



WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS AND SCIENCE

KAYALPATNAM

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Run by Wavoo SAR Trust

CODE OF CONDUCT



WAVOOWAJEEHA WOMEN'S COLLEGE OF

ARTS AND SCIENCE KAYALPATNAM-628204

CODE OF CONDUCT POLICY DOCUMENT

About the Code of Conduct Committee:

Teaching is a noble profession and, the teacher plays a vital role in shaping a student's career. The faculty members are role models and are expected to exhibit good conduct.

Similarly, the staff and students are also expected to discharge their responsibilities with diligence

and contribute in a big way to strengthen this institution. The code of conduct committee monitors the implementation of the code of conduct and code of ethics for students and staff. Code of Conduct has been formulated and approved by the management board.

Roles and Responsibility of the Code of Conduct Committee:

- Identifying the code of Conduct for the following stakeholders
 - Students
 - Teachers
 - Administrators
 - Other staff

- Incorporating the code of Conduct for the various stakeholders on campus in Handbooks
- Reviewing the Codes at specific intervals and reprinting the Handbooks whenever necessary
- Monitor adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc
- Assist the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of conduct
- Plan and organize in coordination with the IQAC professional ethics programmes for students, teachers, administrators and other staff
- Monitor the implementation of the Induction week for students, Inviting of Alumni for student interaction programmes, Departmental grooming sessions, Placement Orientations and conducting of Exit Interviews
- Monitor the Annual Strategic Planning Exercise and Induction Programme for the New Faculty Members and other staff

Code of Conduct Committee Members:

S.No	Name of the member	Designation & Department
1	Dr. V.Rama (Chair Person)	Principal
2	Dr. R.Aruna Jothi	Head & Assistant Professor of Tamil
3	Dr. S.Krishnaveni	Head & Assistant Professor of English
4	Dr.L.Noor Asma	Head & Assistant Professor of Economics
5	Dr.L.R.Subha	Head & Assistant Professor of Commerce
6	Mrs. S.A. Rahmath Ameena Begam	Head & Assistant Professor of BBA
7	Dr.A.Sudha	Head & Assistant Professor of Mathematics
8	Mrs.A.Nesa Agnes Bellinta	Head & Assistant Professor of CS
9	Mrs.S.N.Sithi Shamila	Head & Assistant Professor of IT
10	Mrs. S.Pushpa	Head & Assistant Professor of Physics

Code of Conduct for Teaching Faculty

Our institution is esteemed for the value it imbues to its students. Therefore, the institution drafts code of conduct to each of its staff members, so that they are worthy and honorable to induct discipline and ethical behavior in the minds of students.

1. The staff members must wear saree and their hair should be tied up
2. Faculty members should handle the subjects assigned by the Head of the Departments
3. They should complete the syllabus on time
4. Mentor/mentee system must be effectively implemented. Counseling will be given to the students by their mentor. The personal problems shared will be kept confidential by the mentor
5. They 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
6. They should maintain respect for the right and dignity of the student in expressing her opinion
7. They should maintain dignity both inside and outside the classroom and set a good example to the students
8. They should deal justly and unbiased with students regardless of their caste, economic, religion, political, social and physical characteristics
9. They should be perfect in carrying out the extracurricular, co-curricular and organizational activities to be assigned to them

10. No faculty shall act in any manner that violates the norms of etiquette or rectitude in her conduct or behavior inside and outside the college campus
11. Usage of Cell Phone inside the classroom is strictly prohibited
12. Mark entry should be done with utmost care
13. Faculty should utilize the facilities available in the college efficiently for the improvement of the students as well as for their academic development only
14. All the faculties are responsible for maintaining discipline among the students and nobody is allowed to interrupt the same in any way

Leave (Teaching/Non-Teaching)

1. Staff members are expected to log their attendance at the respective timings in a manner prescribed by the college. Biometric system is kept on the campus for the recording of attendance, while entering and leaving the college
2. Casual leave for 12 days for the Calendar year(i.e. January to December) will be allowed
3. Maternity leave for women faculty for six months and extended upon their request
4. Permission for 2 hours (1+1) per month is allowed. If a person avails a 3rd permission within one month it will be considered as half-a-day leave
5. Leave On Duty for 15 days is allowed for one academic year (i.e. June to May)
6. Every staff member in the service of the college shall at all time strives for academic excellence in the discharge of her duties and conducts themselves in a manner becoming a perfect role model for others to emulate
7. The management encourages staff members in the service of the college to pursue higher studies by getting their consent

8. The Staff members should be present in the College/Department 10 minutes before the college time

Code of Conduct for Students

1. It is obligatory on the part of the student to abide by the rules and regulations of the college for maintaining good standard, discipline and individual progress

2. The students must behave very decently in the college campus. Their manners should not cause any disturbance to other students, to the public and to the smooth functioning of the college

3. The students should always wear the identity cards inside the college campus and the college bus. During the entry and exit, their RFID cards should be tapped for attendance.

