

## Code of Conduct

### Code of Conduct for Teaching Staff

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to Teachers should uphold the honor and dignity of the teaching profession.

- ✓ Teachers shall abide by the code of conduct, discipline and rules of the Institution and Trust.
- ✓ Teachers should handle the subjects assigned by the Head of the Department
- ✓ Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- ✓ Teachers should provide an innovative and quality education to pupils.
- ✓ Be impartial and discriminative against students.
- ✓ Interact with the students in a friendly manner.
- ✓ Abide by the rules and regulations of the institution.
- ✓ Abide by the procedures to ensure student's safety.
- ✓ Collaborate with fellow teachers.
- ✓ Be responsible and interact positively with parents and other stakeholders in educating the students.
- ✓ Be good counselors and facilitators.
- ✓ Help, guide, encourage and assist students in their learning.
- ✓ Three Internal tests are to be conducted in a semester.
- ✓ Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, Internal tests, Seminars if attended are to be entered in the counseling report.

- ✓ Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- ✓ He / She shall employ him / her honestly, efficiently and discharge his / her duties diligently.
- ✓ He /She shall not normally or on any pretext absent himself / herself from his / her duties without the prior permission of the authorities.
- ✓ If he/ she decide to leave the service for any reason before the expiry of the term period as mentioned above, the management reserves the right to grant such relief and the same shall be considered only at the end of the academic year in order to avoid dislocation of the academic activities at the institution.
- ✓ No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- ✓ Teachers Associations should not be formed without the permission of the Management.
- ✓ No teacher should involve himself or herself in any form of political activity inside or outside the campus.
- ✓ Teachers should attend the College neatly dressed and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear over-coats inside the Classrooms. Jeans pant & T-Shirts are prohibited.
- ✓ Any emergency duties/work assigned by the management / Principal should be attended immediately and all staff should be communicable during vacation

### Code of Conduct for Non-Teaching Staff

The following traits are expected from the Non-teaching staff. He / She must

- ✓ Report to duty at least 30 minutes in advance.
- ✓ Remain on duty during college hours.
- ✓ Adhere strictly to the laws and regulations of the college.
- ✓ Respect and maintain the hierarchy in the Administration.

- ✓ Maintain honesty, integrity, fairness in all activities.
- ✓ Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- ✓ Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- ✓ Must not intercept or misappropriate college money.
- ✓ Must not be absent from duty without official approval or approved sick leave.
- ✓ Avoid social networking sites such as Facebook, Whats App, etc. during the working hours.
- ✓ The Non-Teaching staff who had availed 5 days of vacation during Phase I (Nov / Dec 2017) are eligible for 9 days during Phase II (Apr/May 2018). The Vacation for the Non-Teaching Staff who availed less than or more than 5 days of vacation in Phase I will be accounted accordingly.

## Code of Conduct for Students

### **DRESS CODE**

#### **BOYS**

- ✓ Should wear only formals with shirts tucked in.
- ✓ Jeans should not be worn.
- ✓ Only formal shoes; sports or canvas shoes are not allowed.
- ✓ Dhoti/ lungi/ shorts are not allowed.
- ✓ Lab coats and prescribed shoes are to be worn during laboratory classes.
- ✓ Wearing short chains around the neck, plastic bracelets are not permitted.

#### **GIRLS**

- ✓ Should wear only Chudidhar with Dupatta pinned on both sides.
- ✓ Ornaments like anklets, glass bangles, etc. which will cause distraction will not be allowed.
- ✓ Loose hair is not allowed. Hair should be plaited or tied.
- ✓ Lab coats and shoes are to be worn during laboratory classes.

## **Bus and Transportation**

- ✓ Students must carry the College bus pass and individual ID card while travelling by college bus.
- ✓ Students should travel only by the bus route indicated in the bus pass and they should board and alight at the same point in the route.
- ✓ Students should be seated during the journey and footboard travelling is strictly prohibited.
- ✓ Students should not move inside the bus or lie down on the seat during the journey.
- ✓ Students should refrain from dancing, singing, shouting, disturbing other students etc. which disturbs the decorum inside the bus.
- ✓ Celebration of bus day, birthday, Holi or any other functions/festivals is strictly prohibited.
- ✓ The instructions given by the faculty members travelling by the bus should be strictly adhered and students should not indulge in any kind of unruliness inside the bus.
- ✓ Students are not allowed to talk with the other gender.

## **Canteen / Mess**

- ✓ Seating arrangements should not be altered by students inside the canteen/mess for any reason.
- ✓ Canteen is meant for limited purpose of dining and should not be used for academic or recreational activities.
- ✓ Misbehavior inside canteen/mess services is an offence and is punishable.
- ✓ Students should be polite and courteous to the canteen staff.
- ✓ Boys and girls should stand in separate queues to collect tokens.
- ✓ Canteen timings should be strictly adhered.
- ✓ Students are not allowed to go to canteen during class hours.

