



Idhaya College for Women, Kumbakonam
Accredited with A+ Grade by NAAC 1st Cycle

NAAC AQAR 2023-2024

7.1 Institutional Values and Social Responsibilities

7.1.10 Code of Conduct

Code of Ethics Policy Document



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(Run by Immaculate Sisters)

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Affiliated to Bharathidasan University / G.O. No.237 / Dt. 22.06.2000

Recognized by 2(f) & 12(B) of UGC Act 1956

An ISO 9001:2015 Certified Institution

Post Box No.66

Kumbakonam - 612 001

Thanjavur (Dt.,)

PRINCIPAL

Tele : 0435 -2414077. Cell: 89034 86215 email: idhayacollegekum.org@gmail.com, website : www.idhayacollegekumbakonam.edu.in

CODE OF ETHICS POLICY

PREAMBLE

Idhaya College for Women, Kumbakonam is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct.

Code of Conduct for Students

- Students should abide by the rules and regulations of the College and should maintain the esteem of the college.
- All the students are expected to be present in the class as per the scheduled time.
- All students should wear ID at all times during their stay in college.
- Students are expected to maintain the highest standards of discipline and dignity.
- No students shall leave the class when the session is on without the permission of the respective teacher.
- No students are permitted to leave the premises of the college during college hours, without prior written permission of the Head of the Department / Principal.
- In case of extenuating circumstance a student may be permitted to leave the campus with due permission from the Head of the department and Principal.
- Break time should be utilised wisely and should not be extended.
- Students should strictly adhere to the dress code. The dress code prescribed for students is churidar & dupatta with loose fittings. During Monday and on Exam days uniforms should be worn as required.
- During the festival special permission will be given to wear sarees and half sarees.

A Unit of the Fransiscan Sisters of the Immaculate Heart of Mary Society, Pondicherry.



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- All leave application shall be submitted on time to the concerned tutors.
- Students using two wheelers are strictly advised to have licence and travel with one pillion rider only.
- Students are expected to maintain decorum in all academic buildings. Hooting, whistling, loitering or any unacceptable act will be treated as deviant behaviour and will be treated as instance of indiscipline.
- Students are advised to follow the Mobile Phone Usage Policy of the college.
- The campus is known for Green Campus and it is the responsibility of the students to maintain.
- Activities such as scribbling/ trashing on the walls, doors or any furniture must be avoided.
- Follow safety precautions at all time during laboratory hours.
- Students are not authorised to celebrate any unauthorised celebrations and decorations of any magnitude including their birthday, bus day, Valentine's Day etc., in campus.
- Political activity in any form is not permitted in the college campus, unauthorised meetings, propaganda work, processions or fund collections are forbidden.
- Ragging is an offence and enforceable by law.
- Students are not permitted to provide any audio or video clippings of any activity in the campus to media and similarly record lectures in class rooms or actions of other students / faculty without prior permission.
- Refrain from theft or abuse of the College properties and facilities.

Code of Professional Ethics to Teachers

- Every staff shall act as a role model to the students, staff, parents and to the general public.
- Every staff, apart from teaching, shall engage in the matter of admission, conduct of examination and valuation of answers scripts, as directed by the Management/University.
- Every staff shall sign the Masters' Attendance Register before the fixed time by the Management and be present in the assigned class room, to maintain discipline and silence, at the stroke of the second bell.
- Every staff must maintain regularity and punctuality-



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- Every staff shall always be vigilant on the safety and security of pupils.
- Every teacher shall submit the Notes of Lesson, Mark Statement and other related records to the Principal by the due date.
- Every staff shall participate in FDP / Refresher Courses organized by the Management / University / UGC, including during holidays.
- No staff shall leave the premises of the college, during college hours, without the prior permission of the Principal.
- No staff shall permit any student to leave the premises of the college during college hours, without the permission of the Principal.
- No staff shall impose any corporal punishment on the pupils.
- No staff shall impose any fine or make any collection, unless, she is authorized to do so, by the Principal / Management.
- No staff shall refuse to do substitution work allotted by the Head of the Department / Principal.
- Every staff shall be present during the assembly hours and all the functions etc., along with the students and maintain discipline.
- No staff shall be absent or refuse to participate in the activities, seminars, meetings and celebrations arranged by the Management.
- Staff shall not accept or demand any gift, either in cash or any kind, from the parent or guardian or the students.
- The staff shall not lend money to any person for interest, including the colleagues or other staff.
- No staff shall be absent from duty, without prior permission of the competent authority. Any absence without prior permission will be construed as 'unauthorized absence'.
- No staff shall use mobiles during class hours, animation times, meetings and other functions, except in urgent or emergent situations.
- No staff shall send any application, for employment to any other agency or appear for an interview or seek employment, without prior written permission from the Management.



