

## CORE VALUES

- Faith in God
- Pursuit of Excellence
- Integrity
- Diversity
- Compassion



## PART- II : HUMAN VALUES & PROFESSIONAL ETHICS: A CONCEPTUAL FRAMEWORK

### 1. HUMAN VALUES :

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth etc. that enhance fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most of the places and times and practice them. Human values help in understanding the attitude, motivation, behaviour, and also influence one's perception about the world. They enable the interpretation of "right and wrong" and provide the ways to understand humans and organizations. The principal human values are discussed in brief as follows:

- ❖ **Love & Compassion:** Love manifests in sincere care of others, kindness, empathy and compassion for all. True unconditional love leads to compassion. It may be seen in operation in human acts of generosity, mercy and charity.
- ❖ **Peace:** Peace contains values like equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. Its scope includes peace at the levels of individual, society and the world.
- ❖ **Truth:** Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. It is marked with values like accuracy, fairness, honesty, sincerity, justice, fearlessness, integrity, quest for knowledge, determination, etc. In professional life, the simplest manifestation of truth is in sincerity that can be seen in terms of commitment to work.
- ❖ **Non-Violence:** Non-violence refers to restraint from consciously doing any harm through one's thoughts, speech or action to any entity, living or non-living. Non-violence demands abstinence from hatred and nurturing love and compassion for all beings.
- ❖ **Righteousness:** Righteousness is the backbone of core human values as it involves conduct of life and action by practicing propriety and decorum at every stage. It covers ethical guidelines, ethical behaviour and moral values.
- ❖ **Service:** Service is an action performed out of love. It also stands for compassion and sacrifice for others. The value of service demands equanimity without any conditions or discrimination based on caste, creed, race, region and religion.
- ❖ **Peaceful co-existence:** Peaceful co-existence describes cohesive and coherent relationships. It contains psychological and social values such as benevolence, compassion, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness, etc.
- ❖ **Discipline:** Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc.





Values are to be learned through practices to form the foundation of strong human culture. Hence, the administrators and teachers in HEIs need to bear in mind that their peers and learners learn values from their conduct and behaviour. Institutions having better human values flourish and get recognition. Adhiparasakthi College of Arts & Science (Autonomous), has attained the status of College with Potential for Excellence and a mentor Institution by following the above-mentioned human values.

## 2. PROFESSIONAL ETHICS:

Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession.

The underlying philosophy of having professional ethics is to make people follow a sound uniform ethical conduct. The success of an institution's mission and vision is driven by value-based ethical behaviour of its committed faculty members, officers, staff and students. Following are some of the vital components of professional ethics that professional organizations necessarily include in their code of conduct:

- ❖ **Integrity:** Adhering to conduct of duties in righteous manner and in accordance with principles of honesty, trust, transparency and fairness.
- ❖ **Trusteeship:** Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.
- ❖ **Harmony:** Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.
- ❖ **Accountability:** Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.
- ❖ **Inclusiveness:** Adopting standards, policies and procedure to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion and other activities in an institution.
- ❖ **Commitment:** Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills and attitudes to achieve excellence in due time and regulatory boundaries.
- ❖ **Respectfulness:** Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.
- ❖ **Belongingness:** Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.
- ❖ **Sustainability:** Ensuring optimal resource utilization — economic, environmental and social — to achieve long lasting and safe future.





## **PART - III: CODE OF CONDUCT**

### **I. CODE OF CONDUCT FOR THE STUDENTS**

#### **I.1. PREAMBLE**

This Manual indicates the standard procedures and practices of Adhiparasakthi College of Arts Science (Autonomous), (hereinafter referred to as the 'College') for all students enrolling with the College for pursuing varied programs. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights and responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code.

#### **I.2. ETHICS AND CONDUCT**

Students would make the best use of the golden part of their lives in Higher Education Institution by devoting their energy for learning and developing a wholesome personality.

##### **Students should**

- a) Abide by Act, Statutes, Ordinances, rules, policies, procedures of the College and respect its ideals, vision, mission, cultural practices and the traditions.
- b) Stay in an academic institution with the joyful learning experience.
- c) Remain punctual, disciplined and regular in attending classes.
- d) Observe modesty in their overall appearance and behaviour.
- e) Behave with dignity and courtesy with teachers, staff and fellow students.
- f) Act as a role model for the junior students by attaining the highest level of values and morality.
- g) Maintain harmony among students belonging to different socio-economic status, community, caste, religion, region or ideology. Any act of discrimination (physical or verbal) based on an individual's gender, colour, caste, race, religious beliefs, region, language, sexual orientation, marital or family status, physical or mental disability, gender identity, etc. shall be avoided.
- h) Contribute towards cleanliness of the campus and surroundings.
- i) Respect and care for the institutional properties.
- j) Observe proper behaviour while on outside activities (educational tour/visit or excursion).
- k) Be honest in providing only truthful information on all documents.
- l) Maintain the highest standards of academic integrity while presenting own academic work.
- m) Help teachers in maintaining the learning environment conducive for all students.
- n) Strive to keep campus ragging free.
- o) Be sensitive to gender issues.



- p) Be sensitive to societal needs and development.
- q) Maintain good health and refrain from any kind of intoxicants.

This Code shall apply to all kinds of conduct of students that occurs in the College premises and any off-campus conduct that has or may have serious consequences or adverse impacts on the College's Interests or reputation.

