

ASAN POLICY DOCUMENT

TITLE	PARTICULARS
Policy Name	CODE OF ETHICS POLICY
Policy No.	AMCAS/2018/CEP-1
Version No.	1.2
No. of Pages	9
Released on	June 2018
Updated on	June 2021
Prepared by Name Designation	Dr. T. Aryamala, Professor-in-charge (Shift II), AMCAS, Chennai
Reviewed by Name Designation	Dr. S. Annapoorani, Assistant Professor and Head, Department of English, AMCAS, Chennai
Approved by Name Designation	Dr. S. Ramanathan, Principal, AMCAS, Chennai

CODE OF ETHICS POLICY

VALUES OF THE INSTITUTION

Human values are the yardsticks that help people understand the purpose and goals of life. Education built on a firm value system gives the pillaring support for the holistic development of an individual. The following are the values that our institution has complete belief and faith in: Respect, Integrity and Purity.

RESPECT

Respect is the esteem or sense of worth or excellence of a person. One who respects oneself also respects others. This is a basic virtue required to nurture friendship, team work and productivity. It conveys a sense of admiration for good or valuable qualities, such as respect for others, elders, accepting people as they are irrespective of the differences in gender, caste, creed, colour, religion, etc. Further it promotes goodwill, growth, respect for the country which are essential for being a socially and morally upright citizen.

INTEGRITY

Integrity is the practice of being honest and showing a consistent and uncompromising devotion to strong moral and ethical principles and values. An individual must therefore be honorable and willing to adhere to these values. They should also be consistent and courageous when these values are challenged. Integrity is revealed when people act virtuously regardless of circumstances or consequences. A person of integrity will consistently demonstrate good character by being free of corruption and hypocrisy.

PURITY

Purity is the state of being clean or free from anything which does harm. It is not confined to outward appearance alone, but also refers to the purity in head, heart and soul. The level of refinement, clarity of thoughts and untainted intentions fosters the betterment of spiritual growth in an individual. When pure thoughts and deeds go hand in hand the prosperity of the society cannot be far away.

PROFESSIONAL ETHICS FOR TEACHING PROFESSION

STUDENTS

A code of ethics for educators always addresses issues such as fairness and confidentiality. Teachers may not discriminate against students for any reason, and they must not share information about the student with anyone other than college professionals who need the information to assist the student. Teachers are expected to provide a physically and emotionally safe learning environment for students.

PARENTS

Teachers must always deal with parents in a professional manner. The National Association of Special Education Teachers' Code of Ethics states that teachers should work to collaborate with parents and build an atmosphere of trust. Teachers must also never allow themselves to treat a student differently based on the student's parents' position in the community. It is generally considered to be unethical for teachers to accept costly gifts from parents.

COLLEAGUES

Teachers' code of ethics often addresses a teacher's relationship with their colleagues. Teachers are expected to treat colleagues fairly and to encourage one another to adhere to high professional standards.

PROFESSIONALISM

Ethics states that a teacher works to maintain a high personal standard of professionalism. The code of ethics developed by the National Education Association warns teachers not to misrepresent their professional qualifications. Ethics also dictates that teachers shall not misappropriate college funds or equipment for personal use. Teachers may also consider professional development necessary from an ethical stance, as it can help them to better serve the students in their charge.

INSTITUTIONAL CODE OF CONDUCT

INTRODUCTION

Asan Memorial College of Arts and Science is a community with the mission of imparting value-based holistic education along with co-curricular, extra-curricular and skill-based programmes. A specific code of conduct has been developed to ensure that the college fulfills its mission of nurturing personal growth and sustaining a college-wide atmosphere conducive to learning and academic excellence. All the students are held accountable to this code of conduct during their course of study. As responsible citizens of our community, students agree to abide by College guidelines and standards in exchange for the benefits of being a part of the Asan Memorial College of Arts and Science. The code has been developed with the help of Code of Conduct for Higher Educational Institution. Any change in the Code is applicable to the code of conduct of the institution.

