



ANWARUL ULOOM COLLEGE

(Autonomous)

(Accredited by NAAC with 'A+' Grade)

(Affiliated to Osmania University, Hyderabad)

(A Minority Institution)

Ref. No.

Date 18/06/24

CODE OF ETHICS POLICY

1. PREAMBLE

The institution is committed to upholding the highest standards of integrity, professionalism, and accountability in all academic and administrative activities. This Code of Ethics ensures transparency, fairness, and responsibility in accordance with NAAC benchmarks and UGC regulations.

2. OBJECTIVES

- Promote ethical conduct among all institutional members.
- Prevent academic misconduct and malpractices.
- Ensure transparency in teaching, research, evaluation, and administration.
- Create a safe, respectful, and inclusive environment.
- Protect the dignity and rights of all stakeholders.

3. SCOPE

This policy applies to management, faculty, administrative staff, students, and external stakeholders associated with institutional activities.

4. ETHICAL PRINCIPLES

4.1 Academic Integrity

- No plagiarism, cheating, or falsification of data.
- Cite sources and follow referencing norms.
- Students must submit original work.

4.2 Professional Conduct

- Maintain discipline, punctuality, and fairness.
- Avoid conflicts of interest in evaluations and administrative decisions.

4.3 Respect and Non-Discrimination

- No discrimination based on caste, religion, gender, or disability.
- Promote inclusiveness and equal opportunity.

4.4 Ethical Research Practices

- Follow plagiarism check guidelines.
- Maintain accuracy and authenticity of research work.

4.5 Responsible Use of Resources

- Use laboratories, ICT tools, and property responsibly.

4.6 Confidentiality and Privacy

- Protect student and staff information and examination records.

4.7 Harassment-Free Campus

- Zero tolerance for ragging, bullying, or sexual harassment.

5. CODE OF ETHICS FOR FACULTY

- Deliver curriculum fairly and with integrity.
- Maintain transparency in evaluation.
- Serve as ethical role models.
- Avoid favoritism or bias.

6. CODE OF ETHICS FOR STUDENTS

- Maintain academic honesty.
- Follow examination rules.

- Respect peers and faculty.
- Avoid misconduct or ragging.

7. CODE OF ETHICS FOR ADMINISTRATIVE STAFF

- Ensure transparency and efficiency.
- Maintain confidentiality.
- Avoid corruption or misuse of authority.

8. IMPLEMENTATION MECHANISMS

- Research Ethics Committee
- IQAC
- Discipline Committee
- ICC for POSH
- Anti-Ragging Committee
- Examination Cell

Awareness measures include orientation programs, workshops, and publication of the policy on the website.

9. VIOLATIONS AND DISCIPLINARY ACTIONS

- Formal inquiry by relevant committees.
- Penalties such as warnings, suspensions, academic penalties, or legal action.

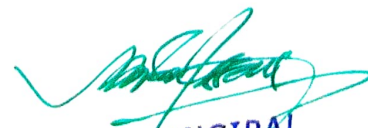
10. REVIEW AND AMENDMENTS

The policy shall be periodically reviewed by IQAC and the Governing Body.

11. DECLARATION

All stakeholders must acknowledge and abide by this Code of Ethics.


SECRETARY


PRINCIPAL
Anwarul Uloom College (Autonomous)
New Mallepally, Hyderabad-01.



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New Mallepally, Hyderabad- 500001, T.S., India.



Policy Document

Code of Ethics

General:

1. Teachers should adhere to responsible pattern of conduct.
2. Teachers are under constant scrutiny of the society. Therefore they should maintain compatibility between words and action.
3. They should manage private affairs with dignity of profession.
4. They should seek professional growth through study and research.
5. They should meet free and frank in expressing their opinions and thoughts.
6. They should cooperate and assist in carrying out administrative responsibilities given to them.
7. They should participate in extension, co-curricular and extracurricular activities including community Service.
8. They should maintain actively membership of professional bodies.
9. All the students are answerable to the principal, staff and other college authorities for their conduct and behaviour.
10. Students are required to be regular Punctual to classes, practicals, seminars and other activities.
11. Attendance and active participation, all activities organized by the college is mandatory
12. All the students are requested to read notices displayed on the notice boards.
13. The college recommends Simplicity and modesty in the manner of dress.
14. Student are always required to wear their identity card.
15. Uses of cell phone is not permitted during the class and lab sessions.
16. Charging of cell phone in college premises ss Forbidden
17. All forms of ragging is strictly prohibited
18. During free hours students are expected be in the library or indoor stadium Movement in the Corridors sitting in the staircase not permitted during the class hours
19. Being under the influence of illegal drugs, alcohol or substance of abuse are prohibited. Working while under the influence of prescription drug that impair performance is prohibited.

COORDINATOR

**Internal Quality Assurance Cell
Anwarul Uloom College (Autonomous)
New Mallepally, Hyderabad.**

PRINCIPAL

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20. Violations of academic conduct like cheating on a exam, plagiarism or unauthorized presentation of collaborative work will make the students liable for punishment.

21. Audio and video recording in class rooms or actions of other students, faculty, or staff shall not be done without prior permission.

Teachers and Students:

1. They should be impartial, secular and unbiased with students.
2. They should encourage students to improve totally personality.
3. They should inculcate scientific temper, dignity of labor among students.
4. They should be affectionate to students and should not behave vendetta.
5. They should help and guide students beyond college hours.
6. They should refrain students from uniting against students, colleagues and administration.

Teachers and Colleagues:

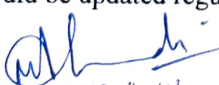
1. They should treat equally members of the profession.
2. They should refrain from leveling unsubstantiated allegations against colleagues or authorities.
3. They should refrain differentiate on the basis of sex, creed, language and religion.

Teachers and Administration:

1. They should discharge responsibilities according to the existing rules and adhere to the Precedent procedures and methods.
2. They should cooperate in formulation of institutional policies.
3. They should adhere to the condition of employment contract.
4. They should refrain from availing leave except on unavoidable grounds.
5. They should refrain from any other work or profession which interferes with their professional Responsibilities.

Teachers and Parents:

1. They should conduct parent teachers meeting and take follow up action.
2. Parent should be updated regularly about student performance.


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Teachers and Society:

1. Education is a public service therefore they should inform the public about educational programmers.
2. They should work to improve education in community.
3. They should keep aware about social problem and take part in social activities.
4. They should foster communal harmony, unity, brotherhood among the community.

Code of Ethics for Non-Teaching Staff

1. Transparencies and integrity
2. Discipline and strict compliance to rules and regulations.
3. Strict compliance to the hierarchy of the institution
4. Financial propriety
5. Cooperation and coordination with colleagues and teaching staff
6. Prompt disposal of official business
7. Maintenance of confidentiality and secrecy in official dealings
8. Observance of punctuality in attendance
9. Weeding out of corruption in official matters
10. Showing undue favours in official matters
11. Avoidance of in sub ordination

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