

CODE OF CONDUCT

POLICY

Dhanalakshmi Srinivasan College of Arts and Science for Women (Autonomous) sets forth its Code of Conduct in order to provide a safe and secure atmosphere that allows students and faculty to grow intellectually and creatively.

CODE OF CONDUCT FOR PRINCIPAL

The College Principal serves as a patron, custodian, supervisor, teacher, administrator, guide, and many other roles, and he or she is essential to the college's inclusive growth. He/ She is held more accountable than any other employee. Principal is required to adhere to a set of moral principles as the academic and administrative leader of the institution, as set forth by the UGC and MHRD.

- ✓ A Principal as the head of the Academic and Administrative sectors should identify himself/herself with the objectives of higher education.
- ✓ Principal should be truthful, impartial, objective, encouraging, safeguarding, and law-abiding.
- ✓ He/ She should serve as an effective and reliable channel between the University, the government, the UGC, the staff, the students, the alumni, and all other stakeholders.
- ✓ He/ She ought to impose on himself/ herself a strict, self-enforcing Code of Conduct.
- ✓ He/ She must put the new ideas into practice and make a strategy to bring out the vision and mission inline.
- ✓ Exhibit great and powerful leadership qualities, and conduct themselves with the utmost honesty.
- ✓ Make recommendations and forward communications to the concerned authorities.
- ✓ Execute any other qualitative and quantitative work for the welfare of the students and institution.
- ✓ Empower all the faculties and students to perform and reach their maximum potential.
- ✓ Act in a fair manner toward all students, teaching and non-teaching staff members.
- ✓ As the College Council's Chairman, he/ she is responsible for convening meetings of the Council at regular intervals.

- ✓ Encourage collaboration between institutions and research development initiatives.
- ✓ Assisting in planning and implementation of academic programmes such as Orientation courses, Seminars, Conferences, Workshops, In service and other training programmes organized.

CODE OF CONDUCT FOR HEADS OF THE DEPARTMENT

In addition to the duties and responsibilities as a teacher, the Heads of the Department shall perform following additional duties and responsibilities:

- ✓ Responsible for supervising and managing the department's teaching and non-teaching faculty members.
- ✓ Exercise self-discipline and self-restraint while interacting with faculty, students, and all stakeholders.
- ✓ Maintain the dignity and reputation of the teaching profession.
- ✓ Analyze the department's teaching and non-teaching faculty members' self-assessment reports, and submit to the principal confidentially.
- ✓ Shall discuss about the students' performance with their parents whenever required.
- ✓ Shall stay beyond the college hours whenever required to serve the institution's needs due to the nature of the job.
- ✓ Shall submit the department's time-table and individual teacher's time-tables to the principal before the semester commences.
- ✓ Shall assign courses to the faculty members on the basis of their expertise and preference submitted.
- ✓ Instruct to convene department meetings after the class hours. If any emergency, ad-hoc meetings shall be scheduled.
- ✓ Shall record the minutes of meeting for all the meetings conducted and discuss the progress of previous meetings.
- ✓ Responsible for ensuring completion of curriculum by faculty members.
- ✓ Shall arrange guest lectures, faculty development programmes, short-term programmes, workshops, seminars, conferences, exhibition, industrial visits, educational tours, etc.
- ✓ Shall sign National/ International MoU with reputed institutes and industries and enhance Students' Internship and Placement through the functional MoUs.
- ✓ Shall generate funds from consultancy for collaboration in thrust areas.

- ✓ Prepare and submit the budget required as per the needs in the starting of the year for consumables, laboratory equipment's, other academic & research requirements etc. to the head of the institution for approval.
- ✓ Shall motivate the students to participate in both co-curricular and extra-curricular activities.
- ✓ Shall make sure that all the equipment in the laboratories is in working condition and is efficiently utilized.
- ✓ Responsible to ensure that all college assets that belongs to the department are functioning properly. In case of any loss or damage, it has to be reported to the principal immediately.
- ✓ Responsible for supervising the work of the technical staffs in the laboratory and arranging for routine maintenance, repair, and recalibration whenever required.
- ✓ Responsible for ensuring maintenance of stock registers, both consumable and non-consumable, periodical stock verifications and proposal for replacing defective or unusable equipment.
- ✓ Shall receive tasks from the Head of the Institution time to time for the development of the department/ college.
- ✓ Shall give necessary direction to the teaching and non- teaching faculty members in all academic affairs.
- ✓ Regular reporting and submission of documents to IQAC.
- ✓ Shall perform such other duties and responsibilities as may be assigned to him/her by the principal from time to time.

