



# VELLALAR COLLEGE FOR WOMEN (AUTONOMOUS)

College with Potential for Excellence

(Re-accredited with 'A' Grade by NAAC

&

Affiliated to Bharathiar University, Coimbatore)

Thindal, Erode - 638 012, Tamil Nadu.



**CODE OF CONDUCT  
Hand Book**

## **CODE OF CONDUCT**

### **THE CODE OF CONDUCT FOR STUDENTS, TEACHERS AND ADMINISTRATIVE STAFF**

Vellalar College for Women (Autonomous), Erode, Tamil Nadu is a pioneer institution in the cause of Women's education and has a long and impeccable tradition of 50 years of unparalleled devotion, commitment and integrity. Since its inception in 1970, the institution has designed the following Code of Conduct to furnish ethical procedures, to set out the key principles of good conduct and practice and to inspire unity, mutual trust and cooperation. At the beginning of each academic year, the Vellalar College for Women Handbook and Calendar is distributed to the members of the teaching and administrative staff and the students. A softcopy of the Handbook is also uploaded on website. Prior to its publication, the handbook is meticulously revisited and periodic changes are routinely done to enhance the relevance of the handbook to its intended stakeholders. Hard copies of the same are kept at all strategic points for ready reference.

#### **Code of Conduct for Students**

This illustrious institution, a forerunner of women's education has envisioned a set of regulations and guidelines to be adhered to by all the students. The students are advised to act in conformity with the rules and regulations.

#### **General Discipline**

- ❖ Students, the representatives of the college, are expected to conduct themselves in such a way as to bring credit to the college
- ❖ Silence should be maintained during college hours and study hours. Students while moving from / to laboratory sessions should observe strict silence

- ❖ No student shall leave the premises of the college during working hours, unless specially permitted by the Principal
- ❖ Organizing meetings, entertainments and collecting money for any purpose in the college, without the permission of the Principal are not permitted
- ❖ No notices are to be circulated among the students or posted on the notice board by anybody without the permission of the Principal
- ❖ Visitors are not allowed during the working hours of the college
- ❖ Day students should not undertake any transaction like purchasing or lending things for hostel students
- ❖ The college will not receive any letters or other postal transactions for the day students
- ❖ Parents and guardians must notify change of address immediately
- ❖ Use of cameras and cell phones on the campus is strictly prohibited. If found guilty, disciplinary action will be taken
- ❖ Scribbling on walls/furniture are strictly forbidden. Loss or damage caused to building, furniture and electrical appliances of the college due to misbehavior of students will be dealt with by imposing collective fines on all the students of the institution
- ❖ The cleanliness of the college buildings and surroundings is the personal responsibility of every student. Sticking of papers, writing on the walls, plucking flowers from the plants in the garden are not permitted
- ❖ Every student must put on the Identity Card as long as she is on the college campus. It is meant for identifying bonafide students and is used for permitting the students to participate in various activities and

- programmes on campus and off the campus. Failure to do so will invite strict disciplinary actions
- ❖ Every student is expected to be neatly and modestly dressed. They may wear all formal dresses that reflect Indian culture
- ❖ Students should not conduct meetings on the college premises
- ❖ Discipline should be maintained during academic and cultural programmes
- ❖ Students should not use obscene language or engage in violent behavior that would affect personal safety of any individual
- ❖ No student shall possess, use or circulate pornographic material in any form
- ❖ Students should not use the name/resources of the college for private gain nor should engage in unlawful conduct that would affect reputation of the college
- ❖ Students must strive to maintain an atmosphere of friendliness and good cheer in the college and uphold a cordial relationship with the staff and the other students
- ❖ Students should not post negative statements about the college /staff / other students on social media websites. Violation of this will be strongly dealt with
- ❖ Students are required to interact ethically with staff and other students with dignity and respect
- ❖ Students have to report to the HOD of the misconduct/misbehavior of students in the classroom
- ❖ Students are expected to manifest exemplary behavior during Internships, Field Visits and Educational Tours
- ❖ Students discontinuing the courses should pay the fees of the remaining semesters before collecting Transfer Certificate

