



# VELLALAR COLLEGE FOR WOMEN (AUTONOMOUS)

College with Potential for Excellence

(Re-accredited with 'A+' Grade by  
NAAC (Cycle - IV) &

Affiliated to Bharathiar University, Coimbatore)

Thindal, Erode-638012, TamilNadu.



**CODE OF CONDUCT  
Handbook**

## **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 commencement 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 in the 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 fore runner 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 a manner that upholds the reputation of the college
- ❖ Silence must be maintained during college hours and study hours. When transitioning from/to laboratory sessions, strict silence should be observed

- ❖ No student shall leave the college premises during working hours unless specifically permitted by the Principal
- ❖ Organizing meetings, entertainments or collecting money for any purpose in the college without the Principal's permission is prohibited
- ❖ Notices should not be circulated among students or posted on the notice boards without the permission from the Principal
- ❖ Visitors are not allowed during college working hours
- ❖ Day students should not engage in transactions like purchasing or lending things for hostel students
- ❖ The college will not accept any letters or postal transactions for day students
- ❖ Parents and guardians must notify the college immediately of any change of address
- ❖ The use of cameras and cell phones on campus is strictly prohibited, and disciplinary action will be taken against the violators
- ❖ Scribbling on walls/furniture is strictly forbidden. Any loss or damage caused to infrastructure, furniture and electrical appliances of the college due to the misconduct of students will result in collective fines
- ❖ It is the personal responsibility of every student to maintain cleanliness in the college buildings and surroundings. Activities such as sticking papers, writing on walls, or plucking flowers from the garden are not permitted
- ❖ Every student must wear their Identity Card while on the college campus. The ID card is used to identify the bonafide students and grant access to participate in various activities and facilities on campus and off the campus. Failure to do so will invite strict disciplinary actions

- ❖ Every student is expected to dress neatly and modestly wearing formal attire reflecting Indian culture
- ❖ Discipline must be maintained during academic and cultural programmes
- ❖ Students must refrain from using obscene language or engaging in violent behavior that could endanger personal safety of any individual
- ❖ Possession, or circulation of pornographic material in any form is strictly prohibited
- ❖ Students should not exploit the college's name/resources for personal gain nor engage in unlawful conduct that would tarnish the reputation of the college
- ❖ Students must strive to maintain a friendly and cheerful atmosphere 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 addressed
- ❖ Ethical interaction with staff and students, treating everyone with dignity and respect is mandatory
- ❖ Students must report any misconduct/misbehavior of fellow students in the classroom to the HOD
- ❖ Exemplary behavior is expected during Internships, Field Visits and Educational Tours
- ❖ Students discontinuing the courses must pay the fees for the remaining semesters before collecting a Transfer Certificate
- ❖ The code of conduct may be amended or modified as and when required



### **Academic Character**

- ❖ Students are expected to participate in all college activities and functions and observe discipline at all times
- ❖ Students should pay attention to information updated through the College notice board/Public Address System /College Website ([www.vcw.ac.in](http://www.vcw.ac.in))
- ❖ Attendance is mandatory for every lecture or practical hour and 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
- ❖ Loitering on campus during working hours is prohibited
- ❖ Students must complete assignments, tests and other classroom activities on time
- ❖ Practicing academic honesty in preparation and participation in all CIA tests and Semester examinations is mandatory

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

- ❖ No student will be allowed to absent from the college without a leave letter
- ❖ Leave of absence must be applied for in advance through the Head of the Department using the prescribed form
- ❖ In case of unforeseen absences, an application for leave must be submitted as early as possible and no later than the first day of her return to college
- ❖ Absence without submitting the leave letter at the beginning and end of the semester, as well as before and after a college holiday, will result in fines

- ❖ A proper medical certificate must accompany the leave application if 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 and a minimum attendance of 90% of total working days is necessary to receive scholarships

### **Examinations**

- ❖ Malpractice in test papers and assessments will be considered a serious breach of discipline, and the student will be debarred from all examinations of the corresponding semester
- ❖ Exemption from attendance at assessments and tests will be granted only by the Principal. Institutional scholarships/prizes/concessions will 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 must scan their ID card at the E-Gate Register scanner while entering the library
- ❖ Silence must 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 at anytime