CODE OF CONDUCT FOR TEACHING STAFF

Every Teaching employee of the college is required to

- ✓ Adhere strictly with all the college policies and procedures and do their job assigned by the Management, HOD & Principal from time to time effectively and diligently.
- ✓ Maintain honesty, loyalty, integrity and fairness in all activities.
- ✓ Share any official queries directly with Head of the Department and proceed for further actions in all aspects.
- ✓ Maintain the image of the college through standards in dress code, general courtesy, etc.
- ✓ Engage the classes regularly and punctually and carry out the academic responsibilities, such as planning lectures, demonstrations, tutorials, assessments, research, mentoring

research associates, and exams, among others, and must inspire students to pursue learning.

- ✓ Devote time and effort for developing and improving academic and professional competence by taking advantage of all chances to attend and participate in academic programmes, such as Seminars, Orientation programmes, Refresher Courses, Training programmes, etc.,
- ✓ Take up Research projects, consultancy Work as part of Industry – Institute interaction, initiative to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- ✓ Exceptionally skilled in devising methods for implementing changes to obtain best results.
- ✓ Avail leaves with prior permission / approval from the concerned authorities. In case of sickness or absence on medical ground, a medical certificate shall be produced within a week.
- ✓ Mandatory to monitor the cleanliness, dress code with ID card and behavior of the students inside the campus.
- ✓ Exhort students to work hard to develop their creative abilities, to express their opinions openly and honestly, since college acts as the foundation of democratic ideas.
- ✓ Keep tabs on the progress of the students, and as a multifaceted genius, should inspire them to leave a lasting impression in their curricular as well as in their co-curricular and extracurricular activities to help them graduate and postgraduate with competence.
- ✓ Sustain the college's brand image by getting themselves involved and encouraging students in their desire to soar.
- ✓ Be competent facilitators and counsellors to guarantee that the Teaching-Learning Process is successful, by aiding and encouraging the students.
- ✓ Maintain and update the student's personal file regularly.
- ✓ Follow the Mentoring scheme and take good care of students by leading, inspiring, advising, and keeping track of their attendance and performance.
- ✓ Be responsible for leading regular lectures and lab sessions and also take extra classes as needed.
- ✓ Properly acknowledge the deserving students so as to bring out the best out of them as well as to motivate other students
- ✓ Respect the right and dignity of the student in expressing their opinion.
- ✓ Deal neutrally with students regardless of their religion, caste, economic, social and physical identity.

- ✓ Obey the morality or decency standards and not to engage in misbehavior on or off the college campus.
- ✓ Be obliged to uplift the reputation of the college and shall not encourage or urge students or any other staff member to take any action that would be hostile to the College Management or that would aim to obstruct the College's academic programmes.
- ✓ Avail permission from the college administration before accepting an honorarium or other job provided to them by any third parties.

CODE OF CONDUCT FOR NON-TEACHING /TECHNICAL STAFF

Each Non-Teaching / Technical employee of the college is required to

- ✓ Adhere strictly with all the college policies and procedures and do their job effectively and diligently.
- ✓ Follow all norms and works assigned by the Management, HOD & Principal from time to time with full dedication.
- ✓ Report to duty at least 15 minutes in advance and be on duty during college hours; stay back after working hours in case of additional need.
- ✓ Maintain honesty, loyalty, integrity and fairness in all activities
- ✓ Avail leaves with prior permission / approval from the concerned authorities. In case of sickness or absence on medical ground, a medical certificate shall be produced within a week.
- ✓ Avoid in engaging themselves directly or indirectly in any business.
- ✓ Avoid using mobile phones during working hours.
- ✓ Use Internet solely for official purpose.
- ✓ Keep the classrooms, rooms, laboratories, and other spaces tidy.
- ✓ Support faculty members in examination work.
- ✓ Maintain the updated record of students' admission, their fees and scholarships...etc.
- ✓ Keep the updated record of faculty members such as appointment orders, approvals, salary, professional tax, provident fund, income tax, etc.
- ✓ Maintain the record related to library such as accession register, issue register, bills of books and journals, etc.
- ✓ Maintain the record of all software and hardware available in the college.