- ❖ The code of conduct may be amended or modified as and when required

#### **Academic Character**

- ❖ Students are expected to participate in all the activities and functions of the college and observe discipline at all times
- ❖ The students should be attentive in gathering the information updated through the Public Address System/College Website ([www.vcw.ac.in](http://www.vcw.ac.in))
- ❖ Attendance is taken at every lecture or practical hour and the students are required to fulfill attendance requirements (85%) in each course
- ❖ Students are not permitted to leave the campus during working hours. In case of an emergency, permission must be obtained from the Principal through the Head of the Department
- ❖ Students should not be loitering in the campus during the working hours
- ❖ Students are expected to complete assignments, tests and other classroom activities on time
- ❖ Practicing academic honesty in the preparation and participation in all CIA tests and Semester examinations is mandatory

#### **Attendance and Leave of Absence**

- ❖ No student will be allowed to absent herself from the college without leave letter
- ❖ She must apply beforehand for leave of absence through the Head of the Department in the prescribed form
- ❖ When 'absence' is due to unforeseen causes, an application for leave must be submitted as early as possible and in no case later than the first day of her return to the college

- ❖ Absence without submitting the leave letter at the beginning and end of the semester and before and after a college holiday will entail fines
- ❖ A proper medical certificate should accompany the leave application when the period of leave extends to more than five days
- ❖ A minimum attendance of 75% out of total working days of the college is necessary to be eligible to appear for the End Semester Examinations  
A minimum attendance of 90% out of total working days is necessary to receive scholarships

#### **Examinations**

- ❖ Malpractice in test papers and assessments shall be regarded as a serious breach of discipline and will be debarred from all examinations of the corresponding semester
- ❖ Exemption from attendance at assessments and tests shall be granted only by the Principal. Institutional scholarships / prizes / concessions shall be awarded only to those students who are regular in appearing for test papers and final assessments of the college.

#### **Library Rules**

- ❖ Personal belongings are not allowed inside the library. Plain sheets can be used for jotting down references
- ❖ Students/Staff should scan their ID card in the E- Gate Register scanner while entering the library
- ❖ Silence should be strictly observed in the library
- ❖ Books will be issued only on producing the Bar-coded ID card
- ❖ Two books are issued for the UG students and four for the PG students / Research Scholars at a time
- ❖ Members shall retain the books for fourteen days from the

date of issue. However the librarian reserves the right to recall the books any time

- ❖ If a book is not returned on the due date, a fine of Re.1/-per day will be collected. All the books must be returned to the library ten days before the closure of each semester
- ❖ If a book on issue is lost/damaged it should be replaced by the user or she will be charged double the cost of the book with other charges if any
- ❖ Book marks like marking, underlining and folding are absolutely for bidden.
- ❖ No sub-lending of books is permitted
- ❖ Absence from the college as an excuse for the delayed return of books will not be entertained
- ❖ The Books such as Dictionaries, Encyclopedias, Handbooks, Single copy text books, some reference books, Very expensive books, Journals, Magazines, Theses, Back Volumes and Question Banks are used only for reference and not for issue
- ❖ While accessing the E-resources of the library, proper entries are to be made. Download only the necessary information from the internet
- ❖ Persistent defaulters of library rules will have their library services suspended
- ❖ Issuance of books stops a week before the final exams for all final year students. Students are expected to return the overdue books and pay library dues if any

#### **Rules for Hostellers**

- ❖ Students staying in the college hostel are strictly informed to follow rules and regulations laid by the management and the Principal. Inmates and their parents are responsible for anysort of misbehavior
- ❖ Discipline of the highest order is the watchword for the hostel inmates

- ❖ Wastage of food and water is strictly prohibited
- ❖ Hostlers are expected to return to college promptly after the college-declared holidays
- ❖ Students are required to keep their rooms and ambience spic and span
- ❖ No student shall cause any damage of any kind whatsoever to institutional property

#### **Disciplinary Action**

- ❖ A student shall be dismissed by the Principal for continued absence or serious misconduct. In that case if she is a stipendiary, she shall be required to refund the whole amount drawn by her from the State funds
- ❖ The Principal's decision shall be final in matters of disciplinary actions for the violation of the rules of the college
- ❖ The students will be issued a conduct certificate only after fulfilling the above stipulated rules and regulations and as per the recommendation of the Head of the Department
- ❖ Students participating in protests or strikes are liable to be suspended/dismissed from the college
- ❖ Students who do not adhere to the rules will not be permitted to attend the class. Serious misconduct shall result in Suspension/Dismissal/With holding results, as the case may be
- ❖ Students should bear in mind that serious offences like theft, assault, willful damage to institutional property or any unlawful activities will definitely result in suspension or expulsion
- ❖ Minor breaches of the code of conduct, if any shall receive a verbal warning or official written warning
- ❖ Consistent minor breaches of the code of conduct will be seriously dealt with
- ❖ Serious offences like breaking the law will be reported to

