

PROVIDENCE COLLEGE FOR WOMEN
COONOOR
Policy Document for the Code of Conduct in the Institution

The institution has framed the policy for the Code of Conduct based on the Vision and Mission.

VISION

QUALITY EDUCATION AND EXCELLENCE

HOLISTIC PERSONALITY

SERVICE

MISSION

To quench the students' intellectual thirst for learning and research;

Exploring and nurturing their potentiality and personality;

Moulding integrated persons;

Transforming family, society and nation through quality education.

Governing Body

The members of the governing body shall:

- Participate and co-operate in the effective functioning of the responsibilities as members.
- Maintain confidentiality of information in all internal affairs.
- Be honest and not influence the members negatively.
- Maintain professionalism, courtesy and respect towards other members in the governing body, staff and students of the institution.

Secretary

- The Secretary is appointed by the President of the Society for a specific period and may be re-appointed.

- In the institution, the Secretary is the head of both the teaching and non-teaching staff, responsible for the proper conduct of the Institution and has to administer according to the vision and mission.
- The Secretary has the following administrative functions in consultation with the Principal and will be the signing authority for:
 - a) Appointment of the teaching and non-teaching staff.
 - b) Approval of the probationary period, confirmation of the appointment and promotion.
 - c) Salary of the staff, sanction of increment, provident fund, income tax.
 - d) Leave Memo for EL and other kinds of leave except casual leave and leave encashment.
- The Secretary is the Coordinator of the overall administration, is the ex-officio of the Governing Body of the college and participates in important policy making committees of the college.
- The Secretary shall be responsible for matters relating to the property and legal documents of the institution.
- The Secretary monitors the mobilization of funds, scholarships and sanctions fee concessions for deserving students.
- The Secretary shall work in harmony with the Principal exercising mutual trust and understanding.

Principal

- The Principal is the administrative head of the institution and is in charge of the curricular, co-curricular, extra-curricular and day-to-day activities of the institution.
- The Principal has to conduct meetings to discuss issues related to education, discipline, means to promote academic excellence and holistic formation of pupils.
- The Principal should comply with applicable governmental laws, rules and regulation and also understand the Institution's objectives, policies and contribute constructively to the growth of the institution.

- The Principal is the signing authority of the lesson plan and other records of teachers, including casual leave.
- The Principal shall
 - a) Review academic programmes, collaborative programmes and human resource management of the institution.
 - b) Authorize the admission process in the institution.
 - c) Plan and facilitate guidance, counseling and various programmes of creative activities for the integral development of the students.
 - d) Monitor and approve financial estimates, annual reports and audited financial statements
 - e) Enhance interactions with all stake-holders, facilitate development programs and placement for students.
 - f) Evaluate the performance of teaching faculty, administrative and support staff.
 - g) Plan and implement the activities to maintain discipline, hygiene and safety measures in the institute.
 - h) Maintain a healthy blend of academic and administrative responsibility.
 - i) Organize and monitor tests, examinations, evaluation and student progress.
 - j) Be an academic teacher by handling class as prescribed by the norms of the state government.
 - k) Lead the accreditation activities of the institutions for various quality assessments.
 - l) Represent the college in all academic institutions like UGC, AIACHE, NIRF, Xavier Board, MHRD and the University.
 - m) Inform the College Secretary on all matters of financial and general administration.
 - n) Monitor scholarships for SC/ST and BC/MBC and other students and also NCC and NSS camp activities.
- The Principal is responsible for the following:
 - a) Day-to-day administration of the institution.
 - b) Executing academic programs including research, consultancy, Value Added Courses, Add-on and Certificate Courses.

- c) Monitoring attendance of the staff and allotment of work to teaching and non-teaching faculty after consultation with the Secretary.
- d) Drafting of the academic calendar along with the staff Welfare Committee members and student council members.
- e) Composition and functioning of various committees under autonomy and for quality maintenance and enhancement in higher education as per NAAC guidelines.
- f) Delegating powers to the wardens as the Principal is officially in-charge of the hostel.

IQAC Coordinator

The role of the IQAC Coordinator is to:

- Develop and disseminate quality parameters in various activities of the institution.
- Monitor and record quality measures of the institution.
- Act as a nodal agent of the institution for quality maintenance and ensure quality assurance through feedback mechanism.
- Plan and organize training programmes, seminars, conferences and workshops for staff and students.
- Finalize and send reports to NAAC / UGC and the University.

Head of the Department

The Head of the Department is appointed by the management and shall:

- Assist the management in the appointment of staff for the department and admission of students.
- Strive to achieve academic and research goals in the department with the support of the staff.
- Ensure smooth functioning of the department and monitor the faculty of the department in executing their assigned duties.
- Distribute workload, prepare time table and submit a copy to the Principal.

- Conduct faculty meetings and facilitate interaction among staff members on various activities of the department including result analysis and plan appropriate action measures to improve the performance of students.
- Plan and conduct seminars, conferences, workshops, special lectures, etc. with the involvement of staff and students.
- Communicate to the next senior member to take charge of the department during his / her absence.
- Consult the faculty members and prepare a list of books and requirements for the department and submit them to the Principal during the academic year.
- Monitor association and extension activities and also the attendance of students of the department.
- Listen to the grievances of students regarding department matters and redress them in consultation with the Principal.
- Ensure proper conduct of practical classes and maintain stock register of equipment.
- Maintain the following files in the department :
 - a) Syllabus
 - b) Minutes of the faculty meetings and BOS meetings.
 - c) Timetable, Workload and additional responsibilities of the faculty members.
 - d) Class-wise list of students.
 - e) Department calendar and activities of the department.
 - f) Criteria-wise data requirements of the NAAC.

Teaching Faculty

The teaching faculty is appointed by the Secretary of the college and the management. The teacher performs the following:

- Teaching the course allotted by the HOD in consultation with the faculty of the department.
- Cooperates with the HOD and other faculty members in the effective functioning of the department.
- Takes up the responsibility of class teacher, academic counselor and mentor for the class.
- Adopts suitable and innovative methodology in teaching evaluation.

- Complete the syllabus within the stipulated time.
- Coordinate with the HOD in internal assessment, question paper setting invigilation evaluating internal tests and model examinations, returning the answer scripts, and entering the marks in the student profile.
- Involves in practical / project / library / association / extension /research activities.
- Report to class on time and should not leave class before the scheduled time or cancel class without informing the HOD.
- Maintains the attendance records of the students.
- Organizes seminars, conferences, workshops, and guest lectures in consultation with the HOD.
