



Thunchath Ezhuthachan
Malayalam University

Quality Manual and Quality Policy



The University is dedicated to achieving excellence in all academic and co-curricular endeavours. This policy aims to provide value to stakeholders by nurturing competent and empowered citizens who are socially productive and morally upright. By adhering to this policy, the University ensures the timely, efficient, and progressive execution of academic, administrative, and financial tasks.

Key objectives include:

- Offering relevant and high-quality academic and research programs.
- Providing equitable access to and affordability of academic programs for various sections of society.
- Optimizing and integrating modern methods of teaching and learning.
- Maintaining the credibility of assessment and evaluation processes.
- Ensuring the adequacy, maintenance, and proper allocation of support structures and services.
- Promoting the dissemination of research findings and fostering networking with other institutions in India and abroad.

The University has established an Internal Quality Assurance system to enhance its academic and managerial quality. This system boosts transparency and consistency in qualifications, fostering trust, learner mobility, and lifelong learning. In 2020, the University aligned its Quality Management System with the requirements of the NAAC and the National Quality Assurance Framework for Further and Higher Education Internal Quality Assurance Standards.

The Quality Manual covers the following key aspects of the QA Framework:

Quality Assurance Policy: Each entity within the University must have a publicly accessible quality assurance policy that is integrated into their strategic management.

Programme Design and Approval:

New programmes introduced at the University must follow appropriate processes for their design and approval.

Student-Centered Learning, Teaching, and Assessment: Entities must ensure that programmes are delivered in a manner that encourages active student participation in the learning process.

Student Admission, Progression, Recognition, and Certification: Entities must consistently apply predefined and published regulations throughout all phases of the student lifecycle.

Code of Conduct for Teaching and Non-Teaching Staff: Entities must ensure the competence and effectiveness of both teaching and non-teaching staff.

Information Management: Entities must collect, analyse, and use relevant information for the effective management of their programmes and other activities.

Public Information: Entities must publish clear, accurate, objective, up-to-date, and easily accessible information about their activities.

Ongoing Monitoring and Periodic Review of Programmes: Entities must implement the “Quality Cycle” by continuously monitoring and periodically reviewing their programmes to ensure they remain fit for purpose.

The University is committed to regularly maintaining and updating this key document to reflect changes and improvements in its Quality Management System.

POLICY FOR QUALITY ASSURANCE

Vision and Mission Statement

Vision

Thunchath Ezhuthachan Malayalam University envisions to enrich and develop the aspects of Malayalam language and culture in a contemporary milieu, to participate in the intellectual enrichment and critical knowledge dissemination through the Malayalam language, along with global technological advancement, and to formulate people centric developmental initiatives with regional significance.

Mission

- To cultivate intellectual and skilled human resources capable of leading Kerala;s
- holistic development.
- To offer rigorous programmes in Malayalam Medium at the undergraduate,
- postgraduate and research levels spanning diverse academic disciplines.
- Emphasise research integrating knowledge and social development to strengthen
- Kerala's transition into a knowledge society.
- Participate in fostering human resource development that meets the global demands
- of various job sectors including industries, and services.
- Mould a generation committed to upholding and advancing Kerala's equanimity and
- secular traditions.
- Enable individuals to acquire expertise that drives the holistic advancement of Malayalam language, harmonising with modern technological advancements.

Policy coverage

The Policy applies to all units of the University through continuous internal quality assurance mechanisms in order to achieve the Mission and Vision of the institution.

1.2 Strategic Goals and Strategic Directions

The Institutional Development Plan was set and revised in 2021 following a number of internal and external meetings with various stakeholders, with the approval of the General council and the Executive council of the university. the Institutional Development Plan is reviewed at

regular intervals during the Meetings, also since the objectives are integrated within the Statutory staff performance appraisals.

1.2.1 Strategic Goals

The University has identified the following key strategic goals:

The primary goal is to offer rigorous programs in Malayalam Medium at the undergraduate, postgraduate, and research levels across diverse academic disciplines. This is combined with the provision of adequate learning spaces and an outstanding educational experience for every student. Our graduates are expected to be competent, resourceful, critically conscious, and innovative, preparing them for their future vocational and professional careers. This will create a generation committed to upholding and advancing Kerala's equanimity and secular traditions.

