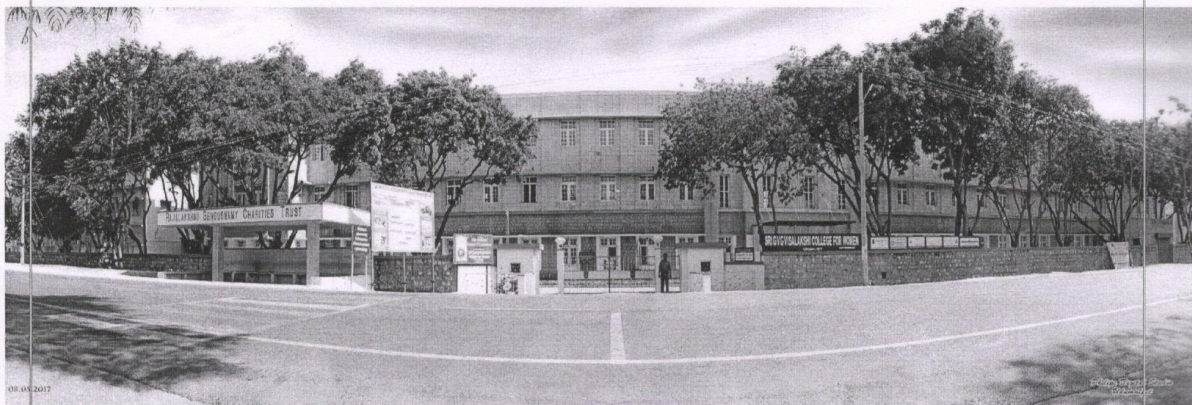


Sri GVG Visalakshi College for Women (Autonomous)

Udumalpet, Tamilnadu

# Code of Conduct



[www.ggvc.ac.in](http://www.ggvc.ac.in)

**A. Code of Conduct for Students****General Discipline**


The students are expected to maintain a high standard of discipline and uphold the reputation of the institution. They should refrain from involving themselves in party politics and anti-social activities. Violation of this will be strongly dealt with genuine **disciplinary** action. The students are personally responsible for the college properties like the furniture, electric fittings, lab equipments etc. In case of any damage, penalty will be levied.

- The students are expected to keep the surroundings clean. They should not scribble on the walls or throw litter in the class rooms. Only license holders are permitted to come to the college by two wheelers. Cycles and two wheelers must be parked only in the respective parking stands.
- The students must bring their ID cards daily to the college and they must produce the cards on demand.
- There is no ragging in the campus. The Anti-ragging Vigilance Squad will keep a watch over the attitude and behavior of the senior students towards the juniors and *vice versa*. The relationship between the seniors and juniors must be warm, friendly and cordial.
- Students discontinuing the courses should pay the fees of the remaining semesters before collecting Transfer Certificate.

**Attendance**

- Each student should earn 85% attendance to appear for the End Semester Examination.
- Leave letter should be submitted by the students before taking leave. Day scholars should get their leave letters signed by their parents or guardians and hostel students by their warden.
- In case a student suffers from illness for more than three days, she should produce a medical certificate.
- Day scholars should get the permission of their respective Heads of the Departments for leaving the campus in the afternoon.

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**Dress Code**

The students are expected to dress modestly and wear clothes that reflect Indian culture. Except jeans and banians, they may wear all formal dresses. They will be provided with a uniform saree which must be worn on the Independence Day, Republic Day, College Union Inauguration, regular NSS classes and other specified occasions.

**Hostel**

The students must maintain discipline within the hostel. They should be civil to one another in the hostel and obey the rules of the hostel. All problems should be sorted out through proper channel. Wastage of food and water is strictly prohibited. They will be sent home periodically and holidays will be given for important local and national festivals. They must return to college promptly on the appointed day, failing which fine will be levied. They should not extend their stay at home unofficially and without permission.

**Library**

- Students should scan their ID card and register their entry.
- The Library is fully automated with Internet, DELNET and INFLIBNET facility.
- The Library is kept open from 8.30 am to 5.30 pm on all working days and upto 4 pm on Saturdays.
- Strict silence must be observed inside the Library.
- The students must leave their belongings like books, notes, purses, files etc. in the place provided at the entrance for the purpose. They must carry pen and paper only inside the Library.
- The students must produce their Student ID card when borrowing library materials.
- They are not permitted to lend their card to other people or to borrow books on their behalf.
- They are responsible for borrowed materials and will be charged for losses and damage.
- Writing or marking in the books or folding the books or causing damage to the books in any other way is strictly prohibited.
- The books must be returned promptly on the due date, or a fine of 50 paise per day will be collected.

## College Disciplinary Rules - Students

- Students are requested to maintain highest standard of behavior and discipline both inside and outside the College.
- Students are required to improve and maintain consistency in their performance in the examinations in order to get promotion to subsequent Semester.
- They shall strictly observe the disciplinary rules framed by the College. Violation of which will be dealt by the Principal in the manner she considers fit and her decision will be final.
- On the first bell, students shall assemble in the rooms and wait silently for the lecturer. When the lecturer enters the classroom the students shall rise and remain standing till they are asked to sit.
- Every class in charge keep a close watch on the students' attendance, progress and conduct.
- Irregular attendance, indifference in regard to class work and examination, discourtesy towards teachers, insubordination, obscenity in word and act etc are liable for disciplinary action which includes expulsion from the College.
- Attendance to the College functions like association meetings, College assembly, seminars, group discussions, industrial visits, viva voce etc. are mandatory to all students.
- Without the permission of the Principal students shall not organize any activities or associate with any outside group concerned with the College.
- The Principal shall have the power to expel any student from the College if the student is guilty of serious misconduct or student's presence in the College is injurious to the order and discipline.
- During class hours the permission of the lecturer is needed to move from one seat to another or to leave the room.
- Every student should possess an identity card issued by the College which should be produced whenever asked for specially when dealing with the office.
- The College has developed the tradition of a homely informal atmosphere of freedom with responsibility, treating one another with love and respect. We have proud

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alumni who have set very good tradition. However, we lay down some norms of general conduct.

