

Providence College for Women (Autonomous), Coonoor



Code of Conduct

Code of conduct - Principal

The Principal of the Institution should always be piquant, punctual, sincere, honest, unbiased, honourable, equitable, supportive, protective, and law-abiding. The Principal should possess and cultivate the following distinguishing traits.

- Plan and execute the vision and mission of the institution.
- Design, review and implement short and long-term plan of action for the progress of the students and the institution.
- Finalise the Institute Academic Calendar.
- Behave with the highest standard of integrity and exhibit magnificent and powerful leadership skills.
- Monitor the overall discipline, administration and all the activities of the Institution efficiently and effectively.
- Ensure premium quality in education and academic activities.
- Has to maintain a cordial relationship with all the members of the staff, students, and other stakeholders.
- Ensures to facilitate good rapport between the administrative and the teaching staff.
- Upgrade the curriculum by introducing new programs/courses related to the need of the society.
- Ensure that the staff and students are well aware of the rules, policies, and procedures constituted by the institution and implement them appropriately.
- To Form various committees, clubs and appoint coordinators for the smooth functioning of programmes.
- Convene meetings for Faculty, administrative staff, non – teaching staff, different clubs and committees as and when required for the overall development of the college.
- Motivate faculty members to enhance their knowledge by attending various training programs and FDP.
- Encourage the heads of the departments to organise conferences, seminars, symposia, workshops, as well as to have invited expert lectures.
- To focus on high level placement of the students by inviting reputed firms and organisations to hold campus interviews in the institution.
- Be determined to insist on discipline, punctuality, and accountability of students, staff and stakeholders.
- Be responsive to monitor the character or behaviour of the students and staff in daily life, social commitments, and individual achievements.
- Be a good listener to hear patiently the grievances of the students, staff , as well as the parents or guardians of the students and should be resourceful to solve the problems.
- Equitable in all the actions towards the staff and students.
- Competent to keep oneself updated with all the new techniques in educational administration

Code Of Conduct HEAD OF THE DEPARTMENT

The heads of departments should endeavour to :

- The heads of departments should lead, manage and strive to develop and sustain the quality of the department.
- To prepare the annual department calendar
- Proper Implementation of academic planning and monitoring progress of the same.
- Framing the timetable and distribution of workload among the staff to attain the desired teaching outcomes and curriculum development.
- To monitor and ensure that classes are held according to the timetable.
- To verify the Lesson Plan and Work Done diary of the faculty members
- The HoD should coordinate with the teaching and non-teaching staff of the department for the smooth conduct of academic, practical ,co curricular, and extracurricular activities of the department.
- Assure the completion of all tasks assigned by higher authorities within the time frame.
- To develop the research culture in the department and motivate the faculty members for continuous learning by deputing them to seminars/workshops/conferences/FDP/Training.
- To ensure that every staff will write a project proposal once in two years.
- Should be responsible for ensuring the educational progress and welfare of the students.
- Should supervise the attendance of the students in the classes (theory and practical)
- To conduct periodic meetings with the faculty members to plan and review department activities and to maintain the minutes- book.
- Plan for funds, budget costs, monitor expenses and manage
- finance to conduct activities through- out the year.
- To arrange guest lectures, industrial visits, and webinars.
- To encourage students to gain knowledge.
- Planning and executing the department association activities.
- Redress the grievances of the students and guide to solve them.
- To monitor department/laboratory maintenance (wherever applicable).
- To ensure records are filed as per the NAAC requirements (hard and soft copies).
- To ensure the proper functioning of association activities,MoU,collaboration,Extension etc.
To monitor and ensure the overall development of both slow and fast learners.
- To confirm from the staff on leave of absence about the replacement for classes.
- In case HoD is on leave, he/she should handover the duty to the next senior-most person in the department.
- The ‘code of conduct’ of the faculty members will also be applicable to the Head of the Department.

Code of conduct - Faculty members

- Maintain decorum, both inside and outside the classroom, and strive hard to be a role model to students.
- To be punctual and regular to the class and abide by the rules and regulations to sustain quality and the reputation of the department ,thereby offering dedicated and loyal services for the welfare of the institution.
- To Guide the students morally and academically and to provide opportunities to bring out the innate talents of students.
- Updating oneself in academics and technical knowledge according to the developing educational scenario.
- To be unbiased among the students.
- Completion of NAAC file work in time.
- Follow the lesson plan as much as possible. Record the variation, if any, of the lesson plan along with the lesson delivery.
- To cover 100% syllabus (both theory and practical) well in time to conduct revision/ remedial classes before the final examinations.
- Regular evaluation of each student's lab work.
- Organising the assigned department activities with utmost dedication.
- Encourage students to participate in both curricular and co-curricular and extension activities.
- Inculcate a healthy research aptitude amongst the students.
- To establish a reliable and trust worthy relationship with the students and not to behave in a vindictive manner for their past mistakes and endeavour to cultivate a healthy and relaxed atmosphere for the students.
- Inculcate in students the respect for national heritage, national goals, and national integrity.
- Treat students impartially, and respect the rights and dignity of the student regardless of their caste, creed, religion, political, economic, or social status.
- Co-operate with the higher authorities, and extend support towards carrying out programmes related to educational responsibilities, such as advice and counselling students to facilitate the smooth conduct of activities, like admission, examination, invigilation, evaluation and administrative work and the likes.
- Dress modestly and formally.
- Regard themselves as learners and engage in continual professional development, by being teachable.
- Treat colleagues and associates with respect, provide assistance for their professional endeavours and work with them peacefully to create a congenial environment.
- Avoid degrading (or) putting down fellow staff members in front of students and public.
- To call parents of the students who are irregular and absent to college for more than 3 days.
- Teachers should be good counsellors and facilitators. They should help, guide, encourage and assist students to ensure that the teaching -learning process is effective and successful. Value based education must be their motto. Aim to be approachable at all times to the best of your ability.