- ✓ Maintain a stock register for all the equipment, chemicals, materials, etc. It shall be submitted to the HOD and or the Principal at the end of each semester and their signatures obtained.
- ✓ Bring to ardent notice and submit a report to the concerned authority in case of any loss or damage to items in the laboratories or the classroom.
- ✓ Not to intercept or misappropriate college money.
- ✓ Not to divulge official documents/receipts tampered with, altered, concealed, or forged.
- ✓ Be alert during power shut-downs or fluctuations in power supply to prevent damage to the instruments and computers.
- ✓ Check uninterrupted power supply for proper functioning of the Computing Systems in Computer labs.
- ✓ Maintain the image of the college through standards in dress code, general courtesy, etc.
- ✓ Refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status.

Teaching and non-teaching personnel who violate the code of conduct may face disciplinary action, a show-cause notice, a memo, an inquiry committee, transfer to another institute, suspension, termination, etc., or other actions/ measures as decided by the Competent Authority.

RULES AND REGULATIONS FOR STUDENTS

Each and every Student in the institution is encouraged and motivated to utilize every opportunity given to her to develop and grow as the best citizen. Dhanalakshmi Srinivasan College of Arts and Science for Women (Autonomous) expects to uplift the life of each student and values of the institution, not only during their college days but also throughout their life. The soul of Dhanalakshmi Srinivasan College of Arts and Science for Women (Autonomous) is discipline, dedication and determination to life service.

- ✓ Students joining the college are strictly adhered by the Rules and Regulations of the college.
- ✓ Each student who enters the college premises must wear their identity card.
- ✓ A proper Dress Code is to be strictly followed to maintain decency and decorum in the college.

- ✓ Students are required to be regular and punctual in class. Latecomers will not be entertained to enter into the classroom.
- ✓ If a student requires leave only for one hour, such leave may be granted by the teacher engaging the session with the approval of the Head of the Department.
- ✓ A student who becomes ill must promptly request a leave of absence and provide the medical certificate duly signed and submit to the class in charge.
- ✓ All absence and late comings must be recorded in the student's personal file.
- ✓ A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance. Otherwise, he or she will be debarred from the end semester examination.
- ✓ Duty leave for curricular and co-curricular activities shall be granted only to the students representing the college with prior submission of leave letter recommended by the concerned authority.
- ✓ Submission of leave letter signed by the parents/ guardian must be submitted to the class in charge on the very next day countersigned by the head of the department.
- ✓ Every student is responsible for keeping the classrooms, labs, and campus clean.
- ✓ Students must monitor the college's website and notice board for significant announcements made by the College authorities from time to time.
- ✓ Any behavior that impedes the college's administrative, instructional, or research activities is absolutely forbidden.
- ✓ The principal's decision is final in matters of internal discipline.
- ✓ Every student is expected to act and conduct themselves in a dignified and polite manner both in the college and hostel and must show respect to all the teachers.
- ✓ Use of mobile phones is strictly prohibited during class hour. Defaulters are liable to be punished.
- ✓ Students are encouraged to utilize the library as much as possible during leisure hours.
- ✓ Absolute silence should be maintained while moving from class room to laboratory/library/auditorium and vice versa.
- ✓ Students should take good care of the college facilities. Furniture or other material damage may result in a fine or suspension from the college.
- ✓ Students are not permitted to collect donation from any other students without the principal's approval.

- ✓ Students applying for certificates, testimonials, etc. and those requiring the principal's signature on any kind of documents or applications should first contact the college office with the letter signed by the class in charge and head of the department. Students should bring no paper directly to the principal for her signature.
- ✓ Students are advised not to bring valuable things like ornaments, heavy cash, electronic gadgets etc. Management is not responsible for any theft or valuables or cash inside/outside the campus.
- ✓ Students are not encouraged to bring vehicles to the College.
- ✓ Within the campus or the hostel, no one may bring, distribute, or circulate any notices, pamphlets, leaflets, etc.
- ✓ It is strictly forbidden for outsiders to enter the campus or the hostel without permission.
- ✓ Students are not permitted to bring visitors into the College or the Hostel without the permission of the authorities.
- ✓ If a student residing in the hostel absents herself from the classes without bonafide reasons, shall undergo disciplinary actions.
- ✓ Students using unfair means at examinations will not be readmitted to the College.
- ✓ The college has a grievance redressal cell for students. If students have any complaints or grievances, they should first speak with the department and if not satisfied, then shall meet the principal.
- ✓ Ragging is strictly prohibited inside the campus.