



CODE OF CONDUCT FOR STUDENTS

It is mandatory for each and every student of Anvarul Islam Arabic College (Hereinafter referred to as the 'College') to observe the stipulated code of conduct which is well defined in the college hand book.

The above-mentioned code of conduct is designed to uphold the mission of the college with clear assimilation of the students' rights and responsibilities as well as defining their acceptable behavior. Hence the students are liable to claim their conduct certificates only by the right perusal of the desired conduct.

PRINCIPLES

- **Mutual Respect:** College is committed to promoting a culture of mutual respect and inclusiveness on campus. The College will uphold the rights and freedoms of all members of the College community to work and study free from discrimination and harassment, regardless of race, ethnicity, sex, sexual orientation or sexual identity, gender identification, disability, religion or nationality.
- **A Commitment to Non-violence, Justice and Fairness:** College values peace and non-violence. Physical or psychological assaults of any kind like ragging or threats of violence or harm especially political, destroying college properties or any act that go against the congenial academic atmosphere of the campus will not be tolerated. All rules, regulations and procedures regarding student conduct must embody the principles of procedural fairness. Processes will be pursued fairly, responsibly and in a timely manner. Wherever appropriate, the College will attempt to resolve complaints through informal processes before invoking formal processes, and wherever possible, sanctions will be educational rather than punitive and will be applied in accordance with the severity of the offence and/or whether it is a first or subsequent offence.
- **Security and Safety:** College will always safeguard the safety and security of the academic community. Due to various reasons when security becomes a concern, college will initiate steps to safeguard the well-being of the academic community. Those found in violation of college policies will be subjected to the appropriate sanctions, including removal from the college rolls and contact with law enforcement authorities, if required. The College will extend appropriate support to those who are affected by acts of violence.
- **Integrity:** College expects honesty and integrity from every student in their academic endeavors like class attendance, examinations, assignments, research and practical. Students must complete their academic work independently unless specifically instructed otherwise.

Students are expected to read the notice board on a day-to-day basis. It is the duty of every student to abide by the rules and regulations of the college and conduct himself/herself with decency and decorum. The College also will not tolerate student misconduct in non-academic interactions where this misconduct disrupts any activities of the College or harms the interests of members of the College community.

POLICY AND PROCEDURES

All students are expected to follow the College standards on discipline. The Standard is breached when a student behaves in a manner that

- Harms or threatens to harm members of the College community, including students, faculty, or other staff of the College;
- Disrupts or threatens to disrupt any of the activities of the College;
- Harms or threatens to harm the property of the College;
- Violates the policies, procedures or rules of the College;
- Abuses or shows disrespect for the processes of the Standard
- Verbal and non-verbal aggression
- Ragging, Physical abuse; verbal abuse; racial and religious slurs; intimidation or bullying
- Harassment or sexual harassment

The general policies outlined below on college discipline have to be strictly followed by the students and other stakeholders. One is not expected to plead that one is not aware of the existence of such rules. Ignorance of rules is no excuse.

A. Wearing of Identity cards

Identity cards will be distributed among the student community within one week from the date of closing of the college admission. All students admitted to the college shall compulsorily wear their Identity Cards whenever they are present on the college campus. All college transactions, including fee payment, certificate issue etc. will be made only on production of the Identity Card. The Identity Card shall be surrendered to the office at the time of claiming the refund of caution deposit or issuing of Transfer Certificate/Qualifying Certificate, whichever is earlier.

B. Use of Mobile Phones

As per the government and Hon. High court orders, use of Mobile phones is strictly restricted on the college campus. Mobile phones which are brought by the students to the campus will be confiscated and disciplinary action will be taken against the defaulters. The college has instituted a committee to strictly monitor the High Court order regarding the use of mobile phone on the campus. The action against the defaulters will be taken in the monthly meeting of the committee instituted by the principal.

C. Wearing of Uniform

Wearing of prescribed uniform is compulsory for UG and PG students and there is no prescribed uniform for the PG students. Showy clothes, T-Shirts with color prints, and caps are to be avoided. Boys shall not tuck up their dhoti while they are on the campus.

D. Entertaining Outsiders on the Campus

Outsiders are not permitted to meet any of the staff or students on the college campus without the permission of the principal. Students shall not bring any outsiders except the parent/guardian to the college premises for any purpose whatsoever without the permission of the principal.

E. Alcoholic drinks or drugs

Students and all other academic community members are directed to refrain from the use and possession of alcoholic drinks or drugs. Using/keeping of these items will lead to immediate expulsion of the student from the college and hostel.

