



Code of Conduct for Staff and Students



Thunchath Ezhuthachan
Malayalam University

This is the approved standard procedures and practices of the Thunchath Ezhuthachan Malayalam University (hereinafter referred to as the 'University') for all members of the University Community including the students enrolling with the University for pursuing varied courses. The codes listed here shall apply to all sorts of conduct and mannerisms of the members of the University, including teaching & non-teaching staff, students of the University, any individual employed by the University using University resources or facilities, or receiving funds administered by the University and other representatives when speaking or acting on behalf of the University.

[A] Conduct of Students

All students must abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') intended to pioneer and administer a student discipline process that is democratic, meticulous, effective and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code.

The university shall have the jurisdiction over the conduct of the students associated /enrolled, and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute linked activities and functions. The University 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 on campus. The off-campus jurisdiction may be decided based on the seriousness of the offenses alleged, and the risk of harm involved.

The University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others. Apart from being regular in the classes and allied academic activities, they are expected to complete their studies in the University with academic integrity, raising their acumen for critical thinking and sociability.

All students must refrain from indulging in any and all forms of misconduct that may affect the University's interests and reputation substantially. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that they will deter from indulging in any and all forms of misconduct including

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, and gender identity,
- b) Intentionally damaging or destroying University property or property of other students and/or faculty members
- c) Any disruptive activity in a class room or in an event organised or sponsored by the University.
- d) Inability to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
- e) Organizing meetings and processions without permission from the university.
- f) Accepting membership of religious or terrorist groups banned by the State of Kerala.
- g) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- h) Unauthorized possession or use of harmful chemicals and banned drugs
- i) Smoking on the University campus
- j) Possessing, consuming, distributing, selling of alcohol in the University.
- k) Pilfering or unauthorized access to the resources of others.
- l) Misdemeanour and /or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the University.
- m) Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the University.
- n) Thievery or abuse of University's computers and/or other ICT instruments. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others.
- o) Causing damage to or destruction of any property of the University, or any property of others on the University premises.
- p) Rash driving inside the campus or parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- q) Not disclosing a pre-existing health condition, either physical or psychological, to the concerned officer, which may cause hindrance to the academic progress.

- r) Irresponsible use of the social media and posting derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- s) Making a video/audio recording (including audio or video lectures without prior permission), taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committees constituted for the same may give a hearing to the student to ascertain the misconduct or alleged violation and suggest one or more disciplinary actions based on the nature of misconduct.

The disciplinary actions may include

- a) warning- 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.
- b) Restrictions -reprimanding and restricting access to various facilities on the campus for a specified period of time.
- c) Community service - for a specified period of time to be extended if need be.
- d) Expulsion - indicating prohibition from entering the institute premises or participating in any student related activities or campus residences etc.
- e) Monetary penalty- may also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- f) Suspension- for a specified period of time which will entail prohibition on participating in student related activities, classes, or programs. Suspension, may also follow by possible dismissal, along with ineligibility to reapply for admission to the University. If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Registrar/Vice Chancellor who can ask for a reconsideration from the committee. In any case the Registrar/Vice Chancellor 's decision is final and binding in all the cases where there is a possible misconduct by a student.

In the event, the student is forced to discontinue studies for any legitimate reason; he/she may be relieved from the Institution subject to the written consent of the University Authorities. In case

of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

[B] Academic Integrity

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The Policy on academic integrity, aimed to achieve intellectual and ethical environment forms an integral part of the Code which applies to all students of the University, who should feel responsible to ensure its highest standards. Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every pupil of the Institution should feel responsible to ensure the highest standards of academic integrity.

The principles of academic integrity require that a student should

- Properly acknowledges and cites use of the ideas, results, material or words of others.
- Properly acknowledge all contributors to a given piece of work.
- Make sure that all assignments in a course are submitted by her own.
- Perform academic activities, obtains all data with ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

Violations of this policy include, but are not limited to:

(I) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself to Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement..

II) Cheating which includes, Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts, or writing a report or taking examination for someone else., Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications and Creating sources, or citations that do not exist .

(III) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

[C] Anti -Ragging

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 . The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution.

