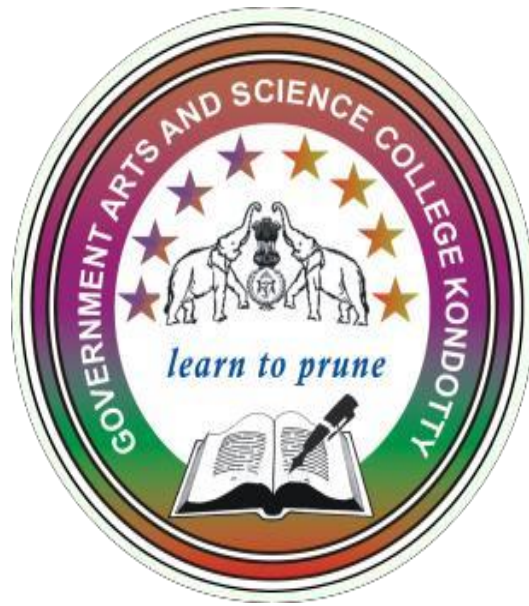


Government Arts and Science College, Kondotty



GASCK CODE OF CONDUCT/ETHICS

CODE OF CONDUCT/ETHICS

GASCK Code of ethics/conduct is a guide of principles designed to provide guidelines to the college community to conduct their work honestly and with integrity. It outlines the mission and values of the college, the ethical principles based on the organization's core values, and the standards to which each member of the college must aspire to. It incorporates the essential code of ethics prescribed for employees in KSR, handbook of DCE and the guidelines of UGC.

A. CODE OF ETHICS FOR COLLEGE COUNCIL

The College Council chaired by the Principal is responsible for ensuring the effective management and functioning of the institution and for planning its future development.

1. It envisions the mission and strategic vision of the institution, long-term academic plans and ensure that these goals are achieved in a time-bound manner and that they meet the interests of stakeholders, including students, local communities, government and others.
2. It monitors institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
3. It ensures 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.
4. It ensures that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. It ensures that the Institution implements reservations of seats for students as per government norms.

B. CODE OF CONDUCT FOR TEACHING STAFF

Being the cadres of Kerala Education Rules & Service, the teachers of this College should follow the code of conduct laid down in Kerala Service Rules & Kerala Education Rules (KSR & KER) (www.keralaservice.org>[sevice-rules](#)). They are also liable to abide by the guidelines provided by UGC for college teachers. The code of ethics of this Institution encompasses the following

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the government, UGC and the college.
2. Every Teacher shall update his/her knowledge and skills to equip himself / herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. Every teacher must be punctual. No teacher shall absent himself/herself from duties at any time without prior permission from the authorities.
5. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
6. Every teacher must show integrity and honesty in their work by abstaining from plagiarism and other unethical practices.
7. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
8. No teacher shall indulge in any action that disrupts the academic ambience of the College.
9. Every teacher in the service of the College shall strive for academic excellence in the discharge of his/her duties and conduct himself / herself in the manner of a perfect role model for others to emulate.
10. Every teacher must follow proper dress code.

C. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

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

1. The administrative staff should acquaint themselves with the college policies and adhere to them to their best ability.
2. Each of them should perform the duties assigned sincerely and diligently as well as with

accountability.

3. The administrative staff should not, on any account, undertake any other job within the stipulated office hours.
4. They must not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
5. They must not engage in remarks or behaviour that might be considered disrespectful to their colleagues or students.
6. They must be punctual.
7. They must be responsible for the proper use and maintenance of college equipment and furniture.
8. No administrative staff should be under the influence of drugs or alcohol during office hours.
9. They must perform their duties with honesty and integrity.
10. They must show no discrimination on basis of gender, caste or religion.

D. CODE OF CONDUCT FOR STUDENTS

The code of conduct for students shall apply to all sorts of conduct of students while in the campus. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that,

1. The student shall be regular in the classes and must complete his/her studies in the Institute.
2. He/ she must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others.
3. He/she must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.
4. He/she must refrain from any act of discrimination (physical or verbal) based on an individual's gender, identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.

5. He/she must not carry or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
6. He/ she must not possess, consume, distribute and sell alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
7. He/ she must not indulge in ragging.
8. He/she must not resort to malpractices in examination
9. He/she must wear official ID cards while in the campus.
10. He/ she must uphold academic integrity and honesty by properly acknowledging use of the ideas, results, material or words of others.