- 1) All students must deter from indulging in any form of misconduct including partaking in any off-campus activity which can affect the College's interests and reputation substantially.
- 2) Intentionally damaging or destroying Institute property or property of other students and/or faculty members shall be avoided.
- 3) Any disruptive activity in a class room or in an event sponsored by the College shall be avoided.
- 4) Students should always wear the College Identity Card inside the campus.
- 5) Misconduct includes participating in activities including:
  - i. Organizing meetings and processions without permission from the College.
  - ii. Accepting membership of religious or terrorist groups banned by the College/Government of India
  - iii. Unauthorized possession, carrying or use of any weapon, explosives, or potential weapons or fireworks contrary to the law or policy.
  - iv. Unauthorized possession or use of harmful chemicals and banned drugs.
  - v. Smoking in the campus of the College.
  - vi. Possessing, consuming, distributing or selling of alcohol in the campus of the College.
  - vii. Rash driving in the campus that may cause any inconvenience to others
  - viii. Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
  - ix. Theft or unauthorized access to others resources
  - x. Misbehaviours during any activity of the College.
  - xi. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.
- 6) Students are not expected to interact with media representatives on behalf of the College. They shall not invite media persons on to the campus without the permission of the College authorities.
- 7) Students are not permitted to either audio or video record lectures in the class rooms or actions of other students, faculty, or staff without prior permission.
- 8) Students are not permitted to provide audio or video clippings of any activity in the campus to the media without prior permission.





- 9) Students are expected to use the social media carefully and responsibly. They shall neither post derogatory comments about other individuals of the College on the social media, nor shall indulge in any such related activities having grave ramifications on the reputation of the College and its authorities.
- 10) Theft or abuse of electronic resources like computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of the property or facilities of College's offices, classrooms, computer networks, and other restricted facilities, private residences of staff/ faculty etc., and interference with work of others is punishable.
- 11) Damage to, or destruction of, any property of the College, or any other property on the College premises is punishable.
- 12) Making a video/audio recording, taking photographs, or streaming audio/video of any person without consent in a location where the person has a reasonable expectation of privacy, is punishable.
- 13) Indulging in any form of harassment is defined as misconduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, or medical condition.

### 1.3. JURISDICTION

The College shall have the jurisdiction over the conduct of the students associated /enrolled with the College and to take notice of all acts of misconduct including incidents of ragging etc. which are taking place on the College campus or in connection with the College related activities and functions.

College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred in the campus. It shall include:

- a) Any misbehavior to other students by violating the Sexual Harassment Policy of the College.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College;
- c) Possession or use of weapons, explosives, or destructive devices off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes nuisance to members of the surrounding off-campus community.



#### 1.4. BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to inquire into the alleged violation and accordingly suggest the suitable disciplinary action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- I. **SCRATCH:** If nothing wrong occurred or there are no grounds for action, a decision of scratch is recorded in a student's file.
- II. **TAKE NO ACTION:** This action indicates that a serious accusation was made but was not or could not be substantiated.
- III. **ADMONITION:** A reprimand that becomes part of the student's official record but is not considered a formal disciplinary action. Admonition is not recorded on a student's transcript.
- IV. **WARNING or CENSURE:** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- V. **RESTRICTIONS:** Reprimanding and restricting access to various facilities on the campus for a specified period of time.
- VI. **COMMUNITY SERVICE:** For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- VII. **SUSPENSION:** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority.
- VIII. **DISMISSAL:** Action taken in serious disciplinary cases whereby a student's connection with the college is ended.

#### 1.5. APPEAL

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

- a) Accept the recommendation of the committee and impose the suggested punishments or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct.
- b) Refer the case back to the committee for reconsideration.

In any case, the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.





## 1.6. ANTI-RAGGING

The College has a coherent and an effective anti-ragging policy in place which is based on the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" [hereinafter referred to as the "UGC Regulations"]. The UGC Regulations have been framed in view of the directions issued by the Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions. The said UGC Regulations shall apply mutatis mutandis to the College.

### 1.6.1. Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.



### 1.6.2. Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Principal and headed by the Dean of Students Affairs shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti- Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

### 1.7. STUDENT PARTICIPATION IN GOVERNANCE

As students are members of the College, they have a substantial interest in the governance of the College. The code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the College and who are going to be enrolled in the College are advised to uphold the policy and inform the College of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.





## 1.8. GENERAL GUIDELINES TO THE STUDENTS

### 1.8.1. Discipline and Decorum

- 1) The first bell is rung two minutes before the commencement of every morning session and the students are expected to stand up or stay on wherever they are and participate in the prayer. The second bell is rung at the hour fixed for the beginning of the class.
- 2) At the first bell before each session students should move towards their respective classes and take their seats so as to facilitate the conduct of class.
- 3) When the teacher does not arrive in the class, the monitor may inform the concerned department of the fact.
- 4) During the absence of the teacher as well as while moving from one class to another, care should be taken to observe silence.
- 5) Students are forbidden to write or make any mark on the walls of the College buildings or furniture, throw paper or ink in the class-room.
- 6) All serious or willful damages to furniture will be required to be paid for.
- 7) Students should avoid using the corridors of College office, class-rooms or Library for recreation. They should stand clear off stairways and door steps lest it should be inconvenient for anyone to go around the campus.
- 8) After the commencement of the lecture no student is allowed to enter or to go out of the class rooms without the permission of the teacher-in-charge.
- 9) Irregular attendance, insubordination to teachers, habitual inattention to class work, obscenity in word or deed are sufficient reason for the permanent or temporary dismissal of a student.
- 10) Students are strictly forbidden to engage in any political movements. All students' political organizations and all their activities inside the campus are banned.
- 11) All strikes and demonstrations are banned in the campus; students who adhere to strike and political activities are not allowed to enter the campus or class premises.
- 12) No political assemblies shall be held in the campus; no student is allowed to take part in any meetings in the campus except those organized by the authorities for official purposes.
- 13) Boards, flags, banners, badges or any other articles meant for political activity cannot be brought to the campus or be kept in the campus. Such articles, if any, will be removed from the campus.
- 14) Students are not allowed to make complaints in a body or present any collective petition.
- 15) Students are not allowed to post any information on the online social media which may damage the image of this institution, its staff and students.
- 16) Pants and shirt for boys, chudithar and kameez with shawl for girls is the dress code in our campus. Showy cloths are to be avoided.
- 17) Smoking and the use and peddling of alcoholic drinks and narcotics are strictly prohibited in the campus.



