



AMAL COLLEGE
OF ADVANCED STUDIES

POLICY ON CODE OF CONDUCT AND ETHICS

AMAL COLLEGE OF ADVANCED STUDIES

Myladi, Eranhimangad Po, Nilambur – 679329

Aided by Govt. of Kerala & affiliated to the University of Calicut

NAAC Accredited with A Grade (3.11 CGPA)

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Introduction

The code of conduct and ethics policy of the college is focused to promote a positive and ethical culture by setting clear expectations for behaviour and providing mechanisms for addressing violations. A code of conduct is a set of rules or guidelines that outlines acceptable behaviours and actions within in the college. It serves as a framework for promoting positive interactions, maintaining ethical standards, and fostering a respectful and inclusive environment.

Policy Statements and Procedures

The purpose of this code of conduct is to promote a positive and inclusive work environment, uphold ethical standards, and guide the behaviour of all teachers, students, nonteaching staffs, clubs and forums and stakeholders affiliated with the Amal College of Advanced Studies, Nilambur.

Teachers

Teachers and Head of Departments (HoDs) are expected to adhere to certain codes of conduct and guidelines in their professional roles. These guidelines are primarily governed by the Kerala Service Rules and University statutes. Here are the key points to be followed:

1. All staff members are required to carry out their duties honestly and efficiently under the direction of the Head of the Institution.
2. Staff members are prohibited from engaging in any political activities within the college campus.
3. All staff members must arrive punctually at the designated time and remain on campus until the college closes for the day.
4. All faculty members must regularly sign the attendance register maintained by the Head of the Institution.
5. Being more than 10 minutes late without prior permission will be recorded as late attendance. For every three days of late attendance in a calendar month, half day of casual leave entitlement will be deducted.
6. Teachers are responsible for creating and maintaining a systematic and rigorous academic environment.

7. Teachers are expected to be available in the institution on each working day and perform assigned duties. This includes teaching/practical sessions for a total of 16 hours per week, examination work, and evaluation, invigilation, providing academic assistance to students, and participating in extracurricular and institutional support activities.
8. Teachers must be physically present on campus during working hours. If they need to leave the campus, permission must be obtained from the HoD and Principal, and the movement should be recorded in the register.
9. Timings and Attendance: Teachers should sign in before 8:50 am in the morning and after 4:00 PM in the evening. Those assigned to the first hour should reach the class before 9.00AM

Classroom Management

1. Students who arrive late should be allowed to attend class but not marked for attendance. Regular latecomers should have their parents informed
2. A monthly attendance report should be displayed on the notice board
3. Students are not permitted to leave the premises during college hours without prior permission.
4. Teachers should plan their courses before each semester, utilizing ICT tools and AI. The course plan should be submitted to the Principal through the HoD.
5. Teachers should submit weekly assignments, seminars, and other related work to the HoD. These should cover the syllabus adequately during the semester.
6. Activities such as library promotions, expert talks, experiential learning, research promotion, internships, projects, and discussions on cross-cutting issues and problem-solving should be implemented in the classrooms.
7. Unit tests and monthly tests should be conducted using various modes such as objective type, open-book, descriptive, ICT-based, and utilizing platforms like Moodle.
8. Two internal evaluations should be conducted each semester, one at the department level and the other at the college level.

9. Consolidated mark sheets of internal examinations should be provided to parents within a week through a Parent-Teacher Association (PTA) meeting held at least once per semester.
10. Teachers should incorporate innovative practices into the teaching-learning process.
11. Teachers must make notes and other learning resources available to students.
12. Slow and advanced learners should be identified, and appropriate support should be provided through methods such as peer teaching and remedial coaching.
13. Teachers conducting special classes or engaging in other activities with students should inform the HoD, Principal, and college office.

Administrative Staffs

These rules are intended to guide the conduct and responsibilities of administrative staff within the institution.

1. Code and conduct of teachers are mainly governed by Kerala Service Rules and University statute
2. The normal working hours for clerical staff are from 10 am to 5 pm, with forty five minutes lunch break, on all working days.
3. Arriving for duty more than 10 minutes later than the appointed time without prior permission will be recorded as late attendance.
4. For every three days of late attendance in a calendar month, an employee will lose half day of their eligible casual leave.
5. The normal working hours for last grade staff are from 8.30 am to 5.30 pm, with a half-hour lunch break, on all working days, including working Saturdays.
6. All staff members are expected to be available in the institution on each working day and perform duties assigned to them. They may also be assigned additional tasks by the Principal and management.
7. Students, teachers, and other stakeholders should be considered the most important customers, and the staff should strive to provide maximum service and ensure their satisfaction.

