



POCKER SAHIB MEMORIAL ORPHANAGE COLLEGE

(AFFILIATED TO UNIVERSITY OF CALICUT; RE ACCREDITED AT 'A' GRADE BY THE NAAC)
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Ref.

Policy Document

Code of Conduct and Professional Ethics

Pocker Sahib Memorial Orphanage (PSMO) College is an institution of higher education in Malappuram District of Kerala. Founded in 1968, the College is committed to achieve national and international recognition as a premier academic institution, imparting quality education to the people of Kerala. Affiliated to the University of Calicut, the College is run by the management of the Tirurangadi Muslim Orphanage Committee (Regd.).

PSMO College insists on all its stakeholders to undertake their responsibilities on the College's behalf with ardent enthusiasm and professionalism and to comply with the noble values of the field of education; honesty, integrity, and fairness. The College urges its staff and students to be respectful of the rights of other fellow members of the academic community, and of the neighbouring non-academic community as well. Compliance with all the mandates and statutes of the University is demanded in fair respect. The College advises its staff not to place their personal interests above the best interests of the College, or the well-being and progress of the community at large.

Scope of the Policy

This Code of Conduct and Professional Ethics applies to all employees, students and management committee members of PSMO College. The body of the Policy may be supplemented by specific College policies that have been adopted in the past and that may be adopted in the future, though not replaced completely. However, the decisions of the College council and management committee may be the final authority on their rights to make any amendments in this Policy.

Purpose of the Policy

PSMO College has always and will continue to uphold the noblest of ethics in all its affairs. Towards this end, this document of the Code of Conduct and Professional Ethics declares the College's commitment to respectable conduct and sets forth the basic standards of what is deemed to be ethical behaviour by the College. This document also provides the reporting modes for any instance of known or suspected violations of this Code and thus prevents any chances of infringement. However, it may be considered that given the complexity and contingency of ethical questions that may arise in the course of carrying out the College's business, this Code may be expected to serve only as a general guide.

Background

The Code of Conduct and Professional Ethics for various stakeholders of PSMO College is envisioned by Tirurangadi Muslim Orphanage pioneered by its Founder General Secretary (1943-1983) and Chairman of PSMO College (1968-1983), Hon. M K Haji Sahib. Actualising the dream of the founder, that of making available high quality education to the marginalised sections of Malabar, the College has founded its vision of ethics and codes of conduct predicated on the essential humanitarian values of service, self respect, social justice, care and competence.

The Code of Conduct and Professional Ethics of the College is prescribed as a set of written guidelines, which details the ethical norms and values and professional standards of conduct to which all stakeholders of the College must adhere.

Documentation of the Code of Conduct and Professional Ethics

The Code of Conduct and Professional Ethics should be displayed on the college website making it available for verification for the whole society. The visions and teachings of the founder-leaders of the College and parent institutions are to be displayed on the college corridors. The Vision and Mission of the College is to be displayed on widely visible walls of the College.

Code of Conduct and Professional Ethics Committee

The Discipline Committee of the College is assigned with the additional responsibility of functioning as the Code of Conduct and Professional Ethics committee. Thereby all the members of the Discipline Committee are designated here as the Code of Conduct and Professional Ethics committee.

Members of the Code of Conduct and Professional Ethics committee

Name	Designation
Dr Basheer MC	Assistant Professor
Dr. Shibinu S	Assistant Professor
Dr. Mustafaanand P H	Assistant Professor
Dr. Sreesha C H	Assistant Professor

Mr. Noushad C	Assistant Professor
Dr. Prajitha Kumari	Assistant Professor
Mr. Ajmal M P	Assistant Professor
Dr roopesh N	Assistant Professor
Ms. Nabeena C P	Assistant Professor
Ms. Jasin Taj T	Assistant Professor
Mr. Basim M B	Assistant Professor
Mr. Subair P	Assistant Professor
Dr. Munavver Azeem Mullappally	Assistant Professor
Mr. Muhamed Shafi Ollakkan	Assistant Professor
Mr Anees Ahmed E K	Assistant Professor
Mr. Sirajudheen P	Assistant Professor
Dr. Nissar P	Assistant Professor
Dr Abdul Naser V	Assistant Professor
Dr. Shiney	Assistant Professor
Ms. Shareefa Beegam	Assistant Professor
Mr. Muhammed Anaz K	Assistant Professor
Dr Mujeeb Rahman P	Assistant Professor
Dr Abdul Rasheed K	Assistant Professor
Mr Mujeeb Rahman K	Assistant Professor
Mr. Sameer Poongadan	Assistant Professor

Responsibilities of the Code of Conduct and Professional Ethics Committee

The Code of Conduct and Professional Ethics Committee is responsible for identifying the code of conduct and defining the professional ethics for the various stakeholders of the College like the teaching and non-teaching Staff members, the students and the management committee in their engagements with the college affairs. The Committee is also entrusted with verification of strict adherence to the codes by all stakeholders and taking appropriate measures of action upon violation of the Codes by any members of the College community. The Committee may occasionally sit for reviewing the mandates of the Code and request amendments if found necessary. Any such changes brought about may be properly communicated with the stakeholders through circulars and notices.