the police and the institution shall also take action for the same offence

- ❖ Students should not use obscene language or engage in violent behaviors that would affect personal safety of any individual
- ❖ Students should not use the name/resources of the college for private gain nor should engage in unlawful conduct that would affect the reputation of the college.
- ❖ Students who indulge in ragging shall be punished as provided for in Section 4 of Tamil Nadu Prohibition of Ragging Act,1997
- ❖ If any student is found guilty of ragging, she is liable for punishment under clause (g) of sub-section(1) of section 26 of the University Grants Commission Act, 1956/Regulations,2016 (third amendment) without prejudice to any other criminal action that may be taken against her under any penal law or any law for the time being in force

### **Code of Conduct for Teachers**

Every teacher has to recognize that they are under the close scrutiny of the students and the society. A teacher has the moral obligation and social responsibility to integrate the national ideals of education as part of her professional decorum and consciously maintain a pleasant disposition.

#### **General Responsibilities**

*Teachers may:*

- ❖ discharge their professional responsibilities as per the existing rules and regulations
- ❖ sign the attendance register on the dot
- ❖ coordinate and cooperate during the annual events, functions and meets

- ❖ adhere to the conditions of contract and refrain from availing themselves of leave except on unavoidable grounds, keeping in view their particular responsibility for the completion of academic schedule
- ❖ involve in every professional engagement with honesty, integrity and fairness
- ❖ cooperate in the formulation of policies of the institution and discharge responsibilities by accepting various offices for the betterment of the institution in conformity with the dignity of the profession
- ❖ perform their day-to-day duties with commitment and dedication
- ❖ be aware that the workload norm for fulltime teachers is 180 teaching days and 30 working weeks and their workload is 40 hours a week though the contact hours are only 16 hours a week
- ❖ monitor Tutor-Ward system with care and concern
- ❖ schedule CIA tests in time and value answer books and distribute with positive suggestions
- ❖ promote class assignments and seminars on a regular basis
- ❖ prove themselves as good counsellors and facilitators ensuring value-based education
- ❖ handle extra classes for the weak students, remedial classes and add-on courses
- ❖ keep track of the dropouts, attendance of students and medical condonation and submit them to the Principal in time
- ❖ focus on professional expertise by updation, research and participation in seminars and conferences
- ❖ actively participate in extension, co-curricular and extra-curricular activities including community service
- ❖ keep the ambience clean and upkeep the institutional property like furniture, electrical appliances and lab equipments

- ❖ involve themselves for promoting extension services and consultancy activities
- ❖ attend Faculty Development Programs, Quality Improvement Programs to update their academic and professional knowledge
- ❖ undergo practical training in industries and corporates and take up consultancy work as part of the industry-institute interaction
- ❖ wear identity cards and dress in an appropriate manner that commands respect and dignity
- ❖ be well within their professional limits while on social media/websites

#### **Work Load Norms and Leave**

- ❖ Reporting to duty on the reopening day and last working day in a semester is mandatory
- ❖ Not more than 25% of the staff members in a department will be permitted to avail OD/RH/CL on a specific day
- ❖ CL combined with holidays should not exceed 10 days
- ❖ Conform to the workload provided by the department and be in the respective classes on time
- ❖ Prior written permission is required from the Principal while availing OD
- ❖ Twelve days of casual leave can be availed with prior information to facilitate smooth conduct of the classes
- ❖ Application for medical leave should be submitted along with medical reasons and Medical Certificate

#### **Teachers and Students**

*Teachers may:*

- ❖ recognize and respect the right and dignity of the students irrespective of their religion, caste and social status

- ❖ pay individual attention to the aptitude and the compatibilities among the students and maintain a forgiving attitude
- ❖ be impartial and be ready to extend your 'I am there for you' service beyond the classroom also
- ❖ inculcate among students scientific and critical outlook and respect for national ideals and national heritage
- ❖ maintain a positive relationship with students on mutual trust and respect and have genuine concern for their well-being still maintaining a professional distance
- ❖ provide learning experiences to engage, motivate and challenge students in an inclusive ambience to acquire lifelong learning curiosity