8. The administrative staffs are responsible for the overall maintenance of the institution.
9. The office staff is tasked with the responsibility of both opening and closing the classrooms and various offices
10. The office is responsible for maintaining and updating the facilities, as well as making prior arrangements and managing the settings of common facilities. This includes tasks such as ensuring proper venue setup, operating and managing electronic devices, and overall maintenance to provide a conducive environment for the users.
11. If a staff member is on leave, other staff members should manage their duties to provide better service to stakeholders.
12. In the interest of the college, all staff members may be required to attend duties on national and festival holidays if functions are organized by the college to celebrate such occasions.
13. Non-teaching staff members who do not avail vacation holidays are eligible for earned leave at a rate of [insert specific rate] based on the duty they have performed. They can choose to avail or surrender this leave at the prevailing rates (as per government norms).
14. Students without ID cards and proper uniform should not be allowed entry.
15. During class time, it is important to prioritize academic activities, and therefore, any kind of services should not be provided to students at that time to minimize disruptions and allow for focused learning experiences.
16. It is necessary to prevent overcrowding in the office in order to maintain a smooth and efficient workflow, ensuring a comfortable environment for both staff and visitors.
17. Providing excellent customer service is crucial and should be prioritized to meet the needs and expectations of individuals seeking assistance or utilizing the services offered.
18. Services should be rendered in the order of arrival, following a first-come, first-served approach, to ensure fairness and equal opportunity for all individuals seeking assistance or utilizing the services.

19. Priority should be given to alumni and parents, acknowledging their special connection and involvement with the institution, while still ensuring fair treatment and equal access for all individuals.
20. Requests for various administrative tasks should be treated as most urgent and handled accurately.
21. No direct dealings with students and teachers are allowed without permission from the Principal/HoDs and class tutors.
22. Communications and correspondences should be conducted properly and documented with appropriate proof.
23. Physical presence on campus during working hours is mandatory. If leaving the campus, permission must be obtained from the JS and Principal and recorded in the movement register.
24. All internal communications with students and faculty members should have an office copy/file.
25. The office should be responsible for keeping all keys of classrooms, offices, and other areas. Issuing and returning of keys should be documented.
26. Common seminar halls, event centers, and other shared facilities are under the custodianship of the office.
27. Internal accounts of staff members should be maintained and recorded accurately on a monthly basis. Staff deductions should be communicated to staff members on the last day of each month.

Leave Rules and Procedures

1. Leave cannot be claimed as a matter of right; it is subject to approval.
2. The authority empowered to grant leave reserves the discretion to refuse or revoke leave of any kind.
3. To obtain leave, a written application must be submitted well in advance. No staff member shall leave the premises without receiving intimation from the relevant authorities.

4. In the case of teachers or administrative staff (AS) taking leave, they should inform their Head of Department (HOD)/Junior Supdt (JS) and Principal at least one day in advance, unless there is an emergency. Casual leave requests should be forwarded to the Principal through the HOD. In case of emergency leave, notification should be sent via email to the HOD, Principal, and JS.
5. After returning from emergency casual leave, the leave application form must be submitted immediately before signing the register.
6. Prior permission is required to take Official Duty (OD) or Duty Leave (DL). An application should be submitted to the Principal through the HOD, accompanied by a call/invitation letter or any other necessary documents. Teachers can only avail OD/DL after obtaining permission from the Principal.
7. The duty certificate for DL/OD must be submitted on the day of rejoining.
8. Permission from the Manager, obtained through the Principal and HOD, is required for taking Commuted Leave, Half Pay Leave (HPL), or loss of pay.
9. Late submission of applications, duty certificates, etc., will not be considered and will result in marking the leave as loss of pay.

Students

These rules are designed to maintain a respectful and focused environment conducive to learning and personal growth.

1. Students of the college are expected to cooperate with the college authorities to maintain a peaceful atmosphere conducive to academic activities and overall student development, and to uphold discipline on the campus.
2. Regular classes will be conducted from 9:00 a.m. to 2:00 p.m. Students must arrive on time and should not be late to the classroom under any circumstances.
3. Attendance will be marked at the beginning of each class period by the respective teacher.
4. To be eligible for university examinations, students must maintain a minimum of 75% attendance.