## **CANTEEN TIMINGS (only on working days)**

Breakfast : 7:30am-8:15 am

Lunch : 12:45 pm - 01:30 pm

## **Mess Timings**

Breakfast : 7:30 am - 8:15 am

Lunch : 12:45 pm - 01:30 pm

Snacks : 04.00 pm - 5.00 pm

Dinner : 7:30 pm - 8.30 pm

## **General Discipline:**

- ✓ Students must wear I.D card in the campus.
- ✓ Students must have their breakfast before the commencement of the first hour.
- ✓ Parents are requested to advice their ward suitably in this matter.
- ✓ Students should not celebrate any function by themselves like Friendship day, Birthday, Valentine's Day, Annual day, Teachers day, New Year's Day, Holi, etc. within the College campus.
- ✓ Students littering (throwing any kind of items such as waste paper, fruit peels, tea cups, plates etc.) are not permitted inside the campus.
- ✓ Entry into and exit from the College and hostel should only be through designated points/gates.
- ✓ Walking on the lawns and playground is strictly prohibited.
- ✓ Use of cameras is not permitted inside the campus, without the written permission from the College authorities.
- ✓ Students indulging in ragging, smoking/consumption of alcohol and physical assault within the campus and college bus is prohibited and students indulging in the same will be dismissed.
- ✓ Scooters/motorcycles usage inside campus is not permitted (and parents are cautioned, in the interest of the safety of their wards, not to permit their wards to travel by scooter /motorcycle / any other two wheeler)

## **Curricular Activities**

- ✓ Students should be punctual to the classes (expected to be inside the classroom at least five mins before the commencement of the class) they should attend all classes regularly and participate fully in all learning and assessment activities.
- ✓ Attendance for tests and Model examinations is compulsory.

## **Leave Application**

- ✓ Students cannot absent themselves from the classes without prior approval of the Class Advisors/HoDs.
- ✓ Leave application in the prescribed format should be submitted with the signature of Class/Faculty advisor and HoD. Hostellers should get the leave letter signed by the Class/Faculty advisor, HoD and Warden during holidays. On the other days it has to be submitted with the signature of Class/Faculty advisor and HoD. Those who stay alone in outside hostels will have to obtain approval of their parents/guardians.
- ✓ When students fall sick, intimation should be given to HODs or Class Advisors about the nature of sickness, duration of leave required, etc. On the next day of the absence leave applications (letters) signed by the parents along with doctor's certificate should be submitted.
- ✓ Students should ensure a minimum of 75% attendance in each subject as they are otherwise not eligible to appear for the University examinations.

## **Leave On-Duty**

### **Permission or leave on duty will be given only in the following cases:**

- ✓ Students who are permitted to take part in paper presentations.
- ✓ A limited number of students will be permitted to take part in cultural, sports and other competitions in other colleges on a 'first come first served' basis and the criteria of 'no arrears' may also be applicable as appropriate.
- ✓ The institution reserves the right to amend the code of conduct for students as and when the situation warrants.

## KEY RESPONSIBILITIES FOR ADMINISTRATIVE BODIES

THE OVER-ALL STRUCTURE OF THE INSTITUTIONAL MANAGEMENT IS CATEGORIZED AS “ACADEMICS” AND “ADMINISTRATION”. KEEPING IN VIEW ALL THE STAKEHOLDERS MORE ON STUDENTS AN EFFECTIVE ADMINISTRATIVE SYSTEM IS STRUCTURED.

### FUNCTIONS OF KEY ADMINISTRATIVE POSITIONS:

POSITION	FUNCTION
<b>GOVERNING BODY</b>	<ul style="list-style-type: none"> <li>+ Review academic and other related activities of the College</li> <li>+ Consider new programs of study for approval of AICTE</li> <li>+ Consider recommendations of the Principal regarding Promotions</li> <li>+ Ratify Selections / appointments /medals and prizes</li> <li>+ Pass Annual Budget of the College</li> <li>+ Annual University affiliation</li> </ul>
<b>CHAIRMAN</b>	<ul style="list-style-type: none"> <li>+ Looks after the Administration, development of education, growth &amp; expansion of the institution.</li> <li>+ He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body.</li> <li>+ He coordinates between the sponsoring Society, College Management and the other systems of the college.</li> </ul>

<p><b>PRINCIPAL</b></p>	<ul style="list-style-type: none"> <li>✚ To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.</li> <li>✚ To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university</li> <li>✚ To conduct internal, end and other examinations</li> <li>✚ To initiate all the developmental activities, monitor the progress and report to the Governing Body</li> <li>✚ To ensure and receive all departmental budgets in the prescribed form for every calendar year &amp; for the next academic year.</li> <li>✚ To ensure the preparation of reports on various activities and also the annual report of MSEC</li> <li>✚ To become responsible for the general amenities and arrangements for students and employees of MSEC</li> </ul>
<p><b>COMMITTEES</b></p>	<ul style="list-style-type: none"> <li>✚ Every committee constituted at college level and department level has the faculty member as and In-charge with two or more faculty members as committee members.</li> <li>✚ Committee In charge will look after the committees program and operation.</li> <li>✚ These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college.</li> <li>✚ These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.</li> <li>✚ Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.</li> </ul>



## **HEAD OF THE DEPARTMENT**

Department HOD prepares departmental workload as per the Anna University syllabus, Allocation of workload in prescribed formats. Coordinating with library committee & Prepare, update and standardize the student Handbook / Lab manuals.

- ✚ Collect & Verify the course material to certify
- ✚ Coordinate with Library committee, Time- Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.
- ✚ Preparation of list of weak students in each class and conduct bridge classes, slip tests.
- ✚ Analysis result to conduct Remedial classes for failure students.
- ✚ Ensuring to arrange guest lectures, workshop & seminars.
- ✚ Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books..etc
- ✚ Monitor the, Time Table In-charge, Class In-charge (section wise), Lab In-charge, Internal Examination In-charge and Department level Committee In-charges.