



Thiruvalluvar College

திருவள்ளூர் கல்லூரி

(Affiliated to Manonmaniam Sundaranar University)

Papanasam-627425, Vickramasingapuram

Tirunelveli-Dt, Tamil Nadu

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

**CODE OF CONDUCT FOR
STUDENTS
STAFF AND ADMINISTRATION**



CODES OF CONDUCT FOR STUDENT

1. INTRODUCTION

The reputation of an institution depends primarily on the performance of its students. The students are known not only known by their performance in their academics but also by their conduct which is an integral part of their personality.

The following code of conduct is expected of the students:

- (a) **Dress code:** Behave, dress and project in dignified and respectable manner. Uniform must be wearing regularly.
- (b) **Belongingness:** Develop a sense of belongingness to the institution and keep it upright, clean and create a congenial environment.
- (c) **Punctuality:** The students must be regular and punctual to the classes and other curricular and extra-curricular activities planned by the departments.
- (d) **Informed:** They should read the notices regularly, so as not to miss any important information.
- (e) **Respect:** Their action must reflect respect for the faculty members and must inculcate a spirit of fellow-feeling and mutual respect among themselves.
- (f) **Behaviour in academic sessions:** They must behave well in the class rooms, laboratories, computing centres, seminar halls, library and other academic and recreation spaces.
- (g) **Reverence for women:** Male students must not pass undesirable remarks at the female students and lady teachers and must maintain due courtesies.
- (h) **Campus maintenance:** The students must not write on walls and tables etc., or make undesirables sketches on the walls/furniture tops/doors or any other place on campus.
- (i) **Honesty and integrity in examinations:** They should not attempt to copy in any type evaluations or examinations.
- (j) **No to drugs:** Drug is a health hazard and students should not take drugs or consume intoxicants. Legal action shall be initiated on the students who are indulged in drug usage.
- (k) **Information to parents:** Students shall keep their parents informed regularly about their performance in studies and other problems, if any.
- (l) **Timely payment of fee:** They should make the payment of college dues well in time.
- (m) **Anti-Ragging:** Ragging is a crime. Students not indulge in any form ragging. Legal action shall be taken on the students who are indulged in ragging.
- (n) **Respecting Diversity:** No student shall be discriminated on the basis of nation, state, religion, caste, creed, language and sex etc.
- (o) **Ethical attitude:** Should comply with ethical code and professional conduct.
- (p) **Attendance:** A student will be admitted to a semester examination if he/she has attended regularly the prescribed course of study for the relevant semester and has attended not less than 75% of total number of classes held. This requirement shall be fulfilled separately for each course of study as per the academic regulations.
- (q) **Detention:** Provided that a student who has attended the requisite number of classes for subject(s) will be eligible to appear in the examination in those subject (s). Provided further that a candidate who is deficient shall have to repeat those courses in which he is deficient, whenever offered by the colleges as per the academic regulations.

- (r) **Legal jurisdiction:** All disputes pertaining to students are subject to jurisdiction of courts at Tirunelveli only.

2. DISCIPLINARY ACTION

Any student exhibiting prohibited behaviour mentioned in this code shall be subjected to any of the following disciplinary actions:

Warning or Reprimand: The student engaged in any prohibited behaviour will be issued a warning letter.

Tendering Apology: The student engaged in any prohibited behaviour may be asked to give an undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.

Suspension: A student may be suspended from the institute for violation of any of the provisions of this code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student by the college authority. The student shall lose his/her attendance for the suspended period unless decided/informed otherwise by the college authority.

COORDINATOR – IQAC

Code of Conduct and Responsibilities:

- To assist the Principal, Thiruvalluvar College in establishment and implementation of quality benchmarks practices for academic and administrative activities.
- To Conduct of timely academic, research and administrative audits.
- To provide feedback on various quality practices and providing information to all stakeholders.
- To organize programs related to awareness on quality consciousness in academic and research for the faculty and staff.
- To prepare relevant quality reports such as AQAR/any other reports on IQAC behalf and submit the same to the concern Authorities/bodies/agencies etc.,
- To assist General Body (GB) on planning and implementation of activities related to policies and procedures to support 'Internal Quality'.
- To provide efforts towards 'Quality initiatives' in academic, research and administrative aspects of the Institution.
- To establish and maintain 'Institutional Academic and Administrative Databases'.
- Assist Head of the Institution in quality accreditation application and implementation processes. Any other relevant work assigned by the Management/ Principal from time to time.