- 18) Parents, guardians and visitors to the College should seek the permission of the Principal to visit their wards in the class rooms. Persons other than students and staff are not admitted to those sections of the buildings of the College where classes are held. Persons found moving about in the campus/ premises of the College, where they are not allowed entry without the permission of the Principal, will be considered as trespassers and will be treated as such.
- 19) Students are not permitted to use mobile phones inside the campus as per the Govt. order issued in this regard, otherwise the mobile phone will be captured. The use of all kinds of cameras, including mobile phone-cameras, is strictly prohibited in the campus.
- 20) Ragging of students is strictly prohibited as per Government Orders and judgments of Courts of Law in this regard. As and when written complaints of ragging are raised, the matter will be handed over to the Police authorities.
- 21) Non-observance and violation of the disciplinary guidelines stated above will lead to disciplinary action.

#### **1.8.2 Attendance and Promotion**

- 1) A student who absents himself from class without leave during any one period of the day shall lose the full attendance of the session.
- 2) Students coming late to class will lose half a day's attendance. The teacher at his/her discretion may admit students who come late. He/she may also mark them present on a reasonable excuse.
- 3) Attendance will be strictly marked and for no reason will anybody be allowed to appear for Semester examinations if his/her attendance shortage is beyond 25%. Attendance will not be given for Union activities even if one is holding an elected office.
- 4) Students have to satisfy attendance requirements in order to be permitted for end semester examinations,
- 5) The annual attendance and progress certificate shall not be granted unless the student has attendance for three fourth of number of working days prescribed by the University/College and the authorities are satisfied that the progress and the conduct of the student have been satisfactory.
- 6) A Student in a junior class who has earned required attendance progress certificate is eligible for promotion to the next higher class only if he has registered for examination at the end of the semester.
- 7) A student who has failed to earn the progress certificate for the academic Semester at the end of which there is a Semester examination must attend College to receive such additional instruction as the Principal may prescribe so as to enable the Principal to issue the progress certificate.





## 1.9. CERTIFICATES

- 1) Every student should take his/her Transfer Certificate at the end of his course and produce it when he/she is admitted for next course.
- 2) No student who has previously studied in any recognized school or college (including Adhiparasakthi College of Arts & Science) shall be admitted to the College unless he/she presents the transfer certificate.
- 3) No transfer certificate will be issued to those from whom there are any dues to College.
- 4) No fee will be levied from those who apply for T.C. within one-year after leaving the College.
- 5) A fee decided by the competent authority will be levied from those who apply for T.C. after the lapse of one year from the date of leaving the College.
- 6) A fine of amount decided by the competent authority, will be levied from those who apply for duplicate copy of the T.C.
- 7) A duplicate Transfer Certificate may be issued to a candidate only when the original is irrecoverably lost and on a written declaration made by the candidate in the prescribed form together with a certificate from a Judicial Magistrate in support of declaration.
- 8) No certificate will be sent by post unless the necessary self-addressed stamped envelope is enclosed with the application.
- 9) A duplicate identity card will not be normally issued. However, on the recommendation of the Principal, the duplicate card will be issued at a cost of Rs. 50/- The candidate should submit a new photograph for the same. On any account there will be no issue of more than two cards.
- 10) The pass certificate of qualifying examination and the mark book surrendered to the College office at the time of admission and the mark book of the University examination (for which the student is presented from this College) shall be taken back by the student after clearing of due as soon as they complete their course.
- 11) The College will own no responsibility for certificate if any retained, after six months of the completion of their course or discontinuance from studies.

## 1.10. LIBRARY AND LABORATORIES

### 1.10.1. Library and Reading Room

1. It is obligatory on all the students, research scholars and staff to become members of the college library.
2. Library catalogue is available online. The link to the catalogue is available from the Library page in 'Resources' tab of the College website <http://apcas.ac.in/>
3. The library will remain open on working days during 9:30 am to 4:00 pm
4. The library is closed on Sundays, 2<sup>nd</sup> & 4<sup>th</sup> Saturdays and other public holidays.