5. Absence from class for one hour will be considered as absence for the entire session, and absence for two or more hours will be treated as absence for a full day.
6. If a student is absent without leave for more than fifteen consecutive working days, his/her name will be removed from the rolls.
7. Students are allowed on campus during holidays only with the permission of the respective teacher/HoD and Principal.
8. Students should utilize the library during free hours and should not loiter in the verandas or corridors of the college.
9. Students are responsible for taking care of college property and keeping the building and furniture clean.
10. Ragging is strictly prohibited on the campus and is punishable under the Kerala Ragging Prohibition Act 1998.
11. Students are responsible for their personal belongings.
12. A student engaged in college union activities or other assigned activities may be granted an attendance concession for a maximum of 10 days.
13. Prior written sanction from the Principal is required for all department/club seminars, festivals, talks, and guest invitations, including activities organized by the college union.
14. Immoral, antisocial, communal, and anti-national activities are strictly prohibited on the college campus.
15. Entry of outsiders into the campus is restricted and requires permission from the Principal.
16. No vehicles are allowed to pass through the campus during college hours. Vehicles should be parked only in designated areas.
17. Vehicles entering the campus without permission will be confiscated, and a fine of Rs 500 will be imposed.
18. Only announcements and notices signed by the teacher-in-charge/HoD and counter-signed by the Principal will be allowed in the classrooms.

19. The campus is a narcotic-free zone. The use of alcohol, drugs, and tobacco products within a 100-yard radius of the educational institution is prohibited as per Government Order No. 822/05/H Edu.dt.12.05.2005.
20. Students are expected to follow the motto "Clean Campus Green Campus." The campus follows the government's green protocol, and therefore, the use of plastic items such as flex, banners, posters, flags, and decorations is strictly prohibited.
21. Students must wear the designated uniform on uniform days and maintain proper grooming. Slippers are not allowed, and dressing that does not suit the academic ambiance is not permitted. Neat hairstyles should be maintained.
22. Students must wear their ID cards inside the campus until they leave. If they forget to bring or lose their ID card, they must seek special permission to enter the campus and attend classes.
23. Students are prohibited from roaming within the college premises during class time to ensure a focused learning environment.
24. It is mandatory for all students to possess and display their ID cards at all times in order to access various services and facilities within the campus.
25. Any requests or communication addressed to the Principal should follow the appropriate channels and protocols established by the institution.
26. Students are required to vacate the campus premises before 3:30 p.m., implying that they should conclude their activities and leave the premises by that designated time.
27. Students are not allowed to gather in front of the gate or in nearby areas in a way that causes disturbance to the public. This measure is implemented to maintain a peaceful and respectful environment for both the college community and the public.
28. The formation of gangs is strictly prohibited within the college premises, as it can lead to disruptive activities and conflicts among students. Such a rule ensures a safe and harmonious atmosphere conducive to learning.
29. The college expects its students to exhibit mutual respect in their interactions with peers, faculty, and office staff. This includes treating others with courtesy, empathy, and understanding, fostering a positive and inclusive atmosphere for everyone involved in the college community.

30. Any form of harassment, discrimination, or rude behavior is considered a serious offense, and strict disciplinary action will be taken against those who engage in such behavior. This policy aims to maintain a respectful and supportive environment where every individual feels safe and valued.
31. Students should demonstrate utmost respect towards others within the college community.
32. The usage of mobile phones inside the campus is strictly prohibited. Taking selfies, recording videos, and engaging in entertainment activities with phones are also strictly prohibited.
33. If a student is found using a phone in violation of the rules, the phone will be confiscated and kept in custody for a minimum of one week. A fine may also be levied.

Study Tour/Industry Visit and Other Field Trips

1. Study tours and field trips, including industrial visits and motivational visits are subject to approval and should be mentioned in the college's action plan.
2. Industrial visits should be conducted before December, with a maximum duration of one day.
3. Motivational visits should be scheduled before January, with a maximum duration of two days.
4. Study tours should be organized before January, with a maximum duration of 15 days.
5. Prior to any industrial visit or motivational visit, a permission letter or consent letter from the respective industry must be submitted to the principal, along with the student list and accompanying teachers, at least two weeks in advance. Late applications will not be accepted.
6. For study tours involving industries, a permission letter or consent letter from the destination or a complete tour itinerary must be submitted to the principal, along with the student list and accompanying teachers, at least two weeks in advance. Late applications will not be accepted.
7. The college will not cover the costs associated with industrial visits, motivational visits, or study tours.