1.2.2 Internal Quality Assurance Cell

The University established its Quality Assurance Department in 2018. The department focuses on adding value to students and other stakeholders. All Quality Assurance initiatives are supported and consolidated by a formal and structured Quality Management System (QMS).

1.2.3. IQAC Composition

The total quality management of the institution shall be driven by the Internal Quality Assurance Cell (IQAC). It shall be composed of.

IQAC Composition

Chairperson Vice Chancellor

Director, IQAC Member Secretary

Coordinator, NAAC Member

3 Senior Administrative Officers

☐ Registrar

☐ Finance Officer

☐ Controller of Examination

☐ One Nominee from employers

Three to eight represent all level of Teachers Member

One Nominee from Local Society Member

One Nominee from Nominee Industry Member

One Nominee from Alumni Member

One Nominee from Students Member

One Nominee from External Expert Member

1.2.4. Functions of IQAC

- The IQAC will act as the central hub for quality at the institution. Internalization of Quality Culture: The cell will implement a Quality Assurance system across all academic and administrative processes to internalize a culture of quality.
- Development of Benchmarks: Establish benchmarks for various academic activities to promote quality education and update the curriculum.
- Creation of a Learner-Centric Environment: Foster an environment conducive to quality education and curriculum updates.
- Conduct Academic and Administrative Audits (AAA).
- Participation in Accreditation and Ranking Surveys: Engage in ISO, NIRF, NAAC, and similar ranking surveys.
- Quality Assurance through Documentation and Audits.
- Development and Institutionalization of Best Practices.
- Quality Improvement through Interactive Forums.
- Motivation for Faculty Publications: Encourage faculty to publish in journals of international standards.
- Implementation of Feedback Systems: Establish feedback systems for faculty, curriculum, institutional performance, library, and hostel facilities.

1.2.5. Quality Assurance Mechanism

The quality assurance mechanism will be based on the PDCA model, promoting measures for institutional functioning towards quality enhancement through the internalization of quality culture and institutionalization of best practices. The PDCA cycle involves proposing a change, implementing it, measuring the results, and taking appropriate action.

1.2.6. The Director, Quality Assurance

The director of IQAC, as the appointed Quality Management System representative, is responsible for: a) Ensuring that processes needed for the quality management system are established, implemented, and maintained across all academic and administrative levels. b) Reporting to the Registrar and Vice-Chancellor on the performance of the quality management system and any need for improvement. c) ensure the promotion of awareness of stakeholder requirements throughout the organization, and; d) liaise with external parties on matters relating to the quality management system.

1.3 Document Control: Updating and Dissemination

The Quality Assurance Cell plays a crucial role in maintaining the institution's academic and administrative standards. Their responsibilities include:

- Facilitating regular process reviews
- Ensuring timely updates to academic and administrative policies, procedures, and regulations
- Maintaining accessibility of all documents through the institutional website

1.4 Academic Integrity and Freedom

The University is committed to upholding the highest standards of academic integrity and freedom. The following measures have been implemented to ensure this commitment:

Recruitment and Appointment

- Conduct merit-based recruitment through a fair and open selection process
- Utilize internal/external calls for applications
- Provide comprehensive job descriptions
- Establish impartial interviewing boards
- Appoint administrative and academic boards and councils based on expertise and qualifications

Compliance and Continuous Improvement

- Ensure compliance of educational programmes and processes with statutory and regulatory requirements

- Demonstrate an unwavering commitment to continual improvement and effectiveness of the Quality Management System
- Conduct regular reviews of the Quality Policy

Quality Objectives

Regularly identify and communicate quality objectives based on:

- Strategic planning initiatives
- External requirements and standards
- Internal and external audit findings
- Outputs from Review meetings
- Governance and Legislation
- Adhere to state and national legislation that establishes necessary standards and criteria for higher education institutions.
- Regularly review and update policies to align with evolving educational landscapes and regulatory requirements

By implementing these measures, the University strives to create an environment that fosters academic excellence, integrity, and freedom while maintaining the highest standards of educational quality.

1.5 Internal Communication – Circulars

The Registrar and his office regularly issue email circulars to keep staff and students informed about progress, opportunities, vacancies, protocols, updates, etc., at Malayalam University. Dedicated communication meetings are held at various levels and frequencies to facilitate statutory and other communications. These meetings include: a) Board of Studies b) Academic Council c) Communication meetings with staff and students by the Vice Chancellor d) School Council meetings.