5. Books from the reference section shall not be taken outside the library. They will be issued for use in library during working hours. The use and issue of other books from the library shall be governed by the following rules:
- A library user requiring the library books should approach the staff in circulation desk to get them issued. The staff will issue the same through the automated system.
  - On receiving the books, users must examine and report to the library staff any damage found therein. If they fail to do so, they will be held responsible for the damage found on returning the book.
  - Undergraduate students are allowed to take three books and postgraduate students may take six books at a time. Research scholars can borrow one book at a time. Teaching staff are allowed to take ten books at a time while non-teaching staff can borrow three at a time.
  - Books may be kept for 14 days by the users including students, research scholars, teaching and non-teaching staff, but this period may be shortened in particular cases. They can be renewed for a further period of seven days if no one else has applied for the same books. The renewal should be done by the users themselves during 12th, 13th or 14th day of issue of books, by logging into their online library accounts.
  - A user failing to return the book within the prescribed time will have to pay a fine of Rs. 1.00 per day (including holidays). The user cannot lend any book till the fine is paid. Absence from college will not be accepted as an excuse for not returning the books in time.
  - Sub-lending and transferring of books to another person's name are not allowed.
  - If a book is damaged, lost or spoiled, the member will have either to pay three times the price of the latest edition of the book or supply the library with a new copy along with the fines accrued, if any. If the lost book is not available for replacement the value of the lost book will be realized at rates regulated by the Government.
  - All books borrowed by students must be returned before the end of the semester. Further, all the books borrowed from the library by students, research scholars and members of teaching and non-teaching staff must be returned within the first week of March every year.
    - ❖ Books not exceeding two may be borrowed for the Pongal or Deepawali holidays; all such books should be returned on the day of reopening.
  - Issue of Non-Liability Certificates (NLC), Transfer Certificates (TC) and refund of caution deposit are done only after clearing all library dues.
  - No book which has been prescribed as a textbook for a class shall be lent to the students during the period for which it is prescribed as textbook.





- k) Members are forbidden to remove any page/content from any document from the library.
06. Strict silence must be observed in the library and its immediate premises.
07. Personal belonging such as umbrellas, bags, Tiffin carriers etc., are to be kept in the racks available at the entrance of library. Sleeping and indecorous behavior are prohibited inside the library.

### **I.10.2. Computer Lab Rules and Regulations**

#### **A. Entry/Exit**

- 1) Only students, faculty and staff of Institution are allowed inside the computer lab.
- 2) Visitors are allowed inside the lab only with prior permission from the appropriate authorities.
- 3) Students are required to sign the register at the time of entry and exit from the computer lab.
- 4) Any kind of footwear inside the lab is strictly prohibited.
- 5) Students shall not carry any storage device such as CDs/flash drives without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

#### **B. Inside the Lab**

- 1) Students have to maintain silence at all times in the lab.
- 2) Students will occupy the computer systems as identified by the lab-in-charge.
- 3) Where the students have carried storage devices such as pen drives or CDs, the same will be tested for any presence of computer viruses or any other undesirable content.
- 4) Students should not attempt to access IT servers.
- 5) Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as server.
- 6) The Internet facility at the Institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
- 7) Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.
- 8) The lab-in-charge, system administrators inside the Computer lab or the Institution is not responsible for the loss of any personal property of the students.
- 9) Beverages and food are prohibited inside the Computer lab.



- 10) Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.
- 11) Chatting and talking is prohibited in all Computer labs.
- 12) Students are prohibited from visiting any sites that do not add learning value or are illegal.
- 13) Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using monitoring software for regulation purposes.

### 1.10.3 Student Code of Conduct for Laboratory

- 1) Students are to report for the required laboratory sessions on time.
- 2) All Laboratory equipment/appliances/chemicals need to be handled with care.
- 3) Students must intimate the faculty laboratory assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
- 4) Any damage caused to equipment/machinery/appliances will be recovered by the College from the concerned student/students.
- 5) Students should adhere to the instructions given by the faculty/laboratory technician during the laboratory class.
- 6) Students are required to report to the laboratory sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behaviour such as, unnecessary talking in the laboratory is strictly prohibited.
- 7) All materials used in the laboratory are the property of the College and should not be taken out of the laboratory except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
- 8) Students absenting themselves from laboratory cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

## 2. Anti-Sexual Harassment Procedure

Sexual harassment is gender-based verbal or physical conduct that has the purpose or effect of either unreasonably interfering with an individual's dignity, work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

### 2.1. Process of making complaint of Sexual Harassment

An aggrieved person is required to submit written complaint to the Internal Complaints Committee (ICC) within three months from the date of the incident and in case of a series of





incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaints Committee shall render all reasonable assistance to the person for making the complaint in writing. Friends, relatives, colleagues, co-students, psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

## **2.2. Process of conducting Inquiry**

- 1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- 2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- 3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint.
- 4) The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI (Higher Education Institution). Copy of the findings or recommendations shall also be served on both parties to the complaint.
- 5) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- 6) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.
- 7) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties. If, on the other hand, it is decided to act as per the recommendations of the ICC, then a Show Cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.
- 8) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- 9) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.
- 10) The case will be followed with the legal procedure as per the law of the land if the accused is found guilty of charge by the ICC or any other body.



### 2.3. Grievance Redressal Machinery

For redressal of grievances and complaints, the college shall adhere to the following:

1. Grievances, if any, may be presented before the officials –HOD/ Principal / Executive-Manager
2. There should be a sincere effort from the part of the members of faculty to find solutions for the problems.
3. All matters requiring the intervention of higher authorities should be presented in person and in writing.
4. The Grievance committee objectively and with due respect to the institutional and academic goals, looks into the grievances and takes appropriate action to remedy the situation.