Code of Conduct - Non- teaching Staff

A. Administrative staff

- Adhere strictly to the rules and regulations of the college, and to their individual responsibilities.
- Meticulous maintenance of files and records.
- To respect and maintain hierarchy in administration.

- Should be sensitive in following the norms of protocol in the institute.
- Sustain honesty, integrity, impartiality, punctuality and professional ethics.
- The administrative staff should maintain confidentiality with the policy related information, unless asked to reveal by the institutional authority.
- Behave with due dignity and decorum and cooperate with the faculty members, other staff members to maintain a harmonious relationship with them.
- Ensure the smooth conduct of the student's admission.
- Be responsive to student's queries with due concern, to make sure they get all possible help and to treat all students impartially, regardless of caste, creed, religion, political, economical, social and cultural status or background.
- Interact positively with parents and other stakeholders.
- They should assign proper time limit for completing the file works.
- They should be knowledgeable in e- administration and make effort for their continuous development through training programme, workshops and skill development activities.
- To comply with instructions issued by the administrative head and execute the duties assigned consistently.
- They should avoid procrastination of the daily office work and should adopt the zero pending files policy.
- They should not indulge in any form of addiction during the office hours (or) within the campus.
- They should make use of e- resources and inculcate paper free practices in order to adapt to eco friendly methods.
- To strictly refrain from altering or forging official documents/ receipts
- Must not intercept or misappropriate college money.
- If there be a necessity, administrative staff will stay back / come early/ even on a holiday.

B. Support Staff

- Report for routine duty on time and remain in the campus during the working hours of the institution.
- To stay back after duty hours in case of additional requirement.
- Perform the duty assigned consistently.
- Avoid using cell phones during working hours.
- Dress neatly and modestly.
- They should not indulge in any form of addiction during working hours (or) inside the campus.
- Should follow the rules and regulations of the college.

Code of Conduct - Students

- To abide by the rules and regulations of the College.
- The student should be regular and must have 75% attendance.
- Maintain the highest standards of discipline and a dignified behaviour inside as well as outside the College.
- Be present in the class well -within time and not to leave the campus during class hours.
- Submit the leave application on time to the concerned class teachers and HoD for sanction/ approval of leave of absence.
- To wear their identity cards at all times.
- Follow uniform dress code weekly thrice and during important college functions.
- Students are expected to come to college dressed suitably, maintaining decency.
- Enrol either in NSS or sports.
- Enrol in certificate courses.
- Enrol in various clubs of the college
- Maintain the cleanliness of the college
- Abstain from ragging and any other offensive activity/ behaviour.
- Restrict the use cell phones inside the college and utilise the same for education purpose or for emergency communications only.
- Use social networking sites responsibly to ensure that neither personal reputation nor the College's reputation is compromised by inappropriate postings.
- Use all resources in college, library, lab judiciously and with care.
- Intentionally damaging or destroying college property or property of other students or faculty members is strictly forbidden and on offenders, strict action will be taken.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both inside and outside the College.
- Our institution is an English medium institution, so students should show special interest and work towards improving their English communication skills.

CODE OF ETHICS

Faculty and research scholars involved in research shall maintain high ethical standards in accordance with the guidelines of Bharathiar University.

They shall observe and promote the following principles of integrity in research:

- honesty in communication
- avoid fabrication and falsification during research
- keep promises and agreements made during admission to research in the college
- respect supervisors, colleagues and scholars fairly

Code of Conduct

- To facilitate an enabling environment to stimulate research culture in the college.
- To create awareness and opportunities in the field of research among faculty and students.
- To promote research activities by insisting faculty to undertake projects by agencies like UGC, DRDO, CSIR, ICSSR, etc.
- To encourage students to apply for funding for research under student project schemes from agencies like TNSCST, DBT, etc.
- To motivate faculty and students to involve in interdisciplinary research projects.
- To ensure publications in reputed, quality journals like Scopus, Web of Science, Indian Citation Index with high impact factor.
- To promote collaborative research activities with other national institutes, universities and colleges.
- To organise workshops, seminars and training related to research.
- To boost revenue for the institution by encouraging faculty and students apply for patents and consultancy.
- To provide information and service in support of research activities of the college.


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