### **B. Code of Conduct for Teachers**

The Code of Professional Conduct for teachers serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

#### **I. Teachers and their Responsibilities**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her students and the society at large. Therefore; every teacher should see that there is no incompatibility between her precepts and practice. The national ideals of education which have already been set forth and which she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable indisposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the

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conduct of university and college examinations, including supervision, invigilation and evaluation

8. Participate in extension, co-curricular and extra-curricular activities including community service.

## II. Teachers and the Students

Teachers should:

1. Respect the right and dignity of the student in expressing opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
7. Pay attention to only the attainment of the student in the assessment of merit
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
9. Aid students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues or administration.

## III. Teachers and Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

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**IV. Teachers and Authorities**

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
6. Should adhere to the conditions of contract
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**V. Teachers and Non-Teaching Staff**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**VI. Teachers and Guardians**

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

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**VII. Teachers and Society**

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
2. Work to improve education in the community and strengthen the community's moral and intellectual life
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

**VIII. Leave**

1. Prior written permission is required from the Principal / at least a day in advance while availing OD.
2. Not more than 25% of staff members in a Department will be allowed to go on OD on a particular day.
3. Twelve days of casual leave can be availed in a calendar year.
4. Casual leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed fifteen days.
5. Medical Leave will be sanctioned only for medical reasons. Medical Certificate must be submitted along with such leave.
6. Study leave for higher studies will be granted at the discretion of Government.

**IX. Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.**

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.

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3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.

#### General Rules - Teachers

- Teachers should handle the subjects assigned by the Head of the Department.
- Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Two CIA 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, CIA Tests, Seminars if attended are to be entered in the Register.
- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Teachers should sign the attendance register while reporting for duty.
- Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week.
- Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day and Independence Day and Republic Day celebrations without fail.
- Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
- HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately.

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**C. Code of Ethics for Non-Teaching Staff**

- Trustworthiness to the College by punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Creating and maintaining proper interactions with students and staff
- Treating students by care and kindness.
- Being supportive and cooperate with other staff members.
- Meeting the required standards for every assigned task.
- Being committed to the wellbeing of individuals, the wider community and the common good of all people.
- He/ She must respect and maintain the hierarchy in the Administration.
- He/ She should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
- Must not use unauthorized persons to perform official duties.
- Laboratories should be kept clean.
- Any loss or damage to any article in the Labor Classroom should be reported to the HOD in writing immediately.
- Shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.

**D. Code of Ethics for Principal**

The Principal is the academic and administrative head of the institute and works for the growth of the institute. She will implement the policies approved by the Board of Governors, the highest decision making body of the college. She shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council. She is the member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. She monitors admissions, examinations, evaluation for smooth functioning of the system. She is authorized to nominate Coordinators, members and other administration functionaries in various committees. She is responsible for extension or changes in various functionaries in the administration, with the approval of Academic Council.

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responsible for extension or changes in various functionaries in the administration, with the approval of Academic Council.

The duties of the Principal may be suitably categorized as

- **Academic Administration** - On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Bharathiar University, UGC and State Government.
- **General Administration** - On general administrative matters Principal shall be assisted by Secretary, Controller of Examinations, Coordinator IQAC, Heads of Departments, Senior Faculty Members and various committees.

a. In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college. The Governing Body follows the code of conduct specified by UGC XII plan guidelines.

b. In matter of admissions, Coordinator, Admissions Committee will assist the principal.

c. In matters related to academic work, she will be assisted by the Secretary, Board of Studies and Heads of the Departments.

d. An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavour, coordinator of time-tables along with the various Heads of the Departments extends support to the principal.

e. Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.

f. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.

g. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

h. In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of Examinations and additional controllers of the college.

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i. In matters related to student attendance, drop outs, medical condonation, Principal gets assistance from Heads of the Departments.

j. Principal shall also ensure quality assurance and she should be assisted by Coordinator, IQAC.

k. She shall monitor, evaluate research, development and consultancy activities. She should advise the faculty members to get sponsored research projects from various funding agencies.

l. Shall take efforts to look after overall welfare of staff and students.

m. Shall have power to sanction EL, ML ETC up to the level of Heads of departments, except herself.

#### **E. Code of Conduct for Controller of Examinations**

The Controller of Examinations shall be responsible for

- Transparency in the autonomy and evaluative system.
- Convening meeting for the maintenance of standards
- The conduct of examinations based on academic calendar
- Enrolling students for end semester examinations
- Appointing examiners for theory and practical examinations
- Making arrangements for printing of question papers and answer booklets.
- Ensuring confidentiality in the process of setting question papers.
- Postponing or cancelling examinations if necessity arises.
- Recommending disciplinary actions against the cases of malpractice and violation of prescribed rules.
- Monitoring the conduct of evaluators and ensuring the integrity of the examination process.
- Issuing of grade sheets to the candidates following the declaration and publication of results.
- Monitoring the process of revaluation if the candidate applies for.
- Securing all the registers and records in association with examinations in the college.

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