### 3. CODE OF CONDUCT FOR THE TEACHING STAFF

According to National Education Policy 2020, the most important factor in the success of higher education institutions is the quality and engagement of its faculty. Teachers truly shape the future of their wards - and, therefore, the future of the nation. The high respect for teachers and the high status of the teaching profession must be restored so as to inspire the best to enter the teaching profession. The motivation and empowerment of teachers is required to ensure the best possible future for our children and our nation.

1. Teachers should act as a role model for students by displaying good conduct, set a standard of dress, speech and behavior worthy of example to the students.
2. Teachers should act as friend, philosopher and guide of students.
3. Teachers should help students in identifying their potential and support through counseling and mentoring.
4. Teachers should create a conducive environment for teaching-learning process and strive for innovative practices and knowledge creation.
5. Teachers should observe punctuality in teaching and other duties.
6. Teachers should exhibit decent behaviour with all.
7. Teachers should refrain from harassment of student in any form.
8. Teachers should actively participate in institutional development.
9. Teachers should refrain from any type of discrimination.
10. Teachers should inculcate human values, scientific outlook and concern for the environment among students and others.
11. Teachers should develop an understanding of our heritage.
12. Teachers should encourage students to actively participate in scheme/ activities of national priorities.
13. Teachers should cooperate with the college authorities for betterment of the college.





14. Teachers should actively work for national integration and communal harmony.
15. Teachers should be sensitive to societal needs and development.
16. Teachers should abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and college and respect its ideals, vision, mission, cultural practices and the traditions.
17. The teachers should uphold the vision and mission of the College, and work for the holistic development of the students.
18. The teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.
19. They have to do properly the special duties assigned by the Principal.
20. They should mark the attendance online, and maintain the documentation in the Attendance Register entrusted to them.
21. They should maintain a personal contact with the students, and the class teachers and mentors have greater responsibility in the well-being of the students of their respective classes. Each Tutor should keep the contact details of their students and their parents and each Mentor should keep a record of mentoring of their mentees.
22. All the teachers should keep the "Code of Professional Ethics for University and College Teachers" given by UGC, guidelines outlined in "MulyaPravah - Inculcation of Human Values and Professional Ethics in Higher Educational Institutions", promulgated by UGC and guidelines from the other statutory bodies from time to time.

### 3.1. 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

#### Teacher should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Seek to make professional growth continuous through study and research;
- d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- e) Maintain active membership of professional organisations and strive to improve education and profession through them;



- f) Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;
- g) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- h) Abide by the Act, Statute and Ordinance of the University of Calicut and the College and to respect its ideals, vision, mission, cultural practices and tradition;
- i) Co-operate and assist in carrying out the 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
- j) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- k) Wear the college Identity Card on the campus.

### 3.2. Teachers and Students

#### Teachers should:

- 1. Respect the rights and dignity of the student in expressing his/her opinion;
- 2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- 3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- 5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- 6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- 7. Pay attention to only the attainment of the student in the assessment of merit;
- 8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- 9. Aid students to develop an understanding of our national heritage and national goals; and
- 10. Refrain from inciting students against other students, colleagues or administration.





### 3.3. Teachers and Colleagues

#### Teachers should:

- a) Treat other members of the profession in the same manner as they themselves wish to be treated;
- b) Speak respectfully of other teachers and render assistance for professional betterment;
- c) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- d) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

### 3.4. Teachers and Authorities

#### Teachers should:

- 1) 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 organisations for change of any such rule detrimental to the professional interest;
- 2) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- 3) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 4) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- 5) Adhere to the terms of contract;
- 6) Give and expect due notice before a change of position takes place; and
- 7) 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.

### 3.5. Teachers and Non-Teaching Staff

#### Teachers should:

- 1) Treat the non-teaching staff as colleagues in a collaborative spirit within the institution;
- 2) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.



### 3.6. Teachers and Guardians

#### Teachers should:

- I. Try to see through teachers' bodies and organisations, 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.

### 3.7. Teachers and Society

#### Teachers should:

- a) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- b) Work to improve education in the community and strengthen the community's moral and intellectual life;
- c) 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;
- d) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- e) 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.

## 4. CODE OF CONDUCT FOR THE NON-TEACHING STAFF

### 4.1. Administrative/ Support staff / Non-Teaching Staff should:

- 1) Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- 2) Encourage the staff to maximize their efficiency.
- 3) Create conditions that inspire teamwork.
- 4) Act timely to readdress the genuine grievances.
- 5) Maintain the confidentiality of the records and other sensitive matters.
- 6) Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- 7) Care for the institute's property.
- 8) Facilitate congenial environment.
- 9) Refrain from any form of discrimination.
- 10) Make every effort to complete the assigned work in a time-bound manner.





- 11) Strive to maintain the academic atmosphere of the College through the works assigned to them.
- 12) Not sub-delegate the responsibilities entrusted to them without the prior permission of the principal.
- 13) Deal with students, faculty and colleagues with respect and courtesy.
- 14) Dress in a manner that is appropriate for an academic environment.
- 15) Wear their identity cards on the campus.
- 16) Remain on duty during College working hours as instructed by the Principal within the provisions of orders of legitimate authorities.
- 17) Carry out their duties as instructed by the authorities to whom they are attached.
- 18) Avoid inappropriate relationship with the students.