- ❖ For each day if a book is not returned on the due date, A fine of Re.1/-per day will be collected. All books must be returned to the library ten days before the closure of each semester
- ❖ If a book issued is lost or damaged it should be replaced by the user or she will be charged double the cost of the book with other charges if any
- ❖ Marking, underlining and folding of book pages are strictly forbidden
- ❖ Sub-lending of books is not permitted
- ❖ Excuses such as absence from college will not be accepted for the delayed book returns
- ❖ Certain Books such as Dictionaries, Encyclopedias, Handbooks, Single copy textbooks, some reference books, very expensive books, Journals, Magazines, Theses, Back Volumes and Question Banks are used only for reference and cannot be borrowed
- ❖ Proper entries must be made while accessing E-resources of the library and only necessary information should be downloaded from the internet
- ❖ Persistent defaulters of library rules will have their library services suspended
- ❖ Issuance of books to all the final year students will be stopped one week before the final examination. Students are expected to return the overdue books and pay library dues if any

#### **Rules for Hostellers**

- ❖ Hostel Students must strictly follow rules and regulations set by the management and the Principal. Inmates and their parents are responsible for any sort of misbehavior
- ❖ Discipline of the highest order is the watchword for the hostel inmates

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

#### **Disciplinary Action**

- ❖ A student shall be dismissed by the Principal for continued absence or serious misconduct. If she is receiving stipend, she must refund the entire amount received from State funds
- ❖ The Principal's decision regarding disciplinary actions for violation of the rules of the college is final
- ❖ Conduct certificate will be issued to the students only after fulfilling the above stipulated rules and regulations and upon recommendation of the Head of the Department
- ❖ Students participating in protests or strikes are liable to be suspended/dismissed from the college
- ❖ Students not adhering to rules will not be permitted to attend the classes. Serious misconduct may result in Suspension/Dismissal/Withholding results, as the case may be
- ❖ Students should be aware that serious offences like theft, assault, willful damage to institutional property or any unlawful activities will definitely lead to 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 addressed seriously
- ❖ Serious offences like breaking the law will be reported to

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

- ❖ Students are advised not to use obscene language or engage in violent behaviors that could endanger the 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 could damage the reputation of the college
- ❖ Students who indulge in ragging shall be punished as per the provisions of 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 must recognize that they are under close scrutiny of students and society. They have a moral obligation and social responsibility to integrate national ideals of education as part of their professional conduct and maintain a pleasant disposition.

#### **General Responsibilities**

*Teachers shall:*

- ❖ discharge their professional responsibilities according to existing rules and regulations
- ❖ sign the attendance register on the spot
- ❖ coordinate and cooperate during the annual events, functions and meetings

- ❖ adhere strictly to the conditions of the contract and refrain from taking leave except for unavoidable reasons, considering their particular responsibility for completing the academic schedule
- ❖ approach every professional engagement with honesty, integrity and fairness
- ❖ cooperate in the formulating institution policies and discharge responsibilities by accepting various offices for the betterment of the institution in conformity with the professional dignity
- ❖ carryout their day-to-day duties with commitment and dedication
- ❖ understand that the workload norm for full-time teachers is 180 teaching days and 30 working weeks with a workload of 40 hours per week despite contact hours being only 16 hours a week
- ❖ monitor the Tutor-Ward system with care and concern
- ❖ schedule CIA tests promptly, evaluate answer books and provide constructive feedback
- ❖ encourage class assignments and seminars regularly
- ❖ act as counselors and facilitators to ensure value-based education
- ❖ conduct extra classes for weak students, remedial classes and add-on courses
- ❖ maintain records of the dropouts, attendance of students and medical condonation submitting them to the Principal punctually
- ❖ focus on professional development through continuous updating research and participation in seminars and conferences
- ❖ actively engage in extension, co-curricular and extra-curricular activities including community services
- ❖ ensure cleanliness and proper upkeep of institutional property like furniture, electrical appliances and lab equipment



- ❖ engage in promoting extension activities and consultancy services
- ❖ participate in Faculty Development Programs and Quality Improvement Programs to update their academic and professional knowledge
- ❖ undergo practical training in industries and corporates and undertake consultancy work as part of the industry-institute interaction
- ❖ wear identity cards and dress in an appropriate manner that commands respect and dignity
- ❖ maintain professionalism in social media/website

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

- ❖ Reporting to duty on the reopening day and last working day in a semester is mandatory
- ❖ Limit the number of staff members availing OD/RH/CL to not more than 25% per department on a specific day
- ❖ CL combined with holidays should not exceed 10 days
- ❖ Adhere to workload norms provided by the department and be in the respective classes on time
- ❖ Obtain prior written permission from the Principal while availing OD
- ❖ Avail twelve days of casual leave with prior information to facilitate smooth conduct of the classes
- ❖ Submit an application for medical leave along with medical reasons and Medical Certificate