1.6 External Communication and Events

On and off-campus events are held throughout the year. Information and photos of these events are available on the University webpage and the University Events and CSR Facebook pages. Being located in the coastal belt, the University maintains regular contact with external stakeholders through its extension activities and strategy consultation process. This includes direct feedback on the development and cyclical review of programs, seminars, sponsorship of teaching

resources, discussions on student placements, and the establishment of Memorandums of Understanding, among other activities.

1.7 College Corporate Social Responsibility

The University and the student council take initiatives to organize extension activities that benefit surrounding communities or support funding for good causes, both on-campus and via third parties. These initiatives are communicated to all staff and students through circulars.

1.8 POLICY ON OUTREACH AND EXTENSION PROGRAMMES

Extension and outreach activities foster the holistic development of students and research scholars by offering community services through research, education, and technological resources. The term ‘Extension’ refers to the strategic use of the university’s resources, including infrastructure, expertise, knowledge, skills, and manpower, for the community’s benefit and the university’s stakeholders through planned programs. Extension involves delivering new knowledge or information generated within the university to external recipients. ‘Outreach’ signifies officially sanctioned community service by organized groups within the university, aimed at supporting and encouraging disadvantaged community members.

Malayalam University is dedicated to nurturing a generation that actively participates in social activities and remains committed to societal service. The university aims to impact rural development through technological advancements and entrepreneurial growth within the local community.

Malayalam University, as of now, provides effective services for the development of rural areas and neighbouring communities through various innovative programs. The policy for extension and outreach activities at Malayalam University is designed to achieve excellence by creating a vibrant ecosystem for the conduction and implementation of these activities. This involves engaging all stakeholders to volunteer for social welfare initiatives.

The Community Outreach and Extension Programme at Malayalam University is designed to positively impact the local community through various initiatives. This program addresses social, economic, and environmental challenges faced by marginalized communities in nearby areas. It offers students and faculty opportunities to engage in volunteerism and community service, promoting awareness and advocacy on issues such as health and hygiene, skill development, and environmental conservation. This fosters social responsibility among stakeholders and contributes to creating a better society.

Vision

To enhance the quality of life and well-being of community members, the program focuses on improving their living standards by addressing their needs through active participation and participatory learning.

Mission

To cultivate social values and responsibility among faculty members and students, aiming for the holistic development of society. This involves enhancing their understanding of societal issues and problems by actively engaging them in community development initiatives.

Objectives

- Participate in various social upliftment activities for rural community development through diverse projects and programs.
- Identify community needs, collaborate with local organizations and individuals, and conduct awareness campaigns.
- Extend knowledge and other institutional resources to nearby communities.
- View community service as a sense of responsibility.
- Foster partnerships between communities.
- Sensitize students to socio-economic realities.
- Design programs for environmental protection and conservation.
- Assist local governments in improving governance quality.
- Develop and implement short-term courses and workshops for community development and empowerment.
- Encourage students to contribute to community transformation through technological innovation.
- Create an ecosystem for extension and outreach activities to achieve social welfare through well-established NSS, NCC units, and University clubs.
- Encourage stakeholders to actively participate in community problem-solving.
- Identify areas or communities based on needs.
- Educate students about socio-economic realities.
- Help local governments improve governance quality.
- Adopt schools and villages for holistic development.
- Promote skill development and women empowerment.
- Engage in youth development activities.
- Promote health and sanitation facilities.
- Support entrepreneurial development activities.
- Conduct livelihood development activities.

- Organize digital literacy campaigns.
- Promote energy conservation and afforestation.
- Raise awareness about gender issues.

1.9 Code of Conduct for Staff and Students,

(Along with the standard procedures)

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.

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) Recording or photographing someone in a private setting without their knowledge and explicit consent is prohibited. If a student is accused of violating this rule, a committee will be established to investigate the matter and recommend appropriate disciplinary actions. The committee may hear the student's side to determine the nature of the misconduct and suggest one or more of the following disciplinary actions based on the severity of the violation:

[A] Warning: Notifying the student that their actions violated the code and that further misconduct will result in harsher penalties. b) **Restrictions:** Limiting the student's access to certain campus facilities for a specified period. c) **Community Service:** Requiring the student to perform community service for a set duration, which may be extended if necessary. d) **Expulsion:** Banning the student from entering the institute premises or participating in any student-related activities or campus residences. e) **Monetary Penalty:** Imposing a fine, which may include suspension or forfeiture of scholarships or fellowships for a specific period. f) **Suspension:** Temporarily prohibiting the student from participating in student-related activities, classes, or programs. Suspension may also lead to dismissal and ineligibility to reapply for admission. g) **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.