F. Classroom behavior and Conduct

1. Conduct Certificate will not be issued as a matter of course. It has to be earned by the students' good conduct and behavior. The decision of the principal shall be final regarding this matter.
2. When the Principal or teacher enters a classroom, students shall stand greet and keep standing till they are asked to sit down.
3. Every morning we begin our work with a prayer song. When the bell goes at 9.30 a.m., all the members of the staff and students are expected to keep standing in silence till the prayer song ends.
4. Students should be seated in their respective class rooms before the teaching hour commences.
5. Students should be seated in their respective class rooms by 9.25a.m. and should not leave the classes except during intervals.
6. When a student wants to enter or leave the classroom while the class is on, he/she shall do so only after getting the permission of the teacher.
7. During the absence of the teacher and while moving from one class to another, students are expected to keep silence.
8. Students shall not mill around on the verandahs or college premises during working hours for any reasons whatsoever.
9. Students are advised to use the library during free periods.
10. Students shall not enter any class other than their own.
11. No indecent representation shall be made by any student towards any other student in words, letters, and gestures or by any other means.

G. Attendance and Leave

1. Students should be regular and punctual in attending classes.
2. Attendance will be marked at the beginning of each hour by the teacher engaging the class.
3. Students who do not have at least 75% of attendance are not eligible to appear for university examinations.
4. A student abstaining from classes without proper acknowledgment of leave for more than fourteen consecutive working days will have his/her name removed from the rolls.
5. Application for leave of absence should be submitted in the prescribed form to the Principal through the Tutor concerned. Bona fide applications will be positively considered subject to university regulations.
6. Applying for leave of absence does not imply that the leave will be granted.
7. Application for condonation of shortage of attendance may be forwarded to the University only if the absence is on medical ground and necessary Medical Certificate is attached.
8. In the case of medical leave, Medical Certificate should be submitted along with the application for leave or soon after the medical treatment is over.
9. Students who could not attend classes on account of their participation in NSS/Club activities, sports and games, university arts festivals, seminars, workshops and such other extracurricular activities within or outside the campus may submit an application for leave to the principal, through proper channel. Bona fide applications will be positively considered subject to university regulations.
10. No student is expected to approach the Principal or the Principals office in person for enquiry on attendance. In case of any doubts or grievances, they may approach the concerned tutor.

H. Political Activities Banned

Political activities are strictly prohibited on the college campus. As per the order of the Honorable High Court of Kerala on writ appeal No. 535/2003 and judgment on review petition dated 20 February 2004, all strikes, demonstrations, agitations, dharnas, gheraoes and the like are banned on the college campus. Students who violate the above rules are liable to be dismissed from the college. Therefore, students shall keep away from all sorts of agitations like strike, disturbing classes, taking out processions, uttering slogans etc. on the college premises. They shall not bring flags, placards, leaflets, pamphlets, notice boards, banners, posters or any publicity material of any political parties or student organizations to the campus.

I. Misconduct and Disciplinary Actions

1. Students are bound to obey the directions, issued from time to time, by the Principal, Teachers and the authorities. Disobedience to such directions would amount to serious misconduct.
2. Any student, who is found to have conducted himself/herself in any indecent or disorderly manner inside or outside the class room in the college premises, is liable to be proceeded against for the said misconduct.
3. A teacher should report to the Principal, Tutor and HoD, if any student is sent out of the class due to his/her misbehavior in the Class.
4. The principal shall have the power to inflict the following punishments upon the offenders: fine, cancellation of attendance, withholding the term certificate, forfeiting education concession and scholarship, suspension, compulsory issue of T.C. without the application from the student or guardian, and expulsion.



CODE OF CONDUCT FOR TEACHERS AND NON-TEACHING STAFF

This institution is liable to adhere the rules and regulations stipulated by university statute and defined in Kerala Service Rules.

1. During the period of service all the members of the staff shall employ themselves honestly and efficiently under the order of the Head of the Institution.
2. No. members of the staff shall engage in any political activity within the college campus.
3. All the members of the staff must attend punctually at the appointed time and shall not leave before the college closes for the day.
4. All the members of the staff both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
5. Attending for duty 15 minutes later than the appointed time without prior permission shall be recorded as late attendance.
6. For every three days of late attendance in a calendar month an employee will lose one day casual leave for which he is eligible.
7. Every teacher shall be available in the institution on each working day and shall perform such duties as assigned to them. The routine duties shall consist of 16 hours teaching/practical per week. In addition, they have to undertake examination test, evaluation, invigilation work, general assistance to students in removing their academic difficulties and participation in extracurricular activities and institutional support activities as required.
8. The normal working period for those in the category of clerical staff shall be 9.30 am to 4.30 pm with half an hour lunch break on all working days.
9. Normal working period for last grade staff shall be 9.00 am to 5 pm with half an hour lunch break on all working days including Saturdays.
10. In pursuance of the general interests of the college all staff shall be required to attend duties on any national and festival holidays in case, functions to celebrate such occasions are organized by the college.

LEAVE RULES - GENERAL

1. Leave cannot be claimed as a matter of right.
2. Discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
3. Written application well in advance is required for the grant of leave.

4. No officer shall leave the place before getting intimation from the authorities.

CASUAL LEAVE

1. A permanent teaching staff is eligible for 15 days Casual leave in a calendar year provided they have sufficient reason to avail it.
2. A non-teaching staff is eligible for 20 days casual leave in a calendar year.