HEAD OF THE DEPARTMENT

Code of Conduct and Responsibilities:

- The prime role of the Head of an academic department is to provide strong academic leadership.
- The HOD is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- At the same time, they are required to exercise leadership, demonstrate vision and empower others in order to deliver the agreed departmental strategy within faculty.
- Prepare Departmental Academic calendar incorporating all the events required as per Accreditation bodies and also as per discussions in the HODs meeting with Principal/IQAC
- Allocate the subjects to the faculty members well in advance before commencement of the semester.
- Check Lesson Delivery Plans, Course material, Question banks prepared by the faculty for the subjects assigned to them for the semester before the commencement of class work and ensure that the information provided is in accordance with the formats suggested by IQAC.
- Make sure that the time tables are prepared as per the guidelines given by the Principal/IQAC and inform the faculty members and students well in advance before the commencement of the class work.
- Ensure all the faculty engages the theory classes at the allotted time and available in the laboratories full time during Practical classes.
- Interact with students (Section wise) of their branch once in 15 days, identify the problems and find solutions in consultation with the Principal.
- Verify the student attendance registers maintained by the staff members once a week and submit to the Principal for verification as and when required.
- Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
- Ensure teaching and non-teaching staff adhere to the dress code specified to them and in case they violate initiate suitable disciplinary action in consultation with Principal.
- Convene departmental staff meeting once in a fortnight on the day allotted and record the minutes of the meeting.
- Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) twice in a semester (first feedback before first Mid-exams and second feedback before second Mid-exams), evaluate and communicate the feedback to the concerned faculty members in the standard format as decided by Principal/IQAC. Communicate a summary of all the teachers' feedback to the Principal.
- If any subject is handled by the other department faculty members, communicate/send one copy to the respective HOD.
- Guide/Advise the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year to year or semester to semester.

- Advise the class teachers to prepare Master registers meant for posting attendance and internal marks regularly.
- Ensure all mentors maintain and update mentoring registers regularly and submit the updated books to the principal's office for verification and signature.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teacher/Mentors.
- Counsel the students who are absent for the mid test or irregular to the class work.
- Form the student batches and allot the project guides as per guidelines given by the affiliating University/ Principal/IQAC.
- Allocate the students to the teacher-counsellors in the beginning of the academic year.
- Inform the concerned authorities, if any important information of events taking place in the Department from time to time.
- Arrange special classes if necessary for the benefit of below average students/slow learners.
- Ensure academic discipline in the department (among students, teaching and non-teaching staff).
- Follow the guidelines / instructions given by the Principal/IQAC from time to time.
- Maintain and update all the files in the department regularly.
- Provide necessary inputs to the Principal/IQAC office for Academic Council / Governing Council Meetings and also for Accreditation purposes.
- Reporting to the Principal regarding all the requirements of the staff, equipment, servicing and maintenance of equipment in the laboratories well in advance (preferably during the vacation of every semester for the ensuing semester)
- Responsible for the activities related to R&D, consultancy and research publications.
- Arranging Guest/Top-up lectures, seminars, workshops, conferences, Industry visits to students etc. in the department as planned in the departmental calendar of events.
- Motivating / guiding faculty members to participate/attend workshops, seminars and conferences conducted at other places for updating their knowledge and also for submitting proposals for research grants to different funding agencies.
- Responsible for Innovative programs including collaborations (MOU) with different industries or other reputed institutions.
- Responsible for effective implementation
- n of students mentoring/Proctor system.
- Responsible for preparation of Budget (Capital & Recurring) every year as informed by the principal.
- Responsible for any other job assigned by the Management / Principal / superiors from time to time. Any other relevant work assigned by the Management/ Principal from time to time.

FACULTY MEMBERS

Code of Conduct and Responsibilities:

- The faculty shall adhere to the Rules / Regulations / Responsibilities at all times.
- The rules, regulations & responsibilities are only indicative and not exhaustive.
- Non-adherence or Non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members.
- The faculty members must be punctual to duty.
- The faculty members shall stay within the campus during the working hours of the college.
- The faculty members shall discharge the responsibilities assigned in teaching /research / consultancy and administrative jobs diligently in honest and un-biased manner with total commitment.
- The faculty members are expected to conduct themselves in a professional and co-operative manner.
- The faculty members shall take precautions to protect equipment, materials and facilities of the college.
- The faculty members shall attend and participate in the meetings, activities called/assigned by the HOD and Principal.
- The faculty shall take up other duties and responsibilities assigned by the Principal/Management not limited to academic & evaluation duties.
- The faculty at the level of Associate Professors and faculty with Doctoral degree shall undertake research/consultancy activities constantly in addition to Teaching.
- The faculty member should make him/her presentable as per the stipulated dress code and must wear ID card at all times within the campus and while representing Institution outside.
- The faculty shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely, HODs and Principal (limited to a total of 10 days in an academic year)
- Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.

BEHAVIORAL:

- The teaching profession expects high standard of ethical behaviour. The faculty members are expected to conduct themselves in professional and befitting manner.
- The faculty shall not indulge in rude or abusive behaviour, comment against superiors, and make negative comments about other staff members, verbal attacks which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
- The faculty shall comply with rules, regulations and policies of the management from time to time.

ACADEMIC:

- To conduct the assigned classes as per Schedule/time-table.

- To maintain the record of Lesson Delivery Plan (LDP) and other relevant documents of the courses handled by them.
- To implement the designated curriculum with the said objectives.
- Whenever a faculty intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for the classes/laboratories/invigilation etc.,
- In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested and official leave letter should be submitted to the HOD within 24 hours either in person or through alternate means.
- The faculty member shall be impartial towards any segment of students or individual student and maintain highest decorum while dealing with students and colleagues.
- Every faculty member should maintain students' attendance records and absentees Reg. No. as per the format provided by the department.
- The faculty counselors must update the students' personal file/mentor register regularly and submit for verification to the HOD/Principal.