Anti-Ragging Policy

The institution has a comprehensive and effective anti-ragging policy, aligned with the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009’. These regulations were established following directives from the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian educational institutions and colleges. The UGC regulations apply to the institution as well.

Ragging includes one or more of the following actions:

Any behaviour by a student or group of students, whether spoken, written, or through actions, that teases, treats, or handles another student with rudeness.

Engaging in rowdy or undisciplined activities that cause or are likely to cause annoyance, hardship, physical or psychological harm, or fear in another student.

Asking a student to perform an act they wouldn’t ordinarily do, causing shame, torment, or embarrassment, thereby affecting their physical or mental well-being.

Any action by a senior student that disrupts or disturbs the regular academic activities of another student.

Exploiting a student to complete academic tasks assigned to an individual or group.

Any act of financial extortion or imposing a financial burden on a student by other students.

Physical abuse in any form, including sexual abuse, stripping, forcing obscene acts, gestures, causing bodily harm, or any other danger to health or person.

[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 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 members of the Institute campus, students have a significant interest in its governance. The Code, policies, and procedures outlined here emphasize the importance of student involvement in both administrative and academic areas. It is crucial that students are consistently encouraged to share their views and advice to facilitate informed decision-making.

Student participation should be promoted and strengthened at all levels. Therefore, all current and future students of the Institute are advised to uphold this policy, report any violations, and work both individually and collectively to enhance the quality and effectiveness of this Code and its associated policies.

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

The Vice Chancellor plays a multifaceted role, bearing responsibilities that include being a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer. As the Academic and Administrative Head of the Institution, the Vice Chancellor must adhere to ethical codes as outlined by the University Grants Commission (UGC), the Ministry of Human Resource Development (MHRD), and the Kerala Service Rules (KSR). The key codes of conduct are as follows:

Academic and Executive Leadership: Foster and maintain an academic culture that encourages independent, critical, and creative thinking while upholding inclusiveness.

Inspirational Leadership: Provide value-based academic and executive leadership through policy formation, operational management, human resource optimization, and environmental sustainability. Protect the collective interests of all institution members to enable them to perform at their best.

Ethical Conduct: Act with transparency, fairness, honesty, and the highest degree of ethics. Make decisions that treat all stakeholders equally and serve the best interests of the University.

Resource Stewardship: Manage the University's assets responsibly, optimizing resources to create a conducive working and learning environment.

Encouraging Excellence: Prioritize creating an atmosphere that supports free and fair academic activities and encourages excellence in output

Promote Collaborative Culture: Foster a collaborative, inclusive, and consultative work environment at the University, eliminating any discriminatory practices to encourage critical and innovative thinking.

Work Culture and Ethics: Strive to cultivate a work culture that emphasizes quality, professionalism, satisfaction, and service to humanity and the environment.

Social Justice: Uphold and maintain social justice for all stakeholders, regardless of caste, creed, race, sex, or religious identity, in line with the Indian Constitution.

Gender Equality: Create and sustain a gender-neutral atmosphere within the University, ensuring equal opportunities for all stakeholders.

Research Environment: Develop an environment conducive to research-oriented academic discussions, promoting research activities to enhance the knowledge pool.

Regional Tranquillity: Work towards maintaining the tranquillity of the region surrounding the College, fostering an environment where academic practices can thrive.

Community Harmony: Promote and maintain harmonious relationships between the College and the surrounding community to ensure the flourishing and prosperity of all students.

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.

Mission and Vision Approval: The governing body is responsible for approving the university's mission, strategic vision, and long-term academic plans, ensuring they align with the interests of stakeholders such as students, local communities, and the government.

Performance Monitoring: It should monitor the institution's performance and quality assurance processes, benchmarking them against other institutions where appropriate.

Compliance: The governing body must ensure compliance with statutes, ordinances, and regulations from statutory bodies like the UGC, as well as state government and affiliating university regulations.

Equality of Opportunity: It should implement non-discriminatory systems to provide equal opportunities for both staff and students.