HALF PAY LEAVE

Besides the casual leave, every permanent staff member is eligible for 20 days leave on half pay for every completed year of service. They shall also be allotted the half pay leave to full pay provided they will lose two days HPL.

EARNED LEAVE

Non-teaching staff members who are not availing vacation holidays are eligible for earned leave at the rate of 1/11 of the duty they have performed. They can either avail or surrender this kind of leave at the prevailing rates.

MATERNITY LEAVE

A Female staff member is eligible for 180 days leave with full pay for maternity purposes.

PATERNITY LEAVE

Paternity leave will be granted for a period of 10 days during the confinement of his wife for child birth, i.e., up to 10 days before or up to 3 months from the date of delivery of the child, subject to the production of a certificate from the medical practitioner stating the exact date of delivery.



ROLES & RESPONSIBILITIES OF PRINCIPAL

THE COLLEGE PRINCIPAL WILL:

- Be a member of the College Management Committee (UMT);
- Promote and develop good governance within the College compatible with and supportive of overall College governance structures and policies
- Lead the strategic development of the College
- Manage the College budget;
- Work with academic units to represent the College to external stakeholders;
- Lead initiatives, in collaboration with academic units, to attain national and international visibility/recognition for the College;
- Lead initiatives across constituent academic units to enhance the experience of UCC staff, students and alumni;
- Work with the Heads of other Colleges to develop inter-College initiatives in research and teaching
- Diversify the income stream of the College away from traditional sources;
- Support the enhancement of research and research centers and institutes within the College and across Colleges.

STATUTES UNIVERSITY OF CALICUT – ROLE OF A PRINCIPAL

In every college, the Principal shall be the head of the institution and shall be responsible for the internal management and administration of the college. In the absence of the Principal, the senior-most Professor or in his absence the senior-most Lecturer of the College shall be in charge of the duties of the Principal. No person shall be appointed as Principal who does not possess the qualification and experience prescribed by the Regulations.

RESEARCH RESPONSIBILITIES

The research responsibilities of the Head of College will include:

- Coordinating the development and implementation of a research strategy for the College and ensuring that this is consistent with the University research strategy;
- Implementing University policy on research and innovation

RESPONSIBILITIES IN THE AREAS OF TEACHING AND LEARNING

Working with the heads of academic units, the responsibilities of the Head of College in relation to the development and enhancement of teaching and learning within the agreed University policies will include:

- Liaising closely with relevant senior University officers in developing College academic and teaching and learning strategy in keeping with the overall University strategy
- Stimulating an on-going process of enhancement of the quality and standards of all teaching and learning activities;
- Ensuring the provision of management and support for all academic programmes within the remit of the College;
- Promoting best practice in the delivery of courses;
- Encouraging the development of strategic initiatives in teaching and learning and widening participation.

FINANCIAL AND BUDGETARY MANAGEMENT

Each College comprises the academic and research units that are attached to it for the purpose of the allocation of resources. The responsibilities of the Head of College in this area will include:

- a. Allocation of budgets to the academic units, and research centers/institutes within the College in a transparent manner in line with:
 - The strategic imperatives of the University and the College; ➤[®]The principles of the Resource Allocation Model (RAM);
 - Key performance indicators;
- b. Diversifying the income stream of the College away from traditional sources.

PLANNING AND ADMINISTRATION RESPONSIBILITIES

Working with the College Manager, the responsibilities of the Head of College in the area will include:

- Leading the establishment, updating and delivery of the College Strategic Plan, in line with the University Strategic Plan;
- In collaboration with the relevant University Officers, putting in place College level administrative supports and committees compatible with university structures and
- policies, to allow the College to function effectively by providing adequate support to the academic and research units;
- Promoting the development of internal structures within the College that allow for the evolution and development of the College and its various academic disciplines;

- Compatible with University policies, developing and implementing a College strategy to recruit and retain the best academic, research, technical and administrative staff;
- Working with the Heads of academic and research units to ensure that effective management structures are in place for each unit.

STUDENT RELATED RESPONSIBILITIES

- Contributing to the development of national and international student recruitment initiatives to attract the highest quality students;
- Working within the University-wide structures to establish, manage and enhance academic, welfare and pastoral support for students’;
- Putting in place programs to facilitate and encourage the international mobility of students both outward and inward;
- Implementation of University policy on equality and widening participation at the College level;
- Helping to ensure the quality of the overall student experience within the College.

STAFF MANAGEMENT AND DEVELOPMENT

- Orientation and guidance of staff in the understanding of their role and contribution to the College and the University;
- Effective planning and development review, including the management of staff performance and performance reviews;
- Support for the professional development of all staff in the College;
- Implementation of the University’s Performance Management Policy;
- Management of other human resource functions with the support and in consultation with the Human Resources Department - including but not limited to recruitment, selection, induction, probation, administration, performance management and grievances;
- Ensuring that the duty of care owed to staff and students is exercised, particularly in relation to the maintenance of a learning/working environment free from bullying, harassment or discriminatory practice.