8. Each class may designate two student coordinators, one male and one female, with the approval of the Faculty Advisor (FA) and Head of the Department (HoD), to assist in organizing the visits.
9. The coordinators, in consultation with the FA and HoD, are responsible for preparing a detailed plan for the visits in accordance with the college's guidelines.
10. The detailed plan, along with the consent letter from the industry (for industrial visits), should be submitted to the Principal for approval at least two weeks before the visits commence.
11. Students are expected to spend a minimum of 3 to 4 hours per day in the industry during industrial visits.
12. The FA is responsible for accompanying the students during the visits. In case of any inconvenience, the FA may delegate the responsibility to another faculty member with the consent of the HoD.
13. If female students are attending the visits, a lady faculty member must accompany them.
14. The accompanying faculty member has the authority to cut short the visit, in consultation with the HoD, if any inappropriate incidents occur, such as violation of the approved plan, misbehaviour, disobedience, or accidents.
15. Bus journeys for the visits should adhere to the Government of Kerala circular, which prohibits travel between 11 PM and 4 AM. The journeys should start and end at the college campus within the stipulated time.
16. Any delays or changes in travel plans, due to unexpected holidays like Harthal, should be promptly communicated to the HoD and Principal.
17. Students under suspension are not eligible to participate in industrial visits, motivational visits, or study tours.
18. All students must submit a detailed report about the visits to the HoD through the FA within two weeks of their return.
19. Disobedience of students towards accompanying faculty members must be reported and will be dealt with according to college rules.

20. Students participating in the visits must wear their college uniform, carry their college identity cards, and display them during industry visits.
21. Accompanying faculty members are eligible for duty leave during the visits.
22. Consumption of alcohol, smoking, and other similar activities are strictly prohibited throughout the duration of the visits.
23. Students with health problems will not be permitted to attend the visits. It is recommended that students carry a medical kit with first aid facilities and medicines for common health issues.
24. All students attending trips must provide a parent's consent letter in the prescribed format. The consent letter should be submitted to the faculty advisors (FA) one week prior to the journey.

Guidelines for Clubs/Forums/Associations/Union Activities

1. All programs must be included in the action plan; no program will be allowed if it is not mentioned.
2. Permission must be obtained from the principal through the Head of Department (HoD) or the relevant coordinator at least one week in advance. A written or electronic format should be used, including details of the resource person, venue, time, and participants.
3. The program schedule should be communicated to the principal at least one day before the event.
4. Programs should be conducted between 2:30 PM and 5:00 PM.
5. Programs cannot be scheduled during the first three hours of working days under any circumstances.
6. For association programs, classes can be cancelled a maximum of three times per year.
7. Whenever possible, try to schedule only one program per day. (No same kind of programmes will be conducted by the various groups.)
8. Common facilities should be booked at least two days in advance.

9. A program report, including photos and attendance, must be submitted to the principal within seven working days after the program or before the next program, whichever is earlier.
10. DJ or similar programs are not allowed on campus.
11. Programs cannot be conducted after 5:00 PM.
12. On program days, students must wear the college uniform and ID card. Entry into the campus without uniform, ID card, and proper grooming is not allowed.
13. Any type of dress code is not permitted.
14. Each program should have a committee with a student coordinator and a faculty coordinator.
15. Monthly meetings must be held, with at least one meeting per month. Detailed minutes should be maintained for each meeting.
16. Photos with a title (maximum three) should be sent to the website team within two days.
17. A teacher coordinator must accompany the students if conducted outside of the campus.
18. College should strive to provide equal opportunities for diverse range of students to participate.
19. Efficiently rearrange the venue and replace the items taken from various areas after an event on the same day.

Uniform Code of conduct

1. The college will establish a Uniform Committee for a three-year term.
2. The committee, in consultation with the principal and management, will decide on the color, pattern, design, etc. of the uniform.
3. Students will be required to bear the expenses for the uniform.
4. Two sets of uniform will be issued to students initially. Additional or replacement sets required during the academic year will be provided at an extra cost.
5. The cost of the uniform will be collected from students at the time of admission.