OBJECTIVES OF THE CODE

The objective of the code is to make students act in a manner that respect the rights, safety and well-being of others. The intent of the code is to provide a framework to resolve issues when civility and respect for the rights of others break down and informal resolution is not possible.

STUDENTS CODE OF CONDUCT

1. The students of the College and the Institute are to conduct themselves on and off the campus in a disciplined and exemplary manner so as to maintain the reputation of the institution as well as their own.
2. Students should greet and respect the teachers and other officials in the institutions. They must obey the instructions of teachers and behave in a polite manner.
3. Students are restrained from organizing any type of Union or Association activities other than those relating to curricular or co-curricular activities and with the prior approval of the Principal / Director.
4. Students must not loiter in the College premises or cause disturbance to fellow students by moving or talking loudly on the corridors, staircases, etc., when the classes are in progress. Free time should be best spent in the College library.
5. Students should cultivate the habit of reading notices put up on the college notice-boards in the college premises. Ignorance of any instructions as contained in the notice will not be accepted as an excuse for failing to comply with it.
6. Smoking in college premises, damaging of furniture and fittings, spitting, pasting posters, scribbling on the tables & walls, throwing of waste paper and rubbish are prohibited.
7. The students participating in inter-collegiate events should behave decently to keep up the dignity and reputation of the College / Institute.
8. Under the Tamil Nadu Government Educational Rules, the Principal / Director is empowered to impose fine, withhold attendance certificate and suspend or expel any student, if considered necessary to do so.

ATTENDANCE

1. The College assigns top priority to regular attendance in all classes. Students are expected to secure 100% attendance for all theory and practical classes. However, the eligibility for appearing in University examinations with minimum of 75% attendance will be accepted, subject to valid explanation for absence.
2. For absence due to illness, the request has to be supported by a detailed medical report from a Registered Medical Practitioner.
3. For absence due to participation in College or University programmes, leave request should be submitted in advance with due authorization.
4. The College encourages active participation in sports, games and other extracurricular activities. Provision to meet attendance and other academic requirements will be made only when the student represents the College, the University, the State or the Country. An official letter duly signed by the organizing agency and Head of the Department has to be filed in the Principal's Office along with a letter from parents.
5. All leave applications must be countersigned by Parent / Guardian / Warden and must be recommended by the Head of the Department.
6. If a candidate remains absent continuously for 5 days without prior permission, the candidate should come along with his/her parents to meet the concerned HOD/Principal.
7. Submission of leave application with/without medical certificates does not entitle a student to earn attendance for the days of his/her absence.
8. Attendance is compulsory on the reopening and last working day of the college & festival holidays if any, failing which severe action will be taken against the absentees.
9. Absence from Class tests and Model examinations will be severely dealt with.
10. After the final attendance list is put up on the notice board at the end of semester, no request for the correction of attendance will be entertained.

DRESS CODE

1. Every student is expected to be in simple and modest formal dress. Girls are expected to be either in saree with sleeved blouse or Churidar or salwar kameez with sleeved long kurtha and duppatta. Boys are expected to come in full pants and shirt.

DISCIPLINARY

RULESDON'TS

1. Ragging of any kind and any magnitude inside / outside the college campus.
2. Possession / use of camera cellular phones within the college campus.
3. Any kind of boisterous and disturbing behavior in the campus.
4. Possession / use of drugs, alcohol or peddling drugs in the campus or anywhere else.
5. Any kind of misconduct or misbehavior inside / outside the campus (in public places, buses, trains, etc.) or detection of foot board travel, blocking the traffic, unruly behavior in buses / trains or any kind of annoyance to the public will also result in the immediate withdrawal / permanent cancellation of all travel concessions and scholarships.
6. Misuse of instruments / computers and electric & electronic devices in the campus.
7. Causing damage to college / public property.
8. Inviting / meeting strangers or unauthorized person(s) inside the campus without written permission from the Principal.