CLASS ROOM TEACHING:

- Once the subject is allotted, the faculty member should prepare the Lesson Delivery Plan, session plan, course file and question bank as per the guide lines provided.
- The teachers/work diary must be regularly updated and submit for HOD's signature at the end of every week.
- The faculty member should refer to more reference books than text books and prepare his/her detailed lecture notes/course material. These lecture notes/course materials are his/her teaching aids. The faculty member should not dictate the full notes in the class.
- The faculty member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- The faculty member should engage the full length of the period and should not leave the class early.
- The faculty member ideally should recapture for first five minutes, the lessons of the last lecture, tell what will be covered in that day's class for 2 minutes, then deliver the lecture for the next 40 minutes and in the last 3 minutes conclude and inform what will be covered in the next class.
- The faculty member should cultivate to include humour in the lecture, to break the monotony.
- The faculty member should make use of ICT, like use of PPTs, LMS apps, models etc., where ever necessary as teaching aids.
- The faculty member should encourage students asking doubts/questions.
- The faculty member should get the oral feedback from students about his/her lecture delivery and act/adjust the teaching methodology appropriately, on a continuous basis.
- The faculty member should take care of academically weaker students (slow learners) and pay special attention to their needs in special classes.
- In numerical/problem-oriented courses, regular tutorials are to be conducted. The problems for tutorial classes are to be handed over to the students at least three days in advance of tutorial class.

- The faculty member should interact with the class teacher or counsellor and inform about the habitual absentees, academically weaker students in his/her course, objectionable behaviour of the students etc.,
- The faculty member should always aim for 100% pass results and also to achieve set targets for course attainment in his/her courses and acts accordingly.
- The faculty member should regularly visit library and read the latest journals/magazines in his/her specialization and keep oneself abreast of latest advancements.
- The faculty member should make him/her available in the cabin allotted for students' doubts clearance.
- The faculty member should motivate the students and bring out the creativity/originality in the students.

LABORATORY:

- The faculty members assigned with laboratory class must perform the experiments personally and be satisfied with the outputs/results, before asking the students to conduct the experiments.
- The faculty members assigned with laboratory classes shall stay in the laboratory for the full time.
- The lab observations/records must be corrected then and there or at least by next class.
- The faculty members assigned with laboratory class should conduct at least two experiments beyond the syllabus to enlighten the students about the developments in the course.

EXAMINATION:

- The faculty members should set the IA test question paper following the guidelines given with regard to Course Outcomes and Revised Bloom's Taxonomy Levels.
- The faculty members should also prepare the detailed solutions and scheme of evaluation and submit to HOD for approval.
- During invigilation, the faculty member should be continuously moving around and should not sit at one place for a long time and should watch students closely to avoid malpractice in the IA test.
- Whenever any malpractice is noticed in EE the faculty member should inform the university representative/Chief superintendent.
- The Answer Scripts are to be corrected within three days from the date of IA examination at a central place and IA marks are to be submitted to the HOD for submitting to Principal.
- The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/college. In these occasions, it should be done strictly as per prescribed norms and should not have any bearing with region, language, religion, caste, status of parents, personal relations etc.,

STUDENT RELATED:

- To motivate students to show interest and learn the most in the classes.
- To be available for the students even after class hours to clarify their doubts, if any.

- To provide students set of possible questions for all the topics in order to help/prepare for enhancing their knowledge and face the examinations confidently.
- To treat students with respect and teach them to treat others with respect.
- To motivate and help students to do minor educational projects in related area/topics so that their analytical and self-learning skills improve.
- Feel working comfortably with advanced learners/slow learners and learners with diverse needs.
- To handle gently but firmly any misbehaviour of students and weed out the cause.

NON - TEACHING STAFF


Code of Conduct and Responsibilities:

Non-teaching Staff should abide by the rules and guidelines laid down by the College. It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the institution from time to time. The Non-Teaching Staff shall:

- perform his/her duties efficiently, as per the Institutional norms.
- ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
- extend full support to the department for the development of the labs and also in the maintenance of instruments /equipment.
- maintain punctuality, honesty, integrity, fairness in all activities.
- not conduct any activity which will damage the image of the institution
- not indulge in anti-social, anti-environmental activities
- support principal in all the administrative work
- respect and maintain hierarchy in administration
- abstain from sexual harassment which attracts stringent punishment.
- respect and honour the dignity of women staff
- not cause any damage to the properties of the Institution and maintain the morality of the individual both inside and outside the campus
- extend their full-fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.


IQAC, Coordinator
THIRUVALLUVAR COLLEGE
 POTHIGAIADI, TANA P.O.
 VICRAMASINGAPURAM - 627 425.




Principal
THIRUVALLUVAR COLLEGE
 POTHIGAIADI, TANA P.O.
 VICRAMASINGAPURAM - 627 425.