#### **4.2. Staff working in the Laboratories / Computer labs / Instrumentation Labs should:**

- 1) Keep the Labs/equipment/machines/utensils clean.
- 2) Inform any loss or damage of any article in the Lab to the Head / In-charge immediately. A register should be maintained with regard to the damage caused.
- 3) As per the direction of the HOD, ensure that the amount is collected through college office for articles damaged by the students.
- 4) Be obliged to follow the Code of Conduct as mentioned below:
  - i. Preparing for the practical requirements well in advance
  - ii. Behaving politely while dealing with the students when they approach for any assistance
- 5) Inform any disciplinary problems with any student in the Lab Session to the notice of the faculty/HoD immediately.
- 6) Direct dealing of any issues, without the knowledge of the Staff-in-charge/HoD is to be avoided

#### **5. CODE OF CONDUCT FOR ADMINISTRATIVE AUTHORITY**

It would include Principal, Vice-Principal, Deans of Various Faculties, Controller of Examinations, Heads of Departments, IQAC Coordinator, Bursar (Finance Officer), Office Superintendent, Academic Statutory Bodies, etc.

#### **The above authorities in general would:**

- 1) Be responsible for all academic and administrative activities of the institution, to see that the provisions of Acts/Statutes/Ordinances and Regulations of the college are duly observed and business of the institution is carried out in strict adherence thereto.
- 2) Comply with laws, rules, and regulations of the government applicable to the college.



- 3) Provide inspirational and motivational value-based academic and executive leadership to the institution through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- 4) Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the institution.
- 5) Act as agents of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the institution to the maximum extent.
- 6) Follow the objectives and policies of institution and contribute constructively to their on-going evaluation and reformulation.
- 7) Maintain the confidentiality of the records and other sensitive matters.
- 8) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- 9) Refrain from any misappropriation of financial and other resources.
- 10) Refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of their duties.

#### 5.1. Governing Body

Subject to the existing provision in the rules laid down by the state government/parent university, the governing body of the college shall have powers to:

- ❖ Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs, make it skill oriented and in consonance with the job requirements;
- ❖ Prescribe rules for admission in consonance with the reservation policy of the state government/national policy;
- ❖ Promote research in relevant fields;
- ❖ Evolve methods of assessment of students' performance, the conduct of examinations and notification of results;
- ❖ Use modern tools of educational technology to achieve higher standards and greater creativity; and
- ❖ Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighborhood programmes, etc.
- ❖ Institute scholarships, fellowships, studentships, prizes and certificates on the recommendations of the Academic Council.
- ❖ Approve new programmes of study leading to degrees and/or diplomas.
- ❖ Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as autonomous.





## 5.2. Academic Council

### Functions of the Academic Council:

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- 1) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- 2) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- 3) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- 4) Recommend to the Governing Body proposals for institution of new programmes of study.
- 5) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- 6) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- 7) Perform such other functions as may be assigned by the Governing Body.

## 5.3. Board of Studies

The Board of Studies of a Discipline in the college shall:

- a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- b) Suggest methodologies for innovative teaching and evaluation techniques;
- c) Suggest panel of names to the Academic Council for appointment of examiners; and
- d) Coordinate research, teaching, extension and other academic activities in the department/college.

## 5.4. Finance Committee

Functions of the Finance Committee:

The Finance Committee will be an advisory body to the Governing Body, to consider:

- 1) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- 2) Audited accounts for the above.



### 5.5. Planning Board

The College may set up a Planning Board to approve the proposal for development of undergraduate and postgraduate education and research, after identifying its needs and deciding on its priorities. Besides the Principal, Bursar, Dean of Planning, Coordinator IQAC, and senior teachers, Librarian, a senior person from the Accounts Department may be members of the Planning Board. After finalizing the budget allocation for UG & PG education, the planning board should submit the details. The Planning Board of the college will be responsible for approving the proposal for developments for improving the standards of teaching and research at various levels.

### 5.6. External Experts/Invitees as member of Various Committees

#### External Experts/Invitees would

- a) Support decisions with an approach such that they have no axe to grind.
- b) Help take the right decision through their expertise and impartial views
- c) Help an institution enable attaining highest quality and standards.

### 5.7. Head of the Department

#### Head of the Department should:

- 1) Ensure responsible and efficient functioning of the Department in a professional manner with reference to its goals and objectives.
- 2) Develop and schedule the activities of the department for the academic year-preparation of departmental calendar.
- 3) Ensure judicious class/job allocation to the faculty members.
- 4) Ensure that all faculty members complete their role responsibilities in a timely manner.
- 5) Assist the Principal in ensuring the proper leave management of teaching and non-teaching staff of the department, in such a way that no prescribed class hours are lost.
- 6) Ensure harmonious working environment to nurture a healthy academic community and assist in resolving differences.
- 7) Periodic independent review of faculty performance individually and suggest remedial tips.
- 8) Initiate opportunities and avenues for developing faculty knowledge and capability.
- 9) Encourage regular academic discussions for subject exposure among the relevant faculties in and outside the department, to facilitate knowledge sharing and updating.
- 10) Identify and arrange specialist lectures for different subjects in consultation with the concerned faculty.
- 11) Inspect concerned department classes at least once in a semester.