Reservation and Support: The governing body should ensure the institution adheres to state and national government requirements for reservations and provides necessary 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:

Professional Values

(i) **Conduct and Demeanour:** Teachers should adhere to the community's expectations of responsible conduct and maintain a level of personal behaviour that reflects the profession's dignity. They should prioritize students' interests, recognizing that the primary goal of teaching is education. This dedication should extend to addressing individual student needs and, if necessary, providing support beyond regular class hours without seeking compensation.

(ii) Encouraging Expression: Teachers must allow students to express their viewpoints, even if they differ from their own, and should encourage such expressions. Constructive criticism should be welcomed as part of the learning process.

(iii) Creating an Inclusive Environment: Teachers should foster an educational environment where all students receive equal treatment, regardless of caste, creed, religion, gender, or socio-economic status. They should avoid partiality and any vindictive behavior.

(iv) Inspiring Curiosity: Teachers should aim to inspire students to cultivate a strong interest in learning and to develop a sense of inquiry.

(v) Promoting a Broad Outlook: Teachers should foster a scientific and democratic perspective among students, encouraging community orientation, patriotism, and open-mindedness as part of their social responsibility.

(vi) Upholding Professional Ethics: Teachers should adhere to the professional ethos and conduct themselves with dignity, always remembering that society entrusts them with the education of its children.

[B) Professional Development and Practices

(i) Ongoing Learning: Teachers should continuously update their knowledge in their own and related fields, acknowledging that learning is a lifelong process. Staying informed about new methodologies and innovations is essential for enhancing their skills and improving the educational experience for their students.

(ii) Engagement in Research: Beyond their teaching responsibilities, teachers should engage in research to drive innovation and advance their subject areas. Active participation in seminars and conferences is also crucial for remaining current with educational advancements.

(iii) Developing Teaching Strategies: Teachers should contribute to the creation of new teaching strategies and curricula and be involved in planning for academic improvements. This includes fulfilling institutional duties such as conducting admissions and college seminars and participating in extracurricular activities like sports, cultural programs, and extension activities. Such engagement promotes holistic student development and builds strong relationships with students.

Professional Integrity

(i) **Ethical Behaviour:** Teachers must maintain high ethical standards by accurately representing their qualifications and certifications. They should ensure proper procedures are followed for experiments, computations, and theoretical work, and that data are meticulously recorded and preserved. Faculty members are also responsible for thorough review of manuscripts and theses and for adhering to academic integrity policies. It is crucial to inform students about the institution's academic integrity policies to prevent dishonesty and address violations effectively.

(ii) **Research Honesty:** Maintaining integrity in research is critical, and plagiarism is never acceptable. The focus should be on improving research quality through honest and ethical practices.

(iii) **Avoiding Conflicts of Interest:** Teachers must avoid any conflicts between their professional responsibilities and private practices. To ensure transparency and uphold credibility, potential conflicts of interest should be disclosed in writing to the appropriate authorities for review.

(iv) **Confidentiality:** Teachers must respect the confidentiality of information related to exams, colleagues, and students, except when legally or legitimately required to disclose it. Violations of academic integrity are serious and can have significant consequences for both individuals and the institution. Faculty members should report any breaches of academic integrity to the Vice-Chancellor or Registrar.

[C] Professional Collaboration

(i) **Respect and Cooperation:** Teachers should consistently show respect and cooperate with colleagues, sharing responsibilities in a collaborative manner. They are expected to actively participate in various educational roles, including evaluating admission applications, advising and counselling students, supervising and invigilating examinations, and engaging in extension, co-curricular, and extracurricular activities, including community service.

(ii) **Avoiding Unsubstantiated Allegations:** Teachers should avoid making baseless accusations against colleagues for personal benefit or to resolve personal conflicts.

(iii) **Adherence to Rules:** Teachers must perform their duties in line with the rules established by higher authorities and strictly adhere to the terms of their contracts.

(iv) **Avoiding Political Motivations:** Teachers should steer clear of political activities that could disrupt the integrity and smooth operation of the educational institution, particularly given its location in a sensitive border area.

(v) **Respect for Non-Teaching Staff:** Teachers should extend the same respect and consideration to non-teaching staff as they do to their teaching peers. Decisions affecting the College should be made through inclusive discussions involving all relevant parties.