4. The students must follow the dress code to maintain the dignity and decorum of the college. Students must wear chudithar with shawl neatly double-side pinned. They must avoid wearing tight dresses, sleeveless and leggings

5. Two-wheeler riders should wear helmets and must possess valid Driving Licenses. Students should park their vehicles in an orderly manner only in the sheds meant for the purpose

6. Students should come to the bus stop on time. Buses should be changed with prior permission

6. Students are directed to cooperate with the authorities in keeping the college campus clean and well-kept. They must avoid writing on walls and desks and throwing scraps of paper and polythene covers on the premises. They must use the dust bin provided for the purpose

7. Every student should handle the college property with care. Damage caused to college property will be charged to the accounts of the students concerned

8. Usage of mobile phone is strictly prohibited inside the college campus. When needed for official work, students are permitted to bring mobile phones with prior permission
9. Polythene covers are restrained inside the college premises
10. Students who indulge in any kind of malpractice will be investigated by discipline committee
11. The student should not take part in any violent or unwanted activities regarding politics, community and religion
12. No meeting, function or gathering of any kind shall be held within the college campus without the permission of the Principal
13. Loitering and making noise in the college campus are strictly forbidden
14. Students must be punctual for all classes. Students should leave the classroom only after the staff member has left the class
15. Students should possess 75% attendance for appearing the external examination
16. In regard to all matters not specified in the above rules, students are expected to behave with dignity and decorum

Code of Conduct for Principal

1. Academic growth of the college
2. Participation in the teaching, research and training programmes of the college
3. Assisting in planning and implementation of academic programmes such as bridge course, seminars, workshops and other training programmes organized by the college, Institute for academic competence of the Faculty Member
4. Admission of students, maintenance of disciplines of the institution
5. Correspondence relating to the administration of the institution

6. Administration and supervision of curricular, co-curricular/extracurricular and students' welfare activities of the institution
7. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other orders issued there under by the University authorities/Government, from time to time
8. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college
9. Overall supervision of the University Examinations
10. Conduct Staff council meeting regularly
11. Maintenance of Self –Assessment Reports of teachers

Code of Conduct for Librarian:

1. Perfect silence should be maintained in the library
2. Since we are having a partial automation of the Library, preparing and issuing of Library cards to students and staff become unnecessary. Students should use their ID cards for their entry and exit
3. Since the OPENACCESS system is being followed in our library, there is no need for a demand slip from the students
4. Sufficient time is given to the students (one week) and staff (14 days) for the return of books and the books will be returned usually
5. Since the fine payment (one rupee per day beyond the due date) is a very meagre amount, the fine amount is immediately used for the purchase of missing books, the amount of fine is not usually deposited in the bank through challan
6. Requisitions for the books are collected from the staff and orders are placed to the book sellers and sometimes to the publishers directly specially for the rare books

7. New arrivals of books are displayed in the New Arrivals rack as and when the new books arrive
8. Important articles relating to politics, education health etc are highlighted to make the students and staff aware of and these clippings are displayed every week in the display board
9. Paper cuttings are collected and arranged chronologically
10. Back volumes of journals and periodicals are bound and systematically stacked (Arrange them)
11. Library is present able to the students and staff and neatly maintained
12. Newspaper cuttings carrying important news are displayed in the display board regularly
13. Faculty and students are encouraged to use E-Journals and books and hence the INFLIBNET is well maintained
14. 100%, Checking and counter checking of books are done regularly and systematically every year and hence the lists of outdated books and the missing books are arrived at
15. Damaged books are collected during summer holidays and get them duly bound
16. Students are permitted to use E-library under the supervision of library staff

Code of Conduct for Computer Lab Technician:

1. To keep the lab and systems clean and neat
2. To maintain the working condition of the systems
 - (Hardware, Operating System, Software, Antivirus)
 -
3. To update the complaint register and supporting registers for each lab