6. The college cooperative store will be responsible for issuing the uniform.
7. Students must wear the prescribed uniform on designated days.
8. It is expected that students maintain their uniform in a neat and tidy condition.
9. Students who wish to wear other garments, such as Pardah, Dhotis, or other religious attire due to personal beliefs, must obtain consent from their class tutor, Head of Department (HoD), and Principal.
10. During celebrations or special events, students are required to wear the uniform.
11. Any alterations to the stitching pattern of the uniform are not permitted.
12. Attire that is excessively revealing or vulgar in nature will not be allowed.

Examination Code of Conduct

For students

1. ***Adherence to Rules and Regulations:*** Students are expected to abide by the rules and regulations set forth by the university and the respective affiliated college.
2. ***Eligibility Criteria:*** Students must meet the eligibility criteria specified by the university to appear for the examinations.
3. ***Examination Registration:*** Students need to complete the examination registration process within the stipulated timeframe set by the university.
4. ***Attendance:*** Regular attendance in classes is usually mandatory, and students may be required to maintain a minimum percentage of attendance to be eligible for the examinations.
5. ***Prohibited Actions:*** Any form of cheating, plagiarism, or malpractice during examinations is strictly prohibited. This includes using unauthorized materials, copying from others, or engaging in any behavior that undermines the integrity of the examination process.
6. ***Examination Timings:*** Students are expected to be present at the examination venue 10 minutes before the commencement of examinations and follow the schedule provided by the university.

7. **Identification:** Students must carry their identification cards or any other form of identification as specified by the university. If forgot to take ID card, take written permission from HoD and keep it till he/she leaves the campus after examinations.
8. **Conduct during Examinations:** Students should maintain discipline and avoid any disruptive behaviour during the examination. They are required to follow the instructions given by the invigilators or supervisors.
9. **Use of Electronic Devices:** The use of electronic devices such as mobile phones, smart watches, or any unauthorized electronic aids is prohibited during examinations.
10. **Submission of Answer Sheets:** Students must submit their answer sheets within the specified time limit. Late submission may result in penalties or disqualification.
11. **Hall Ticket:** Students must carry their hall tickets issued by the university. If forgot to take hall ticket, take written permission from SAS and Principal/ examination chief and keep it till he/she leaves the campus after examinations.

For teachers

1. Invigilators are expected to be present at the examination venue 10 minutes before the scheduled start time to ensure proper setup and organization.
2. Invigilators should conduct themselves in a professional manner and treat all students with fairness, respect, and impartiality.
3. Invigilators must have a thorough understanding of the examination rules and regulations set forth by the university and ensure their implementation during the examination process.
4. Invigilators should provide clear instructions to the students regarding examination procedures, rules, and any other relevant information.
5. Invigilators are responsible for maintaining the security and confidentiality of the examination materials, including question papers and answer scripts.
6. Invigilators should actively monitor the examination hall to ensure a conducive environment for all students. They should prevent any form of cheating, malpractice, or disruptive behaviour during the examination.
7. Invigilators should be available to address any queries or concerns raised by the students during the examination, within the limits set by the examination guidelines.

8. In the event of any irregularities or violations of examination rules, invigilators should take appropriate action, such as confiscating unauthorized materials, reporting incidents, or notifying the higher authorities as per the established procedures.
9. Invigilators may be required to maintain effective communication with the examination centre coordinator, college authorities, or university officials to provide updates or seek guidance as necessary.
10. Invigilators should maintain high ethical standards and avoid any conflicts of interest that may compromise the integrity of the examination process.
11. Inform teachers in advance about their invigilation duties for examinations. Providing early notification allows teachers to plan their schedules accordingly and make any necessary adjustments.
12. If there is a need for adjustments or changes to the invigilation schedule, it is indeed preferable for the teachers themselves to coordinate with other invigilators to find suitable alternatives. Once the adjustments are finalized, the changes should be communicated to the relevant administrative departments, SAS and the examination chief.
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The Amal College of Advanced studies committed to integrity, respect, diversity, and accountability in all aspects of its operations. These values are the foundation of code of conduct and guide to take appropriate decisions and actions for the wellbeing of the institution, stakeholders and the community.



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