

## CODE OF CONDUCT HANDBOOK

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## VISION

Towards building a dynamic learning community with ethical values, a kindled sense of environmental sustainability, and societal service, to meet global demands and challenges.

## MISSION

The institution is committed to transform lives and serve society through a quest for excellence in teaching, innovation, lifelong learning, cultural enrichment, and outreach services.

To achieve its Vision and Mission, the College will endeavour:

- To create an intellectually inspiring, academically challenging culture of teaching and leading-edge research conducive to academic/professional excellence and lifelong learning for the learner and learning process.
- To provide holistic benchmarked education using state-of-art facilities in a participative learning environment for inculcating in-depth knowledge through accredited programs.
- To create a collaborative environment for a free exchange of ideas where creativity, innovation, and entrepreneurship flourish.
- To produce industry-ready graduates by imparting value-added programs, skill development courses, improved industry-institution interactions, and enhanced placement activities.
- To inculcate, in our students, a deep sense of social responsibility, a concern towards environmental sustainability and development, and communal harmony that transforms them into socially responsible citizens.

## CORE VALUES AND BELIEFS

### Academic Excellence

The College strives for uncompromising quality and excellence in teaching, learning, research, and scholarship across various disciplines. It ensures continuous engagement in scholarly activities. It is strongly driven towards creativity, innovation, and entrepreneurship.

### Access to Education in Rural Areas

Imparting quality access to education for rural students is considered one of the institution's core beliefs. It strives to promote pilot activities like free bus facilities, scholarships, and freeships that enhance education among rural dwellers to a great extent.

### Inclusiveness, Service, and Empathy

The College commits to nurture and preserve an environment of safety, trust, mutual respect, equality, and diversity in all endeavours to ensure fairness and inclusiveness. It seeks to serve

the diverse, personal and professional development needs of its constituents and encourage a habit of engagement, caring, and civic responsibility by emphasizing a connect between service, excellence, and career growth.

### **Environmental sustainability**

The institution is aware of its environmental responsibilities and embraces the principle of sustainable development to ensure that any adverse environmental impact of its activities is minimised. The college campus itself is eco-friendly. Many efficient green practices like a plastic-free campus, organic farm, medicinal/herbal garden, maximum green cover, usage of eco-friendly products, and bicycles are practised.

### **Ethicality**

The College upholds the highest ethical values, integrity and professionalism, and an unwavering commitment to academic freedom, transparency, openness, communication, and accountability.

### **SOCIAL RESPONSIBILITY**

The institution adheres to the tenets of social responsibility to balance the economy and ecosystem. It involves students in village adoption programmes and various socially responsible activities.

## **CHARTER OF GRADUATE ATTRIBUTES**

### **GA1: DOMAIN KNOWLEDGE**

- The ability to demonstrate a sound understanding of concepts, theories, and skills with effective application in relevant areas.
- Possess an in-depth and sophisticated understanding of their domain of study.
- To acquire new knowledge in their respective discipline.
- To transfer skills across different disciplines.
- To articulate pertinent interdisciplinary issues.

### **GA2: ANALYTICAL AND CRITICAL THINKING SKILLS**

- An ability to use suitable knowledge and skills to identify, formulate, analyse and solve complex problems to reach authenticated conclusions.
- To use critical thinking skills to formulate alternative approaches to learning.
- To employ problem-solving skills to resolve issues.
- The ability to apply logical thinking to break complex problems into their parts and finding solutions.

**GA3: PROBLEM-SOLVING SKILLS**

- Graduates will be able to propose solutions for problems and design system mechanisms or processes that meet the specified needs with appropriate consideration on public health, safety, cultural, societal, and environmental aspects.
- The ability to investigate problems and provide effective solutions.
- To use critical thinking skills to formulate alternative approaches in learning.

**GA4: INVESTIGATORY SKILLS**

- The ability to analyse, assess and utilise different thinking skills to determine the value of information and ideas.
- Are intellectually curious and engage in the pursuit of new knowledge and understanding.
- To employ problem-solving skills to resolve issues.
- Apply creative, imaginative, and innovative thinking and ideas to problem-solving.