4. To check the presence of IP Address and System Name on their CPU and Monitor
5. To update the systems and software as per the requirements of Manonmaniam Sundaranar University syllabus and Wajeeha Skill Academy every semester
6. To check the LAN and INTERNET connectivity regularly
7. To update and scan the systems with antivirus installed
8. To maintain the systems by clearing the catch file, temp file and user profiles regularly
9. To maintain the printer properly and maintain register for the same
10. To check the internet accessibility for staff and students regularly
11. To store the official files of staffs and students only in the server and not in any local system
12. To report your corresponding lab in-charge as per the instructions given by her
13. To register the complaints in the OMS with the permission of lab in-charge
- (AC,UPS, Systems, Electrical)
14. The responsibility of a computer lab lies with the lab technician. In case of any clarification please approach the System Administrators for further developments

Code of Conduct for Lab technician:

1. Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab
2. Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action
3. The responsibility of Lab Assistant is to identify the requirement of Lab

consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge

4. All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
5. Issue register for tools issued to the students must be maintained for each and every Lab
6. Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables
7. To ensure the availability & proper maintenance of “first aid facilities & firefighting equipments”
8. Avoid other activities during Lab hours unless assigned by the senior Management
9. Adjust Lab work to a technician, who is familiar with that Lab, incase of your absence
10. Ensure that the Machine is in proper working condition & then allow the students to do the Job

Code of Conduct for Transport In charge:

1. Responsible for the arrangement of transport for students and staff room College to City & vice versa
2. Responsible for periodical maintenance of all the buses and incase of any major repair should report to the Principal immediately
3. Responsible for a periodical check of the log books maintained by the drivers
4. Arranges for an agreement with Transport Company for additional buses if required

5. Arranges for the transport for the students and staff for any educational tour, visit for sports competitions, etc.,
6. To ensure that every student has a separate seat
7. Responsible for time management of buses
8. Responsible for Fitness Certificate (FC) of college vehicle.
9. To ensure and monitor every vehicle has GPS locator

Code of Conduct for Drivers:

1. Must wear proper uniform insisted by the college
2. Must have a heavy vehicle license for driving college vehicles
3. Must wear seat belt compulsory while driving any kind of vehicle
4. Drivers must follow driving rules insisted by the government
5. Drivers must follow the speed recommended by the government and should not be in over speed
6. Drivers should properly check first aid box, medicines and fire extinguisher are in good condition
7. Drivers are not allowed to use mobile phones while driving
8. Drivers should be instructed about the working of GPS locator

Code of Conduct for Mechanic / Electrician:

1. Must wear shoes for safety purpose while working
2. Must follow safety rules insisted by the government
3. Must wear a helmet while working

4. Must wear welding glass, gloves while doing welding work

Code of Conduct for Physical Education Director:

1. Responsible for all the activities related to the Physical Education
2. Arranges a physical fitness camp for the students and staff
3. Responsible for procurements, maintenance of sports goods, play fields and other items related to Physical Education
4. Coordinates Intra College and Inter College, Inter-University and Inter State competitions for different sports
5. Physical Educational Director should properly maintain first aid box, medicines

GENERAL CODE OF CONDUCT

Class Hours:

1. The college working hour is 9.15 am to 4.00 pm. Each day is divided into five periods of an hour each
2. The first bell for classes is rung at 9.15 am and the student should assemble inside the class for pray errand the second bell rings at 9.20 am and the first hour starts
3. At the first bell, students should go to their respective classes and take seat so as to be present when a professor enters the class. Upon her entrance, all students should stand until the prayer song broadcast followed by Thought for the day from the principal room in the morning session is over. Students will then take their seats, as directed by the professor

Attendance:

4. Attendance is compulsory. Students will be permitted to appear for university examinations only if they earn sufficient attendance in a semester.

Attendance should be intimated to their parents by bulk SMS over phone with the

Nirals App

5. Attendance will be taken for every period. A student who is not in the class when the attendance is taken will be marked as absent and will lose attendance for that session. The professor in the class will decide whether to give attendance if the reason is valuable for a late-coming student
6. Students applying for leave should send their leave form forwarded by the advisor and head of the department concerned
7. Students who have been absent without leave for one day or more should produce a valid explanation by their parents for their absence countersigned by their staff, parent or guardian so that the penalty will be avoided