



AL-AMEEN INSTITUTE OF MANAGEMENT STUDIES

Al-Ameen Educational Campus, Near Lalbagh Main Gate
Hosur Road, Bangalore-560 027

Code of Conduct – Ethics Policy Document

At Al-Ameen, we believe that we contribute to society through the pursuit of education, learning, and research at the highest level, recognizing the fact that we are part of an ever-evolving world. As an organization devoted to education, we must lead by example. We recognize that there is a connection between societal progress and economic progress and think that the health of our organization depends on the health of the environment and the wellbeing of humanity.

Al-Ameen is committed to the highest standards of ethical conduct in all its activities. Each member of the Al-Ameen community has a responsibility to act ethically and in accordance with the principles of selflessness, integrity, objectivity, accountability, openness, transparency, collegiality, honesty and leadership. The Code of Conduct - Ethics sets out the standards of conduct expected of students. Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.

It is our expectation that our students, whether or not they are on campus or are currently enrolled, will behave in a mature and responsible manner, in accordance with Al-Ameen's standards of personal and professional conduct and accountability. In doing so, students help create a dynamic and inspiring atmosphere for learning and growth and demonstrate the core principles that effective educators instill in their professional work and uphold in their daily lives. This expectation for mature and responsible conduct also encompasses accountability for one's own well-being, including responsible decision-making regarding physical & mental health, discrimination, sexual & gender-based harassment, coercion or other conduct that threatens the health or safety of any person. In cases of academic misconduct, the goal of the institute is to help develop and reinforce a culture of authentic learning & a positive environment.

The students & staff of Al-Ameen are expected to adhere to these overarching values:

- Respect for the rights, differences, and dignity of others
- Honest and ethical preparation and submission of all academic work
- Honesty and integrity in dealing with all members of the community
- Accountability for personal and professional behavior
- Promoting Equality & Inclusiveness - an inclusive learning environment that enables students to reach their full potential
- Regular and timely attendance and participation in all the courses, programmes and other required activities of the institution.
- Effective and timely communication with all members of the Al-Ameen community.
- Healthy educator-student relationships
- Authorized use of college facilities/premises
- Follow safety measures & norms
- College Dress Code – Uniform to be worn on all days except Saturdays.
- Cleanliness & decorum to be maintained in the classrooms, campus, gym & canteen.
- Hostel inmates to strictly follow the rules & regulations set up by the hostel in-charge.

Guidelines :

- Attendance is taken at the beginning of each class. As per BCU regulations, a student should have a minimum of 75% attendance aggregate of all subjects to be eligible for appearing for the End Semester Examination, failing which they shall be withheld from appearing for the exams.
- A student who remains absent continuously for a period of 15 days without informing the Principal, her/his admission stands cancelled / is liable to have her/his name struck off the rolls.

- Application for leave of absence will be available in the college office. The completed form should be submitted to the Principal through the HOD.
- Entering the classroom late or leaving the classroom prior to the end of class, unless exceptional circumstances arise or through prior permission sought; shall not be entertained.
- It is compulsory to wear an ID Card inside the campus.
- In case of emergency, a gate pass can be procured from the Principal. On producing this to the security guard, the student will be allowed to leave the College during the working hours. And in case of the Staff, they can make an entry in the Movement Register after taking permission from the Principal.
- SMS alerts are sent on an hourly basis to parents/guardians regarding attendance of their wards.
- Parents and Students can check attendance online on a day-to-day basis. Each Student is given a user name and password to login and check their attendance via Embase services.
- Parents are requested to attend the Parent Teacher meeting without fail for each semester and collect the attendance cum mark sheets from the HOD.
- Students can use mobile phones in the college campus strictly for academic, curricular and co-curricular purposes only. Violation of this rule shall result in confiscation of the mobile.
- Malpractice in Examinations will not be allowed at any point, and such cases shall be dealt sternly.

- Plagiarism – The students to make use of TURNITIN / URKUND software for their dissertations & projects. 25% of content is permissible as per university norms.
- In order to curb the menace of ragging in higher educational institutions, the University Grants Commission has enforced a regulation u/s 26 (1) of UGC Act, 1956 as per the directions of the Supreme Court of India. This is also in compliance with AICTE norms. As a result, students and their parents/ guardians have to compulsorily sign an affidavit promising to abide by the rules and also sign another anti ragging undertaking available online, each academic year, at either of the designated websites namely www.antiragging.in or www.amanmovement.org (as per AICTE letter dated : 28.04.2023). Further the students have to forward the email received after registration, containing the registration number and web link to the Nodal Officer of the college. Any violation on the part of the students in the college and in the hostels' will be dealt with strictly.

Anti-Ragging Committee :

Nodal Officer : Mrs. Shameema Khatoon, Faculty, MBA Dept.,
9916901084, shameema.khatoon75@gmail.com

Coordinator : Mr. Deepak Singh S C, HOD, MBA
83103 76838, deepaksinghmhrm@gmail.com

Members : Mrs. Saira Banu Neelgar, HOD, BBA

Mr. Mohammed Wajid, Faculty, BBA Dept.

Noor Hafsa, BBA I Sem

Shabaz Ahmed, BBA III Sem

Momeen Taj A, MBA III Sem

Mohammed Jawad, MBA III Sem

The College has made this Code of Conduct - Ethics, as well as its other policies and procedures, available to its students. Upon enrolling in the College, students are oriented seamlessly with the guidelines, rules and regulations established by the College. In addition to this, the students need to strictly adhere to all the rules & regulation of the affiliating university – BCU, issued from time-to-time and communicated to both the staff & the students, but not limited to the student handbook. Students & their parents are responsible for familiarizing themselves with all policies and procedures affecting them.

The purposes of the Code of Conduct - Ethics are to:

- Establish standards of personal conduct for all students ;
- Provide for the advancement of knowledge and the development of ethically sensitive and responsible persons;
- Recognize that students are adults and, as such, their relationships with the College community should reflect adult behavior;
- Students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning.

**ALL KINDS OF BEHAVIOURAL STANDARDS ARE CODIFIED IN THE
HANDBOOK & UPLOADED IN THE COLLEGE WEBSITE**