- 12) Maintain overall student discipline in the department as per college policy and guideline, with due coordination with other teachers, with regard to attendance, internal examinations, dress code, attitude, conduct, assignment completion etc.
- 13) Resolve difficulties faced by the students, academic and non-academic, in due consultation with other teachers and referring essential cases to the Counselor, with a discrete note of reference.
- 14) Ensure smooth running of mentor-mentee system in the department.
- 15) Take all efforts from the department side for enhancing employability and placement readiness of the students in the department.
- 16) Prepare and monitor the time and cost budgets for the department.
- 17) Convene regular faculty meetings to assess and review the progress of planned activities.
- 18) Convene department council meetings to get students feedback on teaching.
- 19) Conduct pre-examination and post examination reviews with the faculty members concerned with regard to quality of questions, answers, rectification measures etc to improve the student performance/results.
- 20) Comply with the reporting requirements and submissions as may be specified.
- 21) Finalization of the work load/allotment and timetable for the next semester immediately on completion of the current semester.
- 22) Develop proposals for improved teaching methodologies, curriculum enhancement, new academic programs of practical significance etc.
- 23) Distribute Endowments annually and be in touch with the Bursar's Office for getting required financial help.
- 24) Assign works for the Lab attendants and monitor them closely.

#### 5.8. College Librarian

##### The college librarian should;

- 1) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- 2) Ensure discipline and decorum in the library;
- 3) Organize programmes for fresher's to orient them to Library.
- 4) Maintain and enhance the library with e-resources, remote access and remote learning;
- 5) Manage their private affairs in a manner consistent with the dignity of the profession;
- 6) Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research;
- 7) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- 8) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.
- 9) Organize courses on Research Methodology and ethical practices of research;



- 10) Ensure annual purchase of new books and renewal of subscription of journals;
- 11) Help the faculty and students to get the thesis / manuscripts plagiarism checked.

## **5.9. Principal**

### **College Principal should;**

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the College's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional Endeavour.

### **5.9.1. Principal's Responsibilities**

In Adhiparasakthi College of Arts & Science, the Principal shall be the head of the college and shall be responsible for the internal management and administration of the college. In the absence of the Principal, one of the Vice Principals or in their absence the senior-most Professor of the College shall be in charge of the duties of the Principal.

### **5.9.2. Functions & Powers of Principal**

#### **Administrative Powers**

- a) Supervision over Teaching staff and Non-teaching staff and maintenance of discipline in the institution.
- b) Sanction increments to the Aided Staff.
- c) Sanction payment of belated increments to aided Staff.





- d) Making necessary entries in the Service Book of the Staff.
- e) Preparation of Annual Reports:-
  - ❖ To Director of Collegiate Education and
  - ❖ University.

Further powers and functions of the Principal is driven on the University of Calicut Statutes and Government Orders issued for this purpose.

#### 5.10. Vice Principals

- i. Provide help and support to the Principal in the academic matters entrusted by the Principal.
- ii. The Vice-Principals have no right to take decisions against the policies of the Principal in his absence.
- iii. They have to perform their duties as Vice-Principals without detrimental to the regular teaching duties.
- iv. Vice Principals assist in yearly teacher evaluations, monitoring of the uploading of the attendance, internal marks etc. They also assist in providing guidance to staff and students, and encouraging a positive climate in the college.
  - 1) Organize and facilitate Seminars and trainings on Research Methodology, Intellectual Property Rights and Research Consultancy.
  - 2) Develop strategic initiatives to ensure incubation centres and start-ups.
  - 3) Facilitates Research Funding and Research Projects especially from Industry.
  - 4) Promote industry-academia innovative practices
  - 5) Ensure adequacy of facilities for Research.
  - 6) Collects feedback from Research scholars, analyses it and take appropriate remedial actions.

#### 5.11. Controller of Examinations

##### **Powers and responsibilities of the Controller of Examination:**

- 1) The Controller of Examination shall be the Principal Officer in-charge to conduct examination, tests and the declaration result. He/she shall discharge his/her functions under the direct superintendence, direction and guidance of the Principal. In the absence of COE by virtue of any reason anyone from, the Assistant COE(s) recommended by the Principal will look-after the work of COE in addition to his own work;
- 2) COE shall be a full-time aided staff of the College and will report to the Principal. ACOE(s) shall be any teaching staff working here and will report to the COE;
- 3) The COE will be the supervisor of Examination Committee constituted by the Academic Council;
- 4) The Controller of the Examinations may inform the proceeding of Examination Committee to the Academic Council as and when required;



- 5) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results;
- 6) Subject to prior approval of the Principal, the Controller of Examinations shall perform the following duties and responsibilities namely
  - i. To prepare academic calendar including examination schedule and implement the same;
  - ii. To appoint examiners and moderators as prescribed in the rules & regulations;
  - iii. To arrange for printing of question papers and answer books and their safe custody;
  - iv. To arrange to evaluation and to process the results;
  - v. To arrange for timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results;
  - vi. To postpone or cancel examination in part or in whole, in the event where such need arises;
  - vii. To ensure confidentiality and to make assessment/ improvement in the process of the End Semester examination/ evaluation;
  - viii. To finalize the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Council;
  - ix. To appoint external agency(s)/ observer(s) for conducting and monitoring the examinations;
  - x. To appoint external agency(s)/ evaluator(s) for evaluation of examination;
  - xi. To submit report regarding examination(s) to the Principal.
- 7) The Controller of Examinations shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Principal;
- 8) In the absence of the COE/ ACOE(s), his duties shall be performed by any officer or teacher of the College as assigned by the Principal.

## 6. Implementation of Human Values and Professional Ethics

### 6.1. Concept of Implementation of Human Value and Professional Ethics

The tenets of Human Values need to be embedded in the societal act and behaviour of mankind. International and intra- national scandals of corruption, loss of inter-personal trust, value-less lifestyle, unethical behaviours, conflict of interest and insider dealing, nepotism and mediocrity, etc. lead us to the conclusion that things are not going in the right way. There is a dire need to re-emphasise ethical ways to conduct the affairs by all members of society.





