



Sri Sarada College for Women

(An Autonomous Institution)

(Reaccredited with “A” grade by NAAC)

Institution included u/s 2(f) and 12(B) of UGC

Affiliated to Manonmaniam Sundaranar University

(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)

Ariyakulam, Tirunelveli Thoothukudi – High Road, Maharaja Nagar Post,

TIRUNELVELI- 627011



Criterion VII

7.1 Institutional Values and Social Responsibilities

7.1.10 Code of Conduct

2022-2023



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7.1.10 CODE OF CONDUCT



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AUTONOMOUS GOVERNING BODY MENU

College Committee

Autonomous Governing Body

Award Committee

Finance Committee

Academic council

Board of Studies

Staff council

Code of Conduct

CODE OF CONDUCT IN THE INSTITUTION

Code of Conduct for the Principal

1. The Principal should be a dynamic and democratic.
2. To acknowledge appropriately the academic excellence of the staff.
3. To be unbiased, respectful and cordial with all stakeholders..
4. To Convene council meetings for institutional development and recognition
5. To encourage the Departments to organize conferences, seminars and workshops.
6. To facilitate good rapport between the management and the staff
7. To give academic freedom to the faculty members
8. To listen to and redress the grievances of stakeholders.
9. To monitor activities of the College.
10. To take interest in introducing new courses in thrust areas.

Activate Windows



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Student's council

Polices and Procedures

Vital Information statistics

Code of conduct & Responsibilities

Academic Calendar

Guidlines-Government, UGC, University

Code of Conduct for the Faculty Member

1. To be friendly to the students and not behave in a vindictive manner towards anybody.
2. The Faculty Members should maintain decorum and set a good example to the students.
3. To be a good counselor and facilitator in guiding the students.
4. To consider the rights and dignity of the students in expressing their opinions.
5. To dress modestly and neatly with proper haio
6. To encourage the students to participate in curricular, research and co-curricular activities.
7. To meet the students after the class hours if needed and guide and teach them.
8. To treat the students impartially regardless of their caste, creed and religion, political, economic and social characteristics.

Professional Ethics for the Faculty

1. The Faculty Members should Report to duty in time and sign the attendance register in time.
2. To avoid using cell phones while taking classes.
3. To complete the syllabus in time and be accountable for good results.
4. To cooperate in the formulation of policies of the institution
5. To cooperate with the authorities for the betterment of the institution
6. To help, guide, encourage and assist the students in their curricular, research, co-curricular and extra-curricular endeavours.
7. To perform duties in the form of teaching, tutorial, practical, seminar and research work conscientiously with dedication.
8. To recognize the difference in aptitude and capabilities of the students and meet their individual needs.
9. To refrain from undertaking any other employment and commitment including private tuition and coaching classes.
10. To wear always identity cards while inside the college premises.

Code of Conduct for Non-Teaching Staff

1. Non-Teaching Staff should sign and report to duty in time and remain in the campus during the working hours.
2. To avoid using cell phones during working hours.
3. To be conversant with the rules and regulations of the institution.
4. To behave with dignity and decorum with stakeholders and visiting guests.
5. To dress neatly and modestly.
6. To have updated knowledge on computer operations.
7. To make arrangements to the works assigned while on any type ofn leave.
8. To respond to students' enquiries with concern and ensure all possible help.
9. To treat the students impartially regardless of caste, creed, religion.
10. To wear identity cards while inside the college premises.

Code of Conduct for Technical Staff

1. Technical Staff should be present in the laboratory during working hours.
2. To assist the staff-in-charge in the preparation of Demonstration/model/trial practical required in the respective laboratory.
3. To be thorough with all the experiments conducted in the laboratory.
4. To dress modestly and neatly.
5. To help the staff members during stock verification and in maintaining the stock register.
6. To keep the equipment and the laboratory neat and tidy and to maintain all devices aptly.
7. To refrain from undertaking any other employment and commitment.
8. To report about the non-functioning equipment to the staff-in-charge.
9. To respond to students' enquiries with concern and ensure all possible help.
10. To switch off fans and lights and lock the doors and windows after the classes are over.
11. To treat the students impartially regardless of caste, creed, religion, political, economic and social characteristics.



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Code of Conduct for Students

1. In case of sudden illness or other unforeseen circumstances students should submit application for leave through somebody or by a phone call or message to HOD/Counselor.
2. Students must attend the meetings organized by the college and maintain strict discipline.
3. Students must obey the rules and regulations of the college and hostel.
4. Students must wear ID cards inside the campus during working hours.
5. Students should be inside the classroom on time.
6. Students should dress modestly.
7. Students should keep the campus clean.
8. Students should maintain strict discipline in the class room and the college campus.
9. Students should not bring Cell Phone to the College.
10. Students should not indulge in the unethical act of ragging.
11. Students should not loiter on the campus during class hours.
12. Students should not scribble on walls, doors and furniture.
13. Students should respect and support the college ethos.
14. Students should submit applications for leave duly signed by the parent or guardian or Deputy Warden to the Head of the Department.



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