EXAMINATION GUIDELINES

1. Candidates who have earned 75% of attendance are eligible to appear for the semester examinations. (Theory & Practical papers separately)
2. Candidates will not be allowed inside the examination hall without proper Hall ticket & Identity Card.
3. Mobile Phones & Programmable calculators are not allowed.
4. Lending / Exchanging of calculators or any other items inside the examination hall is strictly prohibited.
5. Candidates must observe silence and maintain discipline in the examination hall.
6. Malpractice or misconduct of any kind is punishable. The examination written by such candidates will be treated as absent.

LIBRARY RULES & REGULATIONS

1. All the students and staff of the college are members of the college library.
2. Silence must be maintained in and around the library.
3. No person shall write or damage or mark on any book belonging to the library.
4. Readers shall be responsible for any damage caused to the books or other property belonging to the library and shall be required to replace such books or property damaged or to pay thrice the value thereof. If one book of a set is damaged, the whole set shall be replaced.
5. Before leaving, the readers shall return the books to the assistant at the counter.
6. Members in the reading room shall vacate their seats 10 minutes before the closing time.
7. The borrowers should examine the books at the time of receiving and if found damaged, it should be brought to the notice of the librarian.
8. If the book is found damaged at the time of return, the borrower shall be held responsible for it.
9. Reference books and periodicals shall not be lent out and are meant for use within the library.
10. Students are not supposed to sub-lend either the card or books taken from the library.
11. Absence from the college will not be admitted as an excuse for delay in the return of the books.
12. Readers should ensure that they take their cards when they return the books.
13. Students must return the cards when leaving the college and obtain “NO DUES CERTIFICATE”.
14. If a book is not returned on time a fine of Rs.1/- per book per day will be levied.
15. Any change in the rules or regulations or any information will be notified on the library notice board.
16. Use of cell phone inside the library is prohibited.

HOSTEL RULES

1. In the absence of parents or responsible guardian, no student shall be admitted to the Hostel.
2. The management reserves the right to terminate the period of residence for grave misconduct on the part of the student.

3. Leave of absence when the college is working will be allowed for festivals, illness, celebrations and for any emergency, with the written permission of the Warden. For festival, celebrations or for any emergency it will be restricted to one week. No deduction of mess charges will be allowed for absence of any kind.
4. Hostellers are not permitted to stay in the hostel during class hours without permission from the warden.
5. Absolute silence must be maintained during study hours and other times.
6. Visitors are not allowed to enter the hostel without prior permission from the warden.
7. No hosteller should allow day scholars to the hostel at any circumstances. Stringent action will be taken on violating the rules.
8. Hostel Students are advised to follow the rules & regulations laid by the Institution.

RAGGING

1. Ragging is strictly prohibited within and outside the campus. Prompt and severe action will be taken against those indulging in Ragging activities as per the Tamil Nadu Prohibition of Ragging Act 1997.
2. As per the Act, ragging means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any educational institution and includes teasing, abusing, playing practical jokes on causing hurt to such student. Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.
3. As per the law, ragging or abetting in ragging are acts of indiscipline and crime, which the Supreme Court of India in SLP No.24295 of 2006, held as a perverse act having the effect of dehumanization of the individual affecting his or her self esteem and give directions to treat ragging more or less at par with rape and atrocities against women, ill-treating persons belonging to reserved categories etc., fresh students, like other weaker sections of the society, need and deserve protection.
 - It has recommended the following punishments which are strictly enforced in the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009:**Penalty for Ragging:** Any student who directly or indirectly commits, participates, abets or propagates “ragging” inside or outside any educational institution shall be punished with **imprisonment** for a term which may extend to **two years** and shall also be liable to a **fine** which may extend to **twenty five thousand rupees**.

➤ **Dismissal of Student:** Any student convicted of an offence under the Act shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

➤ **Suspension of Student:** Whenever any student complains of ragging to the Head of an educational institution, he/she shall enquire into the same immediately and if found true, shall suspend the student who has committed the offence, from the educational institution

➤ If any student violates the Code of Conduct which leads to lowering of the esteem of the College or involves in ragging or involves in any activity which endangers the dignity and safety of other students or staff of the college and if the college authorities finds prima facie evidence is available against the student, he/she shall be suspended from the college for a maximum period of 15 days, pending further enquiry by the college authorities.

