



# SALAFIYYA ARABIC COLLEGE, KARINGANAD

P.O VILAYUR, PIN: 679309, PALAKKAD Dt, KERALA, INDIA

Run by: Jam-iyathussalafiyyeen Charitable Society (Regd No. 47/81)

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## CODE OF CONDUCT IN COLLEGE

The code of conduct in college comprises principles, policies, and procedures that uphold a conducive learning and community environment. These guidelines are essential for maintaining discipline, ensuring safety, and fostering respect among students, faculty, and staff.

### PRINCIPLES

- **Integrity:** Upholding honesty, truthfulness, and ethical behaviour in all academic work and personal interactions.
- **Respect:** Valuing the dignity, rights, and perspectives of others within the college community.
- **Responsibility:** Taking ownership of one's actions, commitments, and academic responsibilities.
- **Diversity and Inclusion:** Embracing and respecting diversity of backgrounds, beliefs, and ideas.
- **Safety:** Prioritizing the physical and emotional well-being of oneself and others.

#### ☐ Respect for Property:

- Treating college facilities, equipment, and resources with care and respect.
- Avoiding vandalism, theft, or misuse of college property.
- Adhering to policies regarding the use and maintenance of campus facilities.

#### ☐ Technology Use:

- Responsible use of college technology resources, including computers, internet access, and electronic devices.
- Compliance with policies on cybersecurity, data privacy, and acceptable use of technology.
- Avoidance of unauthorized access, hacking, or distribution of inappropriate content.

☐ Environmental Responsibility:

- Commitment to sustainable practices and environmental stewardship.
- Participation in campus initiatives for recycling, energy conservation, and environmental education.
- Respect for natural surroundings and efforts to minimize campus environmental footprint.

☐ Health and Wellness:

- Prioritizing personal health and well-being through lifestyle choices and support services.
- Encouragement of physical fitness, mental health awareness, and stress management.
- Compliance with health regulations, including smoking policies and vaccination requirements.

☐ Ethical Conduct:

- Upholding academic integrity and honesty in all academic pursuits.
- Avoidance of cheating, plagiarism, and any form of academic misconduct.
- Adherence to ethical standards in research, publications, and professional interactions.

## **POLICIES**

### **WEARING UNIFORMS:**

- Adherence to college policies on uniforms or dress codes.
- Fostering unity and professionalism among students.
- Following guidelines for acceptable attire and appearance.

### **WEARING ID CARDS:**

- Requirement for students and staff to visibly display ID cards for security and identification purposes.
- Policies may specify consequences for failure to comply and procedures for obtaining replacements.

## **USE OF MOBILE PHONES**

- **Mobile Phones Not Permitted:**

- The college strictly prohibits the use of mobile phones during class hours and in academic settings.
- This policy is enforced to minimize distractions, maintain focus on learning, and uphold academic integrity.
- The college has instituted a committee to strictly monitor the use of mobile phone on the campus. The action against the defaulters will be taken in the monthly meeting of the committee instituted by the Principal.

## **CLASSROOM BEHAVIOUR AND CONDUCT:**

- Respecting instructors, classmates, and learning environments.
- Actively participating in class activities and discussions.
- Maintaining discipline to avoid disruptions and contribute positively to the learning environment.

## **ALCOHOLIC DRINKS OR DRUGS:**

- Strict prohibition of illegal drugs on campus premises.
- Policies governing the use of alcohol, often restricted to designated areas and events.
- Emphasis on promoting a safe and healthy environment conducive to learning and personal well-being.
- Students and all other academic community members are directed to refrain from the use and possession of alcoholic drinks or drugs. Using/keeping of these items will lead to immediate expulsion of the student from the college and hostel.

## **ENTERING OUTSIDERS ON THE CAMPUS:**

- Compliance with rules for visitors and outsiders entering campus.
- Ensuring safety and security by regulating access.
- Following procedures for registering and monitoring visitors.

## **POLITICAL ACTIVITIES BANNED:**

- Prohibition of partisan political activities on campus.
- Emphasis on maintaining a neutral and inclusive educational environment.

- Policies ensuring that activities and discussions remain respectful and non-disruptive to academic pursuits.

## **PROCEDURES:**

- **Disciplinary Procedures:** Established processes for addressing violations of conduct policies, ensuring fairness and due process.
- **Complaint Procedures:** Protocols for reporting grievances, conflicts, or concerns within the college community.
- **Appeal Procedures:** Mechanisms for students to appeal disciplinary decisions or academic judgments.
- **Emergency Procedures:** Plans and protocols for responding to emergencies, including natural disasters, medical emergencies, or campus incidents.

## **GUIDELINES:**

- **Classroom Conduct:** Expectations for respectful behaviour, participation, and engagement in academic settings.
- **Residential Guidelines:** Rules and expectations for students living in college housing, including quiet hours, visitor policies, and community standards.
- **Event Guidelines:** Protocols for behaviour and conduct at campus events, activities, and gatherings.
- **Community Engagement:** Guidelines for participating in and contributing positively to campus clubs, organizations, and community service activities.
- **Ethical Guidelines:** Standards for ethical decision-making, professional conduct, and social responsibility in academic and extracurricular activities.