**GA5: EFFECTIVE COMMUNICATION SKILLS**

- Articulate complex ideas with diverse audiences keeping their understanding abilities in mind.
- Convey their ideas clearly and precisely in high-quality written and spoken English.
- Communicate proficiently and confidently and listen and negotiate effectively with others.

**GA6: LEADERSHIP AND MANAGEMENT SKILLS**

- The ability to communicate with the peer team in an organization, lower, higher and similar position people, most pleasingly and effectively.
- To optimize utilization of available resources sustainably.
- To engage risk and reality in the decision-making process.
- To seek and network with different sources for a high level of performance.
- To generate innovative ideas for new business ventures.

**GA7: ETHICAL AND SOCIAL RESPONSIBILITY**

- The ability to function as socially responsible individuals with ethical values accountable to the local, national, and international community.
- Responsible to ethically validate any actions or decisions before proceeding and actively contribute to societal concerns.
- To strive for justice, equality, honesty, and integrity in all personal and professional pursuits.
- To acknowledge and accept common responsibility to preserve the environment and its surroundings

## GA8: LIFELONG LEARNING

- An ability to identify and address their own educational needs in a changing world in ways sufficient to maintain their competence and consistent growth in all areas.

## CODE OF CONDUCT POLICY

A well-written code of conduct elucidates the institution's vision, mission, core values & beliefs to all the stakeholders. The main purpose of the code of conduct is to set and maintain a standard for acceptable behaviour by all its associates.

### Objectives of the Code of Conduct:

- To provide guidelines for different stakeholders to uphold the honour and dignity of the educational system.
- To help in achieving the mission, vision, and goals of the college.
- To maintain a healthy environment in and around the institution.
- To generate a positive perception of the institution in the society.

## 1. PREAMBLE

This Handbook indicates the standard procedures and practices of AJK College of Arts and Science to all teaching, non-teaching, and administrative staff and students enrolled with the Institute. All students and staff 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, responsibilities including the restrictions flowing from it. The Institute's endeavour through enforcing this Code is to pioneer and administer a staff/student discipline process that is democratic, meticulous, effectual, expeditious, and providing a system that promotes staff/student growth through individual and collective responsibility.

## 2. APPLICABILITY

The Code of conduct applies to all pursuing undergraduate, postgraduate & research degree programmes, teaching, non-teaching, and administrative staff members. Persons who were withdrawn after allegedly violating the Code, who are not officially enrolled for a particular

semester or term, but have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered as “Students”.

Any student or staff behaviour alleged to violate the principles of the Honour Code or rules of behaviour elsewhere in the Code of Conduct or other documents of the College, and that is determined by the College to warrant adjudication, will be thoroughly investigated in a manner that protects the rights of all parties to the issue. If a complaint is filed for an alleged violation of the Honour Code, the respondent is entitled to have the complaint resolved through the adjudicatory processes described below. If he/she is found responsible after this process, appropriate sanctions will be assigned.

### **3. CODE OF CONDUCT FOR VARIOUS STATUTORY BODIES/POSITIONS**

#### **3.1 COLLEGE COMMITTEE**

The Code of Conduct of the College Committee of AJKCAS provides a broad spectrum of guidelines by which the members of the College Committee could function.

College Committee is responsible for determining, maintaining, and monitoring the policies, plans, and procedures within which the College functions, keeping the welfare of the College in mind.

- College Committee members shall not act alone but as members of a corporate team. Individual members have power only when the Committee designates it for them.
- College Committee members should express their views openly, but accept responsibility for all decisions made collectively in the meetings.
- All college visits shall be undertaken within a framework, established by the College Committee.
- College Committee members have the responsibility to maintain and develop the ethos and reputation of the College and their actions should reflect this.

#### **3.2 PRINCIPAL**

The Principal as the Academic Head of the College, shall be responsible for:

- Implementing plans towards the academic growth of the college.