(vi) **Interaction with Guardians:** Regular communication with students' guardians is essential for fostering student development and advancing the Institution's goals.

(vii) **Maintaining Regularity:** Teachers should aim to minimize unnecessary absences and ensure consistent attendance to support the smooth functioning of the College, even with the challenge of commuting distances.

(viii) **Resource Management:** Teachers are responsible for the prudent management of University resources, ensuring their effective use for the benefit of the entire University community.

Code of Conduct for Non teaching and other Support Staff

As employees of the Government of Kerala, all support staff at this College must follow the code of conduct set by the State Government. The College's specific ethical guidelines for support staff are outlined below:

Professional Conduct

(i) **Administrative Support:** Provide thorough administrative assistance to cultivate an academic environment that promotes independent, critical, inclusive, and creative thinking. Commit to supporting the academic and personal growth of students throughout their time at the University.

(ii) **Duty Performance:** Carry out your assigned responsibilities with sincerity, diligence, and accountability.

(iii) **Leave Management:** Request leave in advance whenever possible. In the case of unexpected absences, promptly notify the University Authority.

(iv) **Prohibition on Additional Employment:** Refrain from engaging in any other employment or business activities during official office hours or within college premises.

(v) **Respectful Behaviour:** Ensure all interactions are respectful and avoid any remarks or actions that could be seen as disrespectful towards non-teaching colleagues, teaching staff, or students.

Workplace Conduct

- (i) Punctuality: Arrive on time to ensure the smooth start and operation of college activities.
- (ii) Equipment and Furniture: Be responsible for the proper use and maintenance of college equipment and furniture.
- (iii) Substance Use: Do not be under the influence of drugs or alcohol during office hours.
- (iv) Confidentiality: Maintain the confidentiality of sensitive information, including examination details and staff-related matters accessed through official records.
- (v) Honesty and Integrity: Execute your duties with honesty and integrity, and ensure that no official documents are falsified.
- (vi) Non-Discrimination: Treat everyone fairly and without discrimination based on gender, caste, or religion.

Professional Relationship

- (i) Interactions with Students: Support staff frequently engage with students in various scenarios, including counselling, admissions, financial aid, examinations, and in areas such as libraries, science labs, and computer labs. It is crucial for them to maintain a helpful, friendly, and patient demeanour in all these interactions.
- (ii) Respect for Institutional Authority: Support staff should uphold the decisions made by college authorities. Any disagreements should be resolved constructively, avoiding confrontational approaches, as the institution's success depends on mutual respect and cooperation.
- (iii) Collaboration with Teaching Staff: Non-teaching staff should regard teaching staff as collaborators rather than separate entities. Creating a cooperative and supportive environment is essential for a harmonious and effective workplace.
- (iv) Interactions with Guardians: Support staff frequently engage with students' guardians, particularly during exams. It is important for them to act in a manner that positively reflects on the institution, ensuring that all interactions are conducted with courtesy and respect.

RESEARCH AND ALLIED ACTIVITIES

Research Policy Overview

At TEMU, a university committed to advancing research and related fields, our research policy is designed to nurture a dynamic research environment for faculty and scholars. This policy also aims to create a robust framework for acquiring and managing external grants, with a strong focus on responsibility and accountability.

Objectives of the Policy:

Promote Research and Innovation: Encourage continuous research, innovation, and intellectual engagement across various disciplines.

Support System: Provide comprehensive support to faculty and researchers to enhance their research efforts.

Integrity and Ethics: Maintain the highest standards of research integrity, quality, and ethical behaviour.

Interdisciplinary Collaboration: Support and facilitate interdisciplinary research and collaborations at both national and international levels.

High-Quality Publications: Advocate for the production and dissemination of high-quality research publications.

TEMU is dedicated to fostering a research environment that promotes a positive culture of innovation and ethical research. This commitment involves creating a setting where people and ideas can flourish while adhering to established standards of conduct.

Ethical Considerations:

It is crucial to carefully consider ethical issues, trade-offs, and potential unintended consequences to effectively manage risks, minimize harm, and achieve high-quality research outcomes.

The university's quality policy emphasizes that research and innovation should be carried out with full transparency and integrity. Clear definitions of responsibility and accountability are vital, and researchers must uphold the independence of their work. Any unavoidable conflicts of interest must be disclosed explicitly to preserve the integrity of the research process.