I. Code of Conduct and Professional Ethics for Teaching faculty of PSMO College

A Teacher must;

- (i) Follow a responsible pattern of conduct consistent with the dignity of the profession.
- (ii) Express ideal character traits including perseverance, honesty, lawfulness, fairness, and patience.
- (iii) Diligently perform their duties in the form of teaching, tutorial, practical, seminar and research work with dedication.
- (iv) Attain professional consistent growth through study and research, and by participating in various professional meetings, seminars, conferences etc.
- (v) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
- (vi) Abide by the Act, Statute and Ordinance of the University as if respecting its ideals, vision, mission, cultural practices and tradition.
- (vii) Co-operate and assist in carrying out the 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 conduct of University and College examinations, including supervision, invigilation and evaluation.
- (viii) Participate in extension, co-curricular and extra-curricular activities, including the various community services.
- (ix) Respect the rights and dignity of the student in expressing his/her opinion.

- (x) Identify the aptitude and capabilities of students and strive to meet their individual needs
- (xi) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace
- (xii) Treat students impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
- (xiii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- (xiv) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand, and 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.

II. Code of Conduct and Professional Ethics for Students of PSMO College

1. All students shall always behave with dignity and courtesy and should observe strict modesty in dress. All students should wear the uniform prescribed by the College on all days.
2. The Campus is equipped with free wifi internet connectivity in order to facilitate blended learning. Students may make use of the facility through their mobile phones under the supervision of their teachers, strictly for academic purposes.
3. All students should wear identity tags issued by the College on the campus. Students shall attend classes regularly and punctually and they shall not enter in other classes than theirs.
4. Furniture in the classroom should not be dislocated or damaged. All willful damage will be penalised and the cost of the damage will be recovered.
5. Any disfigurement or damage to the College building, water supply, gas, fire, electrical installations, furniture, gardens and premises will be regarded as punishable violations of the Code and the cost of the damage will be imposed upon the perpetrator.
- 6.(a) Students are forbidden to organise or attend any meeting in the College, distribute any type of pamphlets or to collect money for any purpose without the prior permission of the Principal.

(b) Banners, flags, posters etc. shall not be allowed inside the campus, or at the gates or compound walls for purpose of any activities without the permission of the Principal

7. Educational concessions awarded to students are liable to forfeiture on account of misconduct from their part.

8. Smoking, use of alcohol or similar intoxicants, pan masala and narcotic drugs are strictly prohibited on the campus.

9. Ragging, teasing, intimidating, harassing, and use of words of abuse etc. on students within the campus or outside are punishable under Police Act and such matters will be immediately reported to the police. Ragging invites immediate expulsion from the College.

10. Students who go to other Colleges or institutions to take part in acts of indiscipline such as demonstrations or strikes will be punished.

11. No student or office bearer of any association shall give any matter regarding the activities of the College to the press without the approval and permission of the Principal.

12. Conduct Certificate will not be issued as a matter of course. It has to be earned by the student's good conduct. The Principal's decision shall be final regarding the conduct certificate of students.

13. Promotion to a higher class for University Examination and issue of progress, attendance and conduct certificates are absolutely within the discretion of the Principal (No appeal shall lay against the Principal's decision to any other authority).

14. Students should read the notifications put on the notice board everyday before they leave the College. Failure to look at the notice board will not be an excuse for any omission or commission.

15. No collective representation from students will be entertained. Only representatives will be allowed to submit petitions to the Principal.

16. Mobile phones will not be allowed inside the campus without the prior permission of the Principal or any other teacher authorised for the purpose. Teachers have been given power to impound mobile phones in case of violation of the ban. Offenders will be levied fine and the mobile phone will be confiscated.

17. Students who are charged with criminal offence or under suspension should not enter the campus without the prior permission of the College authorities

18. Possession and use of fireworks anywhere on the campus is prohibited.
19. Students should neither mount on the parked vehicles nor should sit in the parking shed.
20. Students shall not go on tour or picnic or excursion without written permission of the Principal.
21. Prior written permission of the Principal is necessary for organising processions, meeting, entertainment programmes, and other functions in the College, for collecting funds from students / staff and for distributing notices or putting up any notice on the notice board.
22. Students are not permitted to bring materials of any kind from outside for organising functions/activities.
23. Students who do not have classes during a period should not loiter on the veranda. They may remain in the library or reading room. Students should not make any noise while moving from class to class.

Last updated on : 18/1/2021



The Principal

PSMO College, Tirurangadi