There is an urgent need for implementation plan of action to inculcate human values and professional ethics for significant stakeholders of the higher education in different levels i.e. individual level, inter-personal level and intra- institutional level.

## **6.2. Implementation Plan for Teachers**

1. Workshop and training programmes on human values and professional ethics for teaching fraternity.
2. Putting inputs of human values and professional ethics in induction, orientation and refresher programs for teachers.
3. Open interaction on regular-basis with other stakeholders for harmony.
4. Consultation for human values and professional ethics.
5. Encourage teachers for involving other stakeholders in curricular and co-curricular activities to demonstrate certain values.
6. Promoting teachers to take up inter-disciplinary research based on human values and professional ethics.
7. Encouragement to teachers for rendering their services as a mentor for inculcating ethical and human value among their students.
8. Quoting ethical and value thoughts and edifications in official correspondence.
9. To take programs on ethics and human values to society at large.
10. Encouragement to teachers for ethics and human values manuscripts and books repositories (library and e-library).

## **6.3. Implementation Plan for Students**

- 1) Introduction of Foundation Course on Human Values and Professional Ethics at the undergraduate level and advance course at postgraduate level.
- 2) Outreach Program on Human Values and Professional Ethics
- 3) Training, workshop and orientation programs for students.
- 4) Assignments and short projects on tenets of human values.
- 5) Promoting human values through social services
- 6) Participation in national schemes and programs such as Fit India, Swachh Bharat Abhiyan, Jal Samrakshan etc.
- 7) Interface with the societies, NGOs and similar organizations.
- 8) Promotion of Human Values and Professional Ethics
- 9) Display of ethical and human value thoughts and edifications at public places.
- 10) Placement of ethical and human value thoughts and edifications in official correspondence.
- 11) Open interaction on regular-basis with other stakeholders for harmony.
- 12) Annual activity plan for value promotion activities.
- 13) Publications of manuscripts and books
- 14) Repositories (Library and e-library)



#### **6.4. Implementation Plan for Staff Members**

- a) Training programs on human values and professional ethics for staff members.
- b) Induction and Refresher Programs for staff members
- c) Open interaction on regular-basis with other stakeholders for harmony.
- d) Encourage staff members for involving other stakeholders to demonstrate human values and professional ethics.
- e) Quoting ethical and value thoughts and edifications in official correspondence.
- f) Outreach program for the promotion of ethics and human values.

#### **6.5. Methodology for Implementation of Human Values and Professional Ethics**

1. Training/Workshop
2. Lectures
3. Discussions
4. Demonstration
5. Dramatization
6. Short Movies
7. Value clarification approach for classifying values in a given situation/problem
8. Exposure to incidents full of values
9. Field visits etc.
10. Self-development
11. Study-cycle
12. Value-oriented games
13. Writing articles for newspapers and magazines
14. Participation in community programmes
15. Cultural activities
16. Case studies

#### **6.6. Monitoring Mechanism for Human Values and Professional Ethics**

1. Review meeting for the inculcation of human values and professional ethics.
2. Value audit of human values and professional ethics in the institution.
3. Feedback reports.





## 7. CONCLUSION

Human Values play a very leading role in Present Educational Institutions. Human values are now withering very fast for which we humans are most responsible. Value based education should be emphasized in university education. Human values may be treated as keys to the solution of the global problems. Professional ethics express what a professional society is about. Those who are unprofessional and unqualified have the potential to do harm. Professional ethics should ultimately be for the benefit of those who are served by those who labour in specific careers. The handbook reflects our profession's relationships with the larger society and, it is anticipated, the present update will be officially adopted by all stakeholders of the institution.

## 8. REFERENCES

1. Code of Professional Ethics for University and College Teachers according to D.O.No.F.1-4/87(PS-CELL) by the UGC as released on 17th February, 1989.
2. Guidelines entitled "MulyaPravah - Inculcation of Human Values and Professional Ethics in Higher Educational Institutions", promulgated by UGC on 26th November, 2019.
3. University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018.
4. National Education Policy 2020 approved by the Union Cabinet of India on 29 July, 2020.
5. The Constitution of India



## ANNEXURE - I

### Fundamental Rights and Duties in the Constitution of India

#### Fundamental Rights

- I. Right to Equality (Articles 14-18)
- II. Right to Freedom (Articles 19-22)
- III. Right against Exploitation (Articles 23-24)
- IV. Right to Freedom of Religion (Articles 25-28)
- V. Cultural and Educational Rights (Articles 29-30)
- VI. Right to Constitutional Remedies (Articles 32)

#### Fundamental Duties:

The following duties have been listed in Article 51(A) of the Constitution:

It shall be the duty of every citizen of India:

- i. To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- ii. To Cherish and follow the noble ideals which inspired our national struggle for freedom;
- iii. To uphold and protect the sovereignty, unity and integrity of India;
- iv. To defend the country and render national service when called upon to do so;
- v. To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities, to renounce practices derogatory to the dignity of women;
- vi. To value and preserve the rich heritage of our composite culture;
- vii. To protect and to improve the natural environment including forests, lakes, rivers and wildlife, and to have compassion for living creatures;
- viii. To develop the scientific temper, humanism and the spirit of inquiry and reform;
- ix. To safeguard public property and to abjure violence;
- x. To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement; and
- xi. Who is a parent or guardian to provide opportunities for education to his/her child or, as the case may be, ward between the age of six and fourteen years.

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