ULTIMATE AUTHORITY

➤ For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

REQUEST TO PARENTS

➤ Parents and Guardians are requested to co-operate with college authorities in the formation of good character, in maintaining regularity in attendance and progress in studies of their wards.

➤ Letters will be sent to the parents of the students who are irregular in attendance.

➤ At the same time, they are advised to check in person with HODs/class teachers regarding the attendance of their children/ward.

➤ All the parents/guardians have to come with their wards for parents-teachers meeting.

GRIEVANCES REDERESSAL COMMITTEE

The college has a dedicated Students' Grievances Redressal Committee where students can air their grievances. The Principal along with the committee members will address the situation. The students can also approach the college authorities any time to air their grievances.

INSTITUTIONAL CODE OF ETHICS FOR TEACHERS

INTRODUCTION

It is universally felt that the status of teaching profession requires to be raised to ensure its dignity and integrity. There are five major areas of professional activities which encompass the work of a teacher. For each of these areas certain principles have been identified to serve as guidelines for Teachers' conduct. These are preceded by a preamble which provides a rationale for the principles identified.

PREAMBLE

- Recognizing that every child has a fundamental right to receive education of good quality;
- Recognizing that education should be directed to the overall development of human personality;
- Realizing the need for developing faith in the guiding principles of our policy such as, Democracy, Social Justice and Secularism;
- Recognizing the need to promote culture, heritage, national consciousness, international understanding and world peace through education;
- Recognizing that teacher is integral to the social milieu, in contributing his/her best for the well-being of society through education.
- Recognizing the need to use teaching as an effective tool in motivating students for which knowledge, expertise, specialized skills and dedication are required.
- Realizing that social respect and support for the teaching community is dependent on the quality of teaching and teachers' attitude towards the teaching profession; and
- Realizing the need for self-direction and self-discipline among members of the teaching community. We, the teachers of India resolve to adopt this code of Professional Ethics.

TEACHER IN RELATION TO THE STUDENTS

The Teacher shall:

- Always be punctual in attending to duties in the College.
- Always teach the curriculum after making thorough preparation for the lessons to be taught.
- Always treat all students with love and respect and be impartial in treating students irrespective of caste, creed, sex, status, religion, language, etc.
- Always guide the students in their physical, social, intellectual, emotional, moral and spiritual development.
- Always take notice of the individual needs and differences among students in their socio-cultural background and adapt his/her teaching accordingly.
- Always refrain from divulging confidential information about students except to those who are legitimately entitled to it.
- Always refrain from inciting students against other students, teachers or administration;
- Always maintain dignity and decorum in attire, words and deeds.

TEACHER IN RELATION TO PARENTS/GUARDIAN

The Teacher shall,

- Seek to establish cordial relations with Parents/Guardians;
- Provide information regularly to parents regarding the achievements and shortfalls of the wards and
- Gain confidence and trust amongst parents to approach teachers when the need arises.

TEACHER IN RELATION TO SOCIETY AND THE NATION

The Teacher shall:

- Strive to develop the Educational Institution as a community and human resource development centre providing knowledge and information and developing skills and attitudes needed for such development.
- Refrain from taking part in any activity having the potential to spread feeling of hatred or enmity among different communities, religious or linguistic groups.

TEACHER IN RELATION TO PROFESSION, COLLEAGUES AND MANAGEMENT

The Teacher shall:

- Recognize the management as the prime source of his/her sustainable development;
- Develop mutual respect and trust through his/her professional activities and outputs.
- Treat other members of the profession in the same manner as he/she himself /herself wishes to be treated;
- Refrain from lodging unsubstantiated allegations against colleagues or higher authorities;
- Participate in programmes of professional growth like in-service education and training, seminars, symposia workshops, conferences, self study, etc
- Avoid making unpleasant statements, unwarranted comments about colleagues/management.
- Assure support and co-operation to the Head of the Institution, higher authorities and other officials of the Institution in both curricular and co-curricular activities.