Ragging constitutes one or more of the following acts:

- 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 with rudeness any student;
- 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;
- 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;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a student by other students;
- 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;
- 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.

- Any act that affects the mental health and self-confidence of any other student with or without an intent to arise a vicious pleasure or showing off power, authority or superiority by a student over any other student.

Anti-Ragging Committee: The Anti-Ragging Committee as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

Anti-Ragging Squad: To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots, If any, in the University. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

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

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Excluding from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Excluding from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present their research work.
- Cancellation of admission.
- Expulsion from the institution and consequent excluding from admission to any other institution for a specified period.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute 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.

[D] Gender Discrimination and Allied Harassment:

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

STUDENT GRIEVANCE PROCEDURE Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

STUDENT PARTICIPATION IN GOVERNANCE As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. 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 Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

Code of Conduct for the Vice Chancellor/ Pro Vice- Chancellor

The Vice Chancellor has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution, the Vice chancellor remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed

by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Kerala as in the Kerala Service Rules (KSR). Specifics of the salient and significant codes applicable are described underneath:

- Provide academic and executive leadership to develop and sustain the academic culture to think independently, critically, and creatively upholding the ethos of inclusiveness.
- Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources, and concern for the environment and sustainability protecting the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building..
- Conduct himself or herself with transparency, fairness, honesty, highest degree of ethics and make decisions meting equal treatment to all the stakeholders, that are in the best interest of the University.
- Act as a steward of the University's assets in managing the resources responsibly optimally, effectively, and efficiently for providing a conducive working and learning environment.
- Give utmost priority to encouraging and creating an atmosphere that is conducive to free and fair academic activities and encourages excellence in output.
- Promote the collaborative, inclusive, shared, and consultative work culture in the University, with no scope of any discriminatory and disparate practice at any level paving the way for critical and innovative thinking and ideas.
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction, and service to the humanity and environment
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the university so that all the stakeholders enjoy equal opportunities.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices come to gradual prevalence and only prevail, eventually.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.

Code of conduct for Governing Body

The governing body of the university is responsible for ensuring the effective management of the institution and for planning its future development.

- The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.

Code of Conduct for Teachers

The teachers of this University should follow the code of conduct laid down in Kerala Service Rules. But they are also subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideals 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 must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

[A] Professional Values

(i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community; and manage their private affairs in a manner consistent with the dignity of the profession;

The teachers should be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

(ii) He shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

(iii) He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.

(iv) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

(v) The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.

(vi) Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

[B] Professional Development and Practices

(i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.

(ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and

(iii) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.

The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

Professional Integrity

(i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications. Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

(ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.

(iii) There should be no conflict between professional work and private practice. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis

(iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded. A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute, and this can lead to various sanctions. It is recommended that faculty bring any academic violations to the notice of the Vice-Chancellor/Registrar.

[C] Professional Collaboration

(i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner. They co-operate and assist in carrying out the functions relating to the educational responsibilities of the University, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and examinations, including supervision, invigilation and evaluation;

and participate in extension, co-curricular and extra-curricular activities, including community services.

(ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

(iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.

(iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.

(v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College

(vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

(vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

Take care of University resources and protect the interest of the use of resources for the well-being of University community.

Code of Conduct for Non teaching and other Support Staff

Being the employees of the Government of Kerala, all the support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

Professional Conduct

(i) Ensure all administrative support to develop and sustain the academic culture to think independently, critically, inclusively and creatively. 2. Be dedicated and be contributing regularly to the academic and personal growth of students by rendering appropriate services throughout the duration of their academic program at the University. 3. Show a respectful and affectionate attitude towards teachers, students and colleagues. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

(ii) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.

(iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the University Authority.

(iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.

(v) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct

(i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.

(ii) They should also be responsible for the proper use and maintenance of college equipments and furniture.

(iii) No support staff should be under the influence of drugs or alcohol during office hours.

(iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.

(v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.

(vi) The support staff should show no discrimination on basis of gender, caste or religion.

Professional Relationship

(i) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

(ii) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.

(iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

(iv) The Support Staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.