- Assisting in planning and conducting academic programmes, refresher/orientation courses, and seminars, workshops, conferences for academic competence of faculty and students.
- Admission of the students as per the norms, rules, and regulations.
- Maintenance of discipline in the college.
- Overall administration of the college.
- Administration and supervision of co-curricular/extra-curricular activities.
- Staff and Students' welfare activities.
- Observance of the Acts, statutes, ordinances, regulations, rules, and other orders issued thereunder by the University and Government authorities and bodies from time to time.
- Maintenance of faculty performance appraisal reports.
- Development and implementation of the strategic plan for the development and sustainability of the institute.
- Discussion and approval of financial estimates, annual reports, accounts, and audit reports from time to time.
- Maintenance of necessary records of the institute in stipulated formats.
- Leading the accreditation activities of the institute for various quality standards.

Any other work relating to the administration of the college is assigned by management from time to time.

### 3.3 IQAC

- The Internal Quality Assurance Cell (IQAC) has been established in the College for the development, application, and maintenance of quality benchmarks in all its key performance areas. It is utilized to generate good academic ideas and practices. Tasked for total quality management it will work out intervention strategies to enhance overall quality in the institution.
- As an agency, the IQAC works to institutionalize the process of quality sustenance and enhancement and assuring all the stakeholders connected with higher education- namely students, parents, teachers, staff, funding agencies, and society in general. It seeks to work for planning,

implementing, and measuring the outcome of the academic and administrative performance of the institution.

**Goals and Objectives:**

- The primary aim of the IQAC is to develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution. It aims at the fulfilment of the mission and the vision of the college in the light of its quality policy.

**Functions:**

- Development and application of quality benchmarks/ parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops, seminars, and quality conferences related to themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Maintenance of institutional database through Management Information System (MIS) for maintaining /enhancing the institutional quality.
- Obtaining feedback from students, parents, and stakeholders on institutional processes.
- Preparation of the Annual Quality Assurance Report (AQAR) and parameters of NAAC.

**Strategies:**

- Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks.
- Optimization and integration of modern methods of teaching, learning, and evaluation.
- Ensuring the adequacy, maintenance, and functioning of the support structure.

**Benefits:**

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.



- To the enhancement and integration among the various activities of the institution and institutionalisation of good practices.
- To provide a sound basis for decision-making to improve institutional functioning.
- To act as a change agent in the institution.
- To better communication

### 3.4 HEAD OF THE DEPARTMENT/COORDINATOR

- Preparation of workload, assigning faculty and preparing a timetable for each semester at the beginning of each semester.
- Monitor of uploading of the teaching plan, mapping of completed topic and status for each faculty in their departments.
- Monitor uploading of all subject-related works like assignments etc. given by the faculty.
- Preparation of Proformas for Bharathiar University as per the formats.
- Verification of students' assignments in Learning Management Systems.
- Conduct students' reviews about the classes taken by the faculty.
- Conduct academic activities like seminars, workshops, guest lectures, and webinars by resource persons from industries.
- Monitoring of student's activities and counselling them suitably.
- Preparation and maintenance of students' data like university results, communication details, etc.
- Sharing all academics, placement, co-curricular and extracurricular activities information with students.
- Encouraging students and faculty members to participate in seminars, conferences, workshops, and sports & games.
- Monitoring LMS activities of the department faculty members.
- Ensuring the student's usage of the learning resources like the library, newspaper, DELNET, and INFLIBNET/N-LIST, etc.
- Monitoring and updating the department files, records, and registers regularly.
- Arranging MoUs, collaborations, linkages, value-added courses, and industrial visits.
- Arranging entrepreneurship development training for students to become entrepreneurs.

- The performance of the HOD/Coordinator will be appraised every year.

