

CODE OF PROFESSIONAL ETHICS

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CODE OF CONDUCT FOR TEACHERS

Whereas a teacher, conscious of his responsibilities and trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he/she can fulfill the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word and deed; Now, therefore, in keeping with the dignity of his calling, this code of conduct and professional ethics is hereby laid down to be truly and faithfully observed:

- (1) Every teacher shall perform his academic duties with absolute integrity and devotion.
- (2) No teacher shall show any partiality or bias in the assessment of the students nor shall he practice victimization against them.
- (3) No teacher shall incite one student against another or against his colleagues or the Amla Mater.
- (4) No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies, amongst his colleagues, subordinates and students, and shall not try to use the above considerations for the improvement of his own prospects.
- (5) No teacher shall refuse to carry out the decision of the appropriate bodies and functionaries of the University or the college, as the case may be.
- (6) No teacher shall divulge any confidential information relating to the affairs of the University or college, as the case may be, to any person not authorized in respect thereof.

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I. TEACHER AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal 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 which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers Should:

- (i) Adhere to responsible pattern of conduct and demeanor expected from them by the community;
- (ii) Manage their private affairs in a manner consistent with dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free, and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;

- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, practical-teaching, seminar, symposium, workshop and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the work of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHER AND THE STUDENTS:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hour and help and guide students whenever they need it.
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES:

Teacher should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor;

IV. TEACHERS AND AUTHORITIES;

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.

- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interface with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (v) Should adhere to the conditions of contract/appointment;
- (vi) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHER AND NON-TEACHING STAFF:

Teacher should:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and,-
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.
- (iii) Every employee shall abide by and comply with the Regulations and Rules framed thereunder by the Management and as amended from time to time, and all orders and direction of his/her superior authorities.
- (iv) The faculty has to desist from entering into unhealthy arguments of any kind and adopting a posture of contradiction with the superiors and elders.
- (v) The faculty has to avoid reprimanding the juniors in the presence of their subordinates & students.
- (vi) A teacher should scrupulously avoid smoking, chewing betel leaves and such other undesirable habits in the presence of students and within the precincts of the Institute.
- (vii) The faculty has to avoid using harsh and slang languages on the premises.
- (viii) The use of mobile phones on campus during working hours is strictly forbidden.
- (ix) Faculty has to develop his/her general and professional knowledge of skills and remain updated in the specific line of work.
- (x) Every teacher shall, by precept and example, inculcate respect for law and order among students and staff.

VI. TEACHERS AND GUARDIANS:

Teachers should:

Try to see through teacher, bodies and organizations that institution maintains contact with the guardians, their students, sends reports of their performance to the guardians whenever necessary and meet the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY:

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;

- (iii) Beware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic group but actively work for National Integration.

STUDENTS CODE OF CONDUCT

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the college.
2. A six day working schedule from Monday to Saturday is followed. Classes are schedule from 09:30 AM to 04:30 PM.
3. All the students are expected to be present in the class well within time. Late coming will result in loss of attendance for the corresponding hour.
4. Students shall stand up from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with “Good Morning Sir/Mam” or “Good Afternoon Sir/Mam” and a “Thank you Sir/Mam” when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Students having lab session in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
8. In the events of Student seminar/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
10. All students shall leave the classes immediately after classes are over. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
12. Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoe. Hawaii type rubber or plastic chappals are not permitted. In addition, girl students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coat.
13. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HoD and any violation of this will attract a fine of Rs. 200/- and repetition of this could result in suspension from the class/college.
14. All the students are expected to attend all college functions in college uniform unless otherwise specified.
15. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
16. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of AEC academic values will be referred to the discipline committee.

17. Any dress code violation noticed within the campus will attract a fine of Rs. 200/- and could initiate further disciplinary actions.
18. Students are not allowed to bring vehicles inside the campus.
19. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
20. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulations areas where they could interfere with the free movement.
21. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostel or residences by 6:00PM.
22. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
23. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
24. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine Rs. 100/-.
25. Consumption of intoxicants/ psychotropic substances in any form or smoking or using chewing gum, panmasala etc. are strictly prohibited.
26. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
27. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
28. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
29. Students are not permitted to distribute or display (both physically and electronically material such as notices, banners, circulars, flyers etc. in the campus without the permission of the competent authority.
30. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum level. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
31. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
32. During internal examinations of assigned period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 15 minutes before the commencement of the examination.

33. The college Union can be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No. 6.2.4 of Lyngdoh Committee recommendations.
34. Political activity in any form is not permitted in the college campus. Unauthorized meetings propaganda work, processions or fund collections are forbidden within the college, hostel, and outside the college.
35. Expulsion from the College is enough for expulsion from the hostel,
36. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of AEC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

Fine policy of AEC: The money collected from the students as fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for purposes such as charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property.

1	Mobile Phone Policy : Indroduction
	The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.
2	Mobile Phone Policy
	<p>Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.</p> <ul style="list-style-type: none"> • Students are not permitted to use mobile phones within the campus. • Students who are staying in college hostels should not bring the mobile phones to the college. • Day scholars carrying mobile phones to the college shall keep their phone switch off during class hours • All the staff members are empowered to confiscate mobile phones found with students violating the above rules. • Students violating the above rules will be fined an amount of Rs. 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course. • Staff members are allowed to use mobile phones in their respective cabins.

Rules related to section 499 and 500 of the social media laws in India are the primary safeguards against the social media abuse will follow on any student indiscipline in any regard to social media abuse.

Students involved in any fraud related to E-banking with follow students or with college management will be treated under Indian Penal Code 1860 in the section 420.