ROUZATHUL ULOOM ARABIC COLLEGE
كلية روضة العلوم العربية بفاروق، كيرالا، الهند
P.O Farook College, Kozhikode (Dist), Kerala, India, Pin-673632 | Phone: +91 495 2440663
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- Accredited by NAAC at 'A+' Grade with CGPA 3.46
- Affiliated to the University of Calicut & Aided by the Govt. of Kerala
- College included under section 2f & 12(B) of the UGC, New Delhi
- College with Minority Status declared by the National Commission for Minority Educational Institutions, New Delhi

EMPLOYEE CODE OF CONDUCT

PRINCIPAL

- Principal is the responsible person for the overall administration of the institution.
- Being the head of institution, he/she has to lead all the curricular, co-curricular and extracurricular activities of the college, based on the vision and mission of the college.
- The primary objective of the principal has to be the welfare of the staff, the students and the institution in general.
- He/she is the person in charge who assigns duties and responsibilities to the faculty members, administrative staff and the students.
- He/she shall inspire and motivate the stakeholders, and dedicate himself sincerely for the development of the institution.
- He/she shall remain as an embodiment of honesty and righteousness.
- He/she is the link between the teaching and the nonteaching staff and the management and the staff of the college and he should maintain a healthy rapport between them.
- He/she shall be a source of the capacity building and research temper among the faculty members and the students.

Role of a Principal as per Statutes, University of Calicut

The principal shall be the head of the college and shall be responsible for the internal management and administration of the college. In the absence of the principal, a senior–most professor shall be in charge of the duties of the principal. No person shall be appointed as Principal who does not possess the qualification and experience prescribed by the UGC Regulations.

Role & Responsibilities

- To act in accordance with the vision and mission of the college.
- Plan and implement novel ideas and innovative measures to ease the teaching-learning and administrative process.
- To implement the University policy on research and innovation and to inspire and encourage teachers and students for undertaking research activities.
- To maintain a system for receiving and practicing concepts of students in an effective manner.

- To create awareness among the students, teachers and administrative staff about the rules, regulations, policies and procedures of the college.
- To execute just and disciplinary actions on matters regarding students, teachers and nonteaching stall.
- To maintain a feedback system for monitoring and dealing with issues concerned to the students and staff, and implementing remedial measures based on the recommendations by the college council.
- To work for the welfare of students and staff of the institution.
- To create a long term strategic plan and budget estimate, and to lead the implementation of the same for the development of the college.
- To represent the college in the academic, administrative and other matters.
- To participate in the university, state, national and international level progammes representing the college.
- To sign the MoUs, collaborations, linkages and legal agreements that benefits the interest of the college.
- To coordinate the alumni of the college and utilize them for the progress of the institution.
- Participate in the Inter-Collegiate bodies to sort out the issues faced in general by the similar institutions.
- Responsible for conducting discussions with respective bodies and taking resolutions to implement problem solving initiatives.
- To find out financial resources to tackle budget allocations of the institution.
- To act as a liaison officer between the institution and the University, and other agencies.
- To implement quality initiatives for attaining the prescribed academic standards.
- To provide an atmosphere for enriching quality based teaching and learning process.
- To promote effective curriculum delivery based on POs and COs and to ensure the attainment of the same.
- To observe and ensure the implementation of best practices in the institution
- Leading the institution and ensuring the effective implementation of Strategic Plan of the college in tune with the University norms.
- To coordinate the projects and programmes of different departments, cells, clubs and other wings based on the year plan of the college.

- To ensure the timely conduct of internal examinations and other academic activities in tune with the academic calendar of university and the college.
- To plan the procedures for the development of the college and to propose the management for the fulfilment of the same.
- To hear and settle various problems and issues arose in course of administration, academics and students related.
- To provide the students with maximum opportunity for achieving their academic quality.
- To facilitate the students for attaining admission in the top ranked universities in India and outside.
- To promote placement initiatives for the eligible students.
- To arrange financial support for the students through in-house and various other Government and nongovernment scholarships.
- To guide the faculty members and the students for conducting various resource programmes like faculty development, seminars, conferences, workshops, orientation programmes, talks, discussions etc.

FOR TEACHERS AND NON-TEACHING STAFF

- Political activities in any manner will not be encouraged in the campus.
- Punctuality and timely completion of work is to be observed strictly in the college.
- All the staff must sign regularly in the attendance register which is to be maintained by the Principal.
- The staff should be faultless and intact in rendering their duties and services.
- Delinquency in performance of the duties should be avoided.
- Self-appraisal system is to be followed for the improvement of the performance.
- Should work hard to achieve the common goal of the institution.
- To abide by the rules and regulations stipulated by the Government, University and the institution from time to time.
- Should undertake the responsibilities, charges and other tasks entrusted bythe Government, University and the head of the institution.
- Should engage with the students, parents and other members of the staff in amicable manner.

Leave rules - general

- Leave cannot be claimed as a matter of right.
- Discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- Written application well in advance is required for the grant of leave.
- No officer shall leave the place before getting intimation from the authorities

Casual leave

- A permanent teaching staff is eligible for 15 days Casual Leave in a calendar year provided they have sufficient reason to avail it.
- Non-teaching staffs are eligible for 20 days casual leave in a calendar year.

Half pay leave

Besides the casual leave, every permanent staff member is eligible for 20 days leave on half pay for every completed years of service. They shall also be allowed to commute the half pay leave to full pay provided they will lose two days HPL.

Earned leave

Non-teaching staff members who are not availing vacation holidays are eligible for earned leave at the rate of 1/11 of the duty they have performed. They can either avail or surrender this kind of leave at the prevailing rates.

Maternity leave

Female staffs are eligible for 180 days leave with full pay for maternity purpose.

Core values and principles

- Moral and spiritual uprightness: The College gives much importance to moral and spiritual values. Spiritual and moral values are highly cherished attributes to a wholesome personality and the college gives adequate orientations towards achieving these goals.
- Integrity: Rouzathul Uloom Arabic College expects honesty and integrity from every student in their academic endeavours such as class attendance, examinations, assignments, seminars and project works. Students must complete their academic work independently unless specifically instructed otherwise.
- Inclusiveness: The College is committed to promoting a culture of mutual respect and inclusiveness in the campus. The College will uphold the rights and freedoms of all the members of the College community to work and study free from discrimination and harassment, regardless of race, ethnicity, gender, disability, religion or nationality.
- Security and Peace: Rouzathul Uloom Arabic College will always assure a secure and peaceful ambiance to the academic community. Those found in violation of college policies and trying to disrupt the prevailing peaceful atmosphere will be subjected to appropriate sanctions, including removal from the college rolls and contact with law enforcement authorities, if required. The College will extend appropriate support to those who are affected by acts of violence.
- Commitment to Justice, Fairness and Equity: Rouzathul Uloom Arabic College underscores justice, fairness and equity in all aspects. The college has a very effective redress mechanism to deal with Physical or Psychological assaults of any kind like ragging, threats of violence or harm, discrimination etc. All rules, regulations and procedures regarding student conduct must embody the principles of procedural fairness.
- Secular and Democratic values: The College upholds secular and democratic values. It provides a congenial ecosystem to internalize and foster these values. Any attempts on the part of students leading to impair communal harmony will be taken seriously and shall meet appropriate disciplinary action.

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