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- No staff shall seek or accept honorary work and any such undertaking without prior written permission from the Management.
- No staff shall discriminate any pupil on the basis of religion, race, colour, creed, gender, caste, language, disability etc.,
- Every staff shall follow the dress code as prescribed by the Management in respect of their cadre.
- No staff shall join and go on mass casual leave or any other leave of a collective nature, affecting the functioning of the college.
- No staff shall engage directly or indirectly in any trade or business.
- No staff in the college shall nominate in any election to office in the government, the local bodies, associations, etc. unless and otherwise permitted by appropriate law.

Teachers and Students

- Identify and train students based on their capabilities and strive to meet their individual needs.
- Inculcate research culture among the students by organising, conferences, seminars, incubation and encouraging student.
- Develop an inclusive approach and stronger alumnus connects for the current students.
- Be polite to all the students and avoid vindictiveness against any student.
- Treat their fellow teaching fraternity in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional accomplishment.
- Avoid creation of toxic work environment through gossips, rumours and grapevine communication.
- Create a professional environment during the working hours and adhere to their professional commitments.



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Code of Conduct and Professional ethics for Non-Teaching Staff

- Maintain their professional knowledge & skills for the proper discharge of duties assigned to them.
- Assist in carrying out functions relating to the administrative responsibilities of the college and the Management.
- Respect the right and dignity of the student for assisting and guidance.
- Respect and politeness is expected.
- Fairness and impartiality with the students regardless of their caste, religion, political, economic, social and physical characteristics.
- Cooperate with the Teaching faculties and students and maintain dignity and decorum at all stages.
- Avoid conflicts between their professional work and personal interest.
- Should adopt humane approach in dealing with students who are physically challenged.
- Every employee should respect the functional superiority of those set in authority over him/her by the Management / Principal.

Code of Professional ethics for Head of the Department

HOD

- Responsible for all Academic / Administrative / Students' discipline of the department.
- Responsible for scheduling the timetable for the courses to provide adequate contact hours and to ensure the completion of the syllabus on time.
- Should take the responsibility to train the Members of Faculty to deliver their course content effectively to the students.
- Should improve the students' performance (Slow Learners) by motivating them and by taking remedial actions.
- Responsible for arranging Seminars / Workshops / Conferences / Internship / Industrial Visit / Field Visit / Educational Tour to the students for real time experience.
- Should ensure that all the classes are held as per the scheduled time table and make alternative arrangement to the teachers during the absence.



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- Must visit classrooms and laboratory to ensure the discipline of the students and conduct of classes.
- Should conduct meeting with Members of Faculty regarding the academic progress once in a week.
- Should collect the feedback from the students and take necessary action plan to improve the Teaching and Learning Process.
- Should prepare budget, well in advance for the requirement of purchasing new equipment, consumable, servicing of equipment etc.

Code of Conduct for the Principal

- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.
- Strategic plan to be implemented in line with the execution of vision and mission of the college.
- Keep the Co-ordination and Team work in all the activities associated with college.
- Provide guidance, leadership, direction to all the stakeholders.
- Oversee and monitor the administration of academic and administration activities
- Adapt nouvelle technology and methods for effective teaching learning process.
- Acquaint the students to recent development in the world.
- Observance and implementation of directives issued by Government / UGC / AICTE / Parent University / NAAC and other related statutory bodies.
- Ensure that teaching and non-teaching staff follows code of conduct of the College. Assessing reports / Academic diary / Teaching or Module plan / Plan of action and action taken reports of teachers / Head / Deans / Coordinators.
- Assessing and monitoring the academic Syllabus / Course.
- To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.



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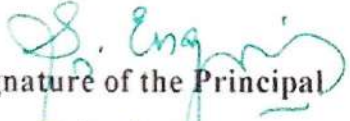
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- Assessing reports of members of non-teaching, maintenance and other related departments. To inculcate the social, cultural, national and human values among the students through education for their overall development.
- Submitting application to Government for claiming eligible scholarship for students in time and distributing it to students as and when received.
- The principal should oversee the maintenance of infrastructures and should evolve a system for monitoring the maintenance of the campus so that the whole campus is always neat and green.


Signature of the Principal

Principal,

Idhaya College for Women,
Kumbakonam - 612 001.