### 3.5 TEACHING FACULTY MEMBERS

- Each faculty member shall at all times maintain absolute integrity and devotion to duty.
- Each faculty member should perform all professional activities through proper channels and extend co-operation to his/her colleagues and higher authorities.
- Each faculty member shall conduct himself/herself with absolute dignity and decorum in dealing with the superiors, colleagues, and students at all times.
- Each faculty member should attend the college neatly dressed and follow dress regulations. Women faculty should wear over-coats inside the classrooms. Male faculty members should come in formal dress with tie and shoes.
- Faculty members must always wear their identity cards while inside the college premises.
- Faculty members are barred from using cell phones while taking classes, engaging in examination duties, and while attending meetings.
- No faculty member shall absent himself/herself from duty at any time without prior approval.
- Any instruction issued by the competent authority by way of circulars from time to time must be complied with.
- The performance of the faculty members will be appraised every year.
- Faculty members are expected to be punctual in going to the classes, attending meetings, invigilation, college functions and attend National celebrations.
- Faculty members should not attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- Faculty members shall not provoke or instigate any student or staff against other students, colleagues, or administration.
- Faculty members shall not by act or deed, degrade, harass, or insult any other person for any reason or act in a manner inappropriate to the teaching profession.
- Faculty members shall not discriminate against any student on grounds of caste, creed, religion, gender, nationality, or language.

- Faculty members shall not demonstrate favouritism in the assessment of students, deliberately doing over marking, under marking, or attempt at victimization on any grounds.
- Faculty members shall neither disclose confidential information about students to anyone nor disclose confidential information from Management to students.
- Faculty members shall not accept fees or honorariums, gifts, etc., from the students.
- Faculty members shall respect the prerogative of the parent/guardian to look after the interest of their ward.
- Faculty members shall not misuse or carelessly use amenities provided to him/her by the Institution to facilitate the discharge of his /her duties
- Each faculty member shall set himself as an example to his/her colleagues and students.

### **3.6 NON-TEACHING STAFF (ADMINISTRATION, TECHNICAL AND SUPPORT SERVICE)**

- All non-teaching staff shall discharge their assigned duties and responsibilities efficiently and diligently.
- They should display the highest possible standards of professional behaviour.
- They should be punctual and disciplined towards their work.
- They shall maintain appropriate levels of confidentiality concerning student and staff records and other sensitive matters.
- They shall not engage directly/indirectly in any trade/business or any other institution/work.
- They shall do nothing that will affect the reputation and prestige of the college, management, principal, staff, students, and visitors.
- They shall be regular to work during their working hours and not absent from duty without prior permission.
- They should cooperate with students, colleagues, teaching staff & superiors.
- They should maintain the image of the Institute through standards of dress, general courtesy, hospitality, etc.
- They should follow all norms and job details assigned by the Management and Principal from time to time with full dedication.
- The performance of the non-teaching staff will be appraised every year.

- They must refrain from any form of harassment or unlawful discrimination based on existing legislative norms.

### 3.7 COMMITTEE/CELL/CLUB/CENTRE COORDINATORS

The college expects all Committees, Cells, Clubs, and Centres to conduct activities as responsible bodies in their relationships with their members, other students, the community, and the college. The Committees, Cells, Clubs, and Centres of the College ensure harmony across an ample, vibrant and continuous range of campus events & activities and maximum involvement & engagement of all members.

- All teaching staff shall be a part of various Committees, Cells, Clubs, and Centres of the College.
- They shall engage themselves to organise extra-curricular and co-curricular activities for academic, character, and career development following the vision and mission of the College with the Principal's permission.
- The coordinators shall prepare an Annual Plan of Action at beginning of the year (at least four programmes in a year) in consultation with the staff and student members.
- They shall organise meetings with the members, convened by the Principal.
- They shall maintain and submit the activity report and meeting minutes as per the prescribed format to IQAC within three working days.
- Any new Committee, Cell, Club, or Centre can be formed and a Committee, Cell, Club, or Centre can be dissolved as per the interest of stakeholders.

The activities should ensure safety and mental, emotional & and physical well-being.

### 3.8 STUDENTS

- All students are expected to attend the college neatly dressed and should maintain decorum.
- No student shall leave the class or laboratory without the permission of the staff in charge.
- Students shall not move around unnecessarily in the corridors or around the campus during class hours.
- The college property should be maintained properly. Any damage, in any form, will be seriously dealt with.
- The students are forbidden from writing/ scribbling/ painting on the walls and desks.

- Smoking is prohibited on campus.
- Serious disciplinary action will be taken on students found using drugs or liquor.
- Students are banned from participating in political or communal activities.
- Eye – teasing and ragging are offences punishable under IPC.
- The use of mobile phones is banned during class hours.



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