#### **Teachers and Colleagues**

*Teachers may:*

- ❖ respect the colleagues and standby them in their professional treatment
- ❖ refrain from gossips and allowing considerations of caste, creed and religion in personal and professional endeavour
- ❖ collaborate with colleagues and other professionals across the disciplines with the highest standards of professional courtesy
- ❖ extend their emotional and intellectual support to the junior and newly appointed colleagues in every possible way

#### **Teachers and Administrative Staff**

- ❖ Teachers may treat the Administrative Staff as colleagues and equal associates in a cooperative and coordinated undertaking

### **Teachers and Society**

*Teachers may:*

- ❖ value education as public service and strive for mutual exchange of ideas for the benefit of the institution as well as society
- ❖ strengthen the moral and intellectual vigour of the society
- ❖ be a partaker of the social problems with a view to find amicable settlement towards building a progressive and healthy society
- ❖ refrain from hatred or enmity emanating activities across communities and religions and actively work for National Integration

### **Teachers and Parents/Guardians**

*Teachers may:*

- ❖ build a bridge of trust and understanding with the parents/guardians as teachers are the second parents
- ❖ show as much interest on the parents/guardians as on the students which results in healthy contribution to community welfare
- ❖ be the robust cord connecting the management, parents, guardians and other stakeholders

### **Academic Focus**

*Teachers may:*

- ❖ keep updating their professional knowledge and skills and maintain high standards of practice with regard to planning, monitoring, teaching and learning, assessment and classroom management
- ❖ respond positively to constructive feedback from all the stakeholders

### **Research Focus**

*Teachers may:*

- ❖ focus on quality research as it results in quality teaching which in turn promotes nation building
- ❖ constantly encourage the students to focus on research work, assist the students in research activities and create necessary ambience by providing infrastructure and supportive assistance in every possible manner

### **Code of Conduct for Administrative Staff**

*The Administrative Staff may:*

- ❖ maintain absolute integrity and devotion to duty
- ❖ not divulge any official information to outsiders and may not indulge in acts of defiance and insubordination
- ❖ remain on duty during college working hours and are advised to report for duty at least 30 minutes in advance
- ❖ participate and cooperate in the programs and functions organized on the campus
- ❖ dress appropriately and wear the identity cards on the campus
- ❖ get requirements ready for the practical sessions well in advance
- ❖ extend courteous assistance to the students at all places and should bring any problem to the notice of the HoD
- ❖ maintain appropriate relationship with the students
- ❖ exhibit integrity, trustworthiness and decorum in words and actions
- ❖ co-operate with the teaching and non-teaching staff with mutual respect, trust and confidentiality
- ❖ keep the labs - language / computer / sciences - clean and maintain a stock register for articles and continuously check them. Any loss or damage to any article should be reported to the HoD in writing



- ❖ submit the updated stock register to the HoD and the Principal at the end of each semester and get them signed
- ❖ not be found drunk or smoking or under the influence of any intoxicating substances in the workplace

### **Code of Ethics for Principal**

*Principal may:*

- ❖ prioritize the growth of the institution as the academic and administrative head
- ❖ frame the ideals and policies of the institution in consultation with the governing body
- ❖ helm the academic council and the other statutory and non- statutory bodies and coordinate the policies in consultation with the HoDs
- ❖ head all the councils and committees and associations and in that capacity nominate the members and coordinators
- ❖ monitor admissions, examinations and discipline, thereby contributing to the smooth functioning of the institution
- ❖ as the Head of the academic administration, be well aware of and guided by the rules and regulations and norms laid down by Bharathiar University, UGC and State Government
- ❖ for general administration, work in coordination with the Management, Secretary, Controller of Examinations, IQAC, HoDs and various Committees and Councils
- ❖ in matters of Curriculum updation, consolidate the decisions of the Boards of Studies and HoDs for effective implementation
- ❖ have the time - tables of all the departments in her custody for ready reference during regular rounds thereby facilitating intellectual and interactive ambience in the classrooms

- ❖ encourage organizing national and international conferences, festivals, fests, workshops and seminars
- ❖ review the academic, non-academic, co-curricular and extra-curricular activities of the various disciplines to ensure the growth of wholesome personality of the students
- ❖ monitor the academic assessment system in terms of class tests, CIA tests, assignments, seminars, end semester examinations, result analysis and action taken report for the detained candidates
- ❖ evaluate the Feedback from all the stakeholders and assess the action taken reports so that no grievance stands unattended to