

# GOVERNMENT ARTS & SCIENCE COLLEGE



CALICUT-18

[Re-Accredited to NAAC with B<sup>++</sup> Grade]

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## CODE OF CONDUCT POLICY DOCUMENT

Government Arts and Science College, Calicut as an institution of higher learning is committed to upholding the values of education by staying true to ethical, holistic, inclusive, and secular practices.

This code serves as a public declaration of our shared commitment to uphold the ethical, professional, and legal standards that guide our daily and long-term decisions and actions. We must all be aware of the relevant policies, standards, laws, and regulations that govern our work and follow them. We are all responsible for our own actions, and as members of the college, we are all responsible for upholding these standards of conduct and complying with all applicable laws, regulations, and policies.

**SCOPE:** The Code of Conduct (Code) applies to the following members of Government College Calicut:

- Teaching & non-teaching staff
- Students
- Research Scholars
- Any individual employed by the College, using the College/UGC's/Government of Kerala's/University of Calicut's resources, funds, or facilities.
- Other representatives when speaking or acting on behalf of the college.

**Ethical considerations:** All the students are expected to follow all applicable policies and procedures sanctioned by bodies such as the UGC, Department of Collegiate Education and the University of Calicut when conducting business of the college. Members of the college are expected to act in accordance with the highest ethical and professional standards of conduct, be personally accountable for individual actions, and diligently fulfill obligations toward students, colleagues, and other stakeholders and in performing duties as members of the community. Violations of these may result in disciplinary action in accordance with the existing provisions.

**Teaching and Research Ethics:** Research scholars have an ethical obligation to the college, funding agency and the University. The larger global community as they seek knowledge and understanding. Faculty and students are expected to propose, conduct, and report research with integrity and honesty; protect people involved in research or teaching; follow animal



ethics protocols; ensure originality of work and faithfully transmit research findings; protect intellectual property rights; and fairly assign authorship credit based on appropriate intellectual contributions.

**Fairness and Respect:** Tolerance, diversity, and respect for differences are important values at the college. Members of the college are expected to treat others with respect, fairness, and civility; speak candidly and truthfully; avoid all forms of harassment, illegal discrimination, threats, or violence; provide equal access to programs, facilities, and employment; and promote conflict resolution when dealing with others.

**Standards of Integrity:** To ensure that the college can fully commit to its academic and educational vision, it is expected that an individual's personal integrity will be reflected not only in honest and responsible actions, but also in a willingness to provide guidance to others whose actions may be harmful to themselves or the community. The college expects its students, faculty, and staff to be truthful and open.

**Responsible Supervision:** All superiors and heads must ensure that appropriate training and guidance on applicable workplace and educational rules, policies, and procedures, including this Code of Conduct, is available and delivered. They should also ensure that all applicable laws, policies, and workplace rules are followed, as well as promote a healthy, innovative, and productive environment that encourages dialogue and responds to concerns.

**Safeguarding College Resources:** The college is dedicated to responsible stewardship. Members of the college are expected to use college property, equipment, funds, materials, electronic and other systems, and other resources only for legitimate purposes, avoiding waste and abuse.

**Preserve Responsible Academic Freedom:** Academic freedom is necessary for higher education to be meaningful. Academic freedom is expected of community members, including the freedom to discuss any topic in the classroom and to pursue all avenues of scholarship, research, and creative expression.

**Disclosure of Conflict of Interests:** When making decisions on behalf of the college, college officials, faculty, and other employees must be objective and impartial. It is necessary to disclose any potential conflict of interests and to follow any institutional plans put in place to eliminate such interests. Everyone should make sure that personal relationships don't get in the way of objective judgement when making decisions that affect other members of the college.

**Information Management:** Many types of information are created and maintained by members of the university community. Various Laws and policies govern both the public's right to access and the individual's right to privacy. Community members are expected to learn and follow RTI laws as well as Kerala Service Rules, Department of Collegiate Education's policies, UGC's norms and the University of Calicut's policies and agreements regarding access, use, protection, disclosure, retention, and disposal of public, private, and confidential information in order to fulfill these responsibilities.

**Promote Health and Safety:** All stakeholders have the responsibility of providing a safe, secure, and healthy environment for all the students, teachers, staff, volunteers, and visitors of the college. As a result, we are expected to observe safe workplace practices such as wearing

## Code of Conduct and Professional Ethics Committee

- 1 Principal
- 2 Vice Principal
- 3 Hostel Warden
- 4 Office Superintendent
- 5 Staff Secretary
- 6 PTA President
- 7 Teacher Members
- 8 Student Representatives

### Responsibility of the Code of Conduct and Professional Ethics Committee

It is the responsibility of the Code of Conduct and Professional Ethics Committee to identify and articulate the code of conduct and the policy on ethical conduct for the major stakeholders of the college: students, teaching and non-teaching staff. The committee should disseminate the appropriate code of conduct in the campus, monitor the implementation and at necessary intervals update the policies as and when issued by UGC, University of Calicut and the Department of Collegiate Education. The committee should assist the Discipline committee, Anti-Ragging Committee, Women Cell and the Anti-Harassment Cell to ensure the safety and security of the stakeholders and simultaneously uphold the ideals of integrity, honesty, fairness and inclusivity.

#### Reference:

1. [https://www.ugc.ac.in/pdf/news/4006064\\_Safety-of-Students-Guidelines.pdf](https://www.ugc.ac.in/pdf/news/4006064_Safety-of-Students-Guidelines.pdf)
2. <https://www.ugc.ac.in/oldpdf/pub/report/5.pdf>
3. [https://iqacuocacin/images/Policy\\_Documents/Code\\_of\\_conduct.pdf](https://iqacuocacin/images/Policy_Documents/Code_of_conduct.pdf)
4. <https://keralaservice.org/service-rules>

1. Principal

2. Vice Principal

3. Hostel Warden

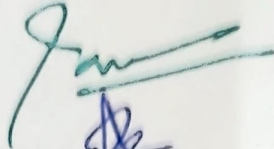
4. Office Superintendent



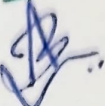
5. Staff Secretary



6. PTA President



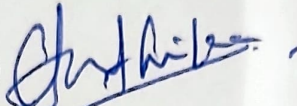
7. Ayisha Beevi (II BA History)



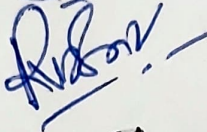
8. Maneesha M (II MA English)



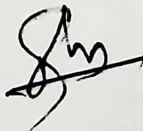
9. Hathika K (Convenor)



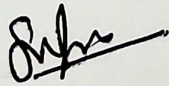
10. Dr Roobiya KM



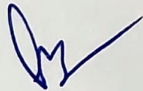
11. Dr Sajitha Kizhinippurath



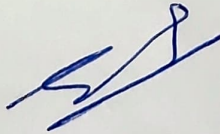
12. Dr Sinitha K



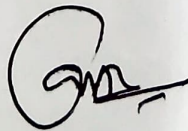
13. Dr Geetha H



14. Dr Shaniba V



15. Gireesh Kumar Kammili



16. Kala K K