## **EXPECTATIONS:**

- **Academic Expectations:** Commitment to academic excellence, including attending classes, meeting deadlines, and striving for intellectual growth.
- **Personal Conduct Expectations:** Demonstrating maturity, professionalism, and accountability in all interactions and activities.

- **Community Expectations:** Contributing positively to the college community through active engagement, respect for others, and collaboration.
- **Safety Expectations:** Following safety protocols, taking precautions, and promoting a safe environment for oneself and others.
- **Ethical Expectations:** Upholding the values of honesty, fairness, and respect for academic and community integrity.



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## CODE OF CONDUCT FOR TEACHERS AND NON-TEACHING STAFFS:

### Professionalism:

- Upholding high standards of professional conduct, including punctuality, preparedness, and adherence to professional ethics.
- Fostering a positive and supportive learning environment for students and colleagues.

### Respect and Collaboration:

- Respecting the rights, dignity, and perspectives of students, colleagues, and the broader educational community.
- Collaborating effectively with colleagues to enhance teaching quality and administrative efficiency.

### Commitment to Learning and Development:

- Continuously improving teaching methods, skills, and knowledge through professional development opportunities.
- Supporting students' intellectual, social, and emotional growth through effective teaching practices and mentorship.

### Ethical Conduct:

- Demonstrating integrity and honesty in all professional interactions, including grading, assessments, and communication with students and parents.
- Maintaining confidentiality and respecting privacy rights of students and colleagues.

**Safety and Well-being:**

- Prioritizing the safety, health, and well-being of students and colleagues in all educational activities and environments.
- Complying with health and safety regulations to ensure a safe workplace for all.

**Professional Relationships:**

- Building constructive and positive relationships with students, parents, and the community.
- Resolving conflicts and disagreements professionally and respectfully.

**Compliance with Policies:**

- Adhering to school policies, regulations, and procedures related to teaching, administrative duties, and professional conduct.
- Participating in institutional governance and contributing to policy development when appropriate.

**LEAVE RULES GENERAL****a. Sick Leave:**

- Granted for medical reasons or illness, allowing teachers and staff to recover without affecting their attendance record.

**b. Vacation Leave:**

- Typically provided annually, allowing teachers and staff to take time off for rest, relaxation, and personal activities.

**c. Maternity/Paternity Leave:**

- Granted to expectant mothers or fathers for childbirth.

**d. Special Leave:**

- Granted for specific personal reasons such as bereavement, family emergencies, or personal development.

e. **Study Leave:**

- Provided for professional development activities, such as attending conferences, workshops, or pursuing further education.

f. **Public Holidays:**

- Staff members are entitled to leaves on recognized public holidays according to institutional and government policies.





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## ROLES & RESPONSIBILITIES OF PRINCIPAL

### THE COLLEGE PRINCIPAL WILL:

- Providing visionary leadership and setting academic standards.
- Overseeing day-to-day operations and administrative tasks.
- Ensuring a safe, supportive, and inclusive learning environment.
- Developing and implementing curriculum strategies.
- Supporting and evaluating faculty and staff.
- Engaging with parents, community, and stakeholders.
- Upholding accountability and compliance with educational standards.
- Managing crises and communicating effectively during challenges.
- Lead the strategic development of the College
- Manage the College budget
- Work with academic units to represent the College to external stakeholders.
- Lead initiatives, in collaboration with academic units, to attain national and international visibility/recognition for the College
- Work with the Heads of other Colleges to develop inter-College initiatives in research and teaching.

□ **Strategic Planning:** Developing and implementing strategic plans that align with the school's mission, goals, and priorities.

□ **Professional Development:** Providing opportunities for professional growth and learning for teachers and staff to enhance instructional practices and leadership skills.

□ **Student Support Services:** Overseeing programs and services that support student well-being, such as counselling, special education, and extracurricular activities.

□ **COMMUNITY ENGAGEMENT:** Building partnerships with businesses, community organizations, and higher education institutions to enhance educational opportunities for students.

□ **FINANCIAL MANAGEMENT:** Managing school finances responsibly, including budget development, allocation of resources, and fiscal accountability.

□ **ADVANCEMENT OF TECHNOLOGY:** Integrating technology into teaching and learning to enhance educational outcomes and prepare students for a digital world.

□ **EVALUATION OF ASSESSMENT:** Conducting performance evaluations of staff and programs to ensure accountability and continuous improvement.

□ **LEGAL AND ETHICAL LEADERSHIP:** Upholding ethical standards and ensuring compliance with legal requirements related to education, employment, and student rights.

□ **PUBLIC RELATIONS:** Serving as the public face of the school, communicating achievements, initiatives, and challenges to the broader community and media.

□ **INNOVATIVE CONDUCT:** Encouraging innovation and creativity among staff and students to foster a culture of continuous improvement and adaptability.