#### **Teachers and Students**

*Teachers shall:*

- ❖ 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 compatibilities among the students, while maintaining a forgiving attitude
- ❖ be impartial and be prepared to extend your 'I am there for you' service beyond the classroom as well
- ❖ inculcate among students, a scientific and critical outlook, as well as respect for national ideals and heritage
- ❖ maintain a positive relationship with students based on mutual trust and respect, while genuinely carrying for their well-being within a professional boundary
- ❖ provide learning experiences that engage, motivate and challenge students in an inclusive atmosphere, fostering lifelong curiosity for learning

#### **Teachers and Colleagues**

*Teachers shall:*

- ❖ respect colleagues and stand by them in their professional endeavours
- ❖ refrain from gossip and avoid considering caste, creed and religion in both personal and professional endeavours
- ❖ collaborate with colleagues and professionals across disciplines with the utmost professional courtesy and high standards
- ❖ extend their emotional and intellectual support to junior and newly appointed colleagues in every possible manner

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

- ❖ Teachers should treat administrative staff as colleagues and equal associates in a cooperative and coordinated effort

### **Teachers and Society**

*Teachers shall:*

- ❖ endorse value education as a public service and strive for a mutual exchange of ideas for the benefit of both the institution and society
- ❖ strengthen the moral and intellectual vigour of society
- ❖ participate in addressing social problems to seek amicable settlements, contributing to building a progressive and healthy society
- ❖ refrain from activities that promote hatred or enmity across communities and religions, actively work towards National Integration

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

*Teachers shall:*

- ❖ build a bridge of trust and understanding with parents/guardians, recognizing teachers the second parents
- ❖ show as equal, interest in parents/guardians as students, fostering a healthy contribution to community welfare
- ❖ serve as the robust link connecting the management, parents, guardians and other stakeholders

### **Academic Focus**

*Teachers shall:*

- ❖ consistently update their professional knowledge and skills while maintaining high standards in planning, monitoring, teaching and learning, assessment and classroom management practices
- ❖ respond positively to constructive feedback from all stakeholders

### **Research Focus**

*Teachers shall:*

- ❖ focus on quality research as it leads to quality teaching, which in turn contributes to nation building
- ❖ constantly encourage students to focus on research work, assist them in research activities, and create a conducive environment by providing infrastructure and supportive assistance in every possible manner

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

*The Administrative Staff shall:*

- ❖ maintain absolute integrity and dedication to duty
- ❖ refrain from disclosing any official information to outsiders and avoid engaging in acts of defiance and in subordination
- ❖ remain on duty during college working hours and are advised to report to duty at least 30 minutes in advance
- ❖ participate and cooperate in programs and functions organized on campus
- ❖ dress appropriately and wear identity cards while on campus
- ❖ ensure that requirements ready for practical sessions are prepared well in advance
- ❖ extend courteous assistance to students at all times and promptly bring any issues to the notice of the HoD
- ❖ maintain appropriate relationship with students
- ❖ display integrity, trustworthiness and decorum in words and actions
- ❖ co-operate with teaching and non-teaching staff, fostering mutual respect, trust and confidentiality
- ❖ ensure the cleanliness of the labs-language/computer/science-clean and maintain a stock register for articles and continuously monitor 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
- ❖ refrain from being found drunk, smoking or under the influence of any intoxicating substances in the workplace

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

*Principal shall:*

- ❖ 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
- ❖ lead the academic council and other statutory and non-statutory bodies, coordinating policies in consultation with the HoDs
- ❖ head all the councils, committees and associations and, nominate the members and coordinators in that capacity
- ❖ monitor admissions, examinations and discipline, to contribute to the smooth functioning of the institution
- ❖ as the Head of the academic administration, adhere to and be guided by the rules, regulations and established norms established by Bharathiar University, UGC and the State Government
- ❖ for general administration, collaborate with the Management, Secretary, Controller of Examinations, IQAC, HoDs and various Committees and Councils
- ❖ in matters of Curriculum updating, consolidate the decisions of the Boards of Studies and HoDs for effective implementation
- ❖ keep the time tables of all departments in her custody for ready reference during regular rounds, thereby facilitating intellectual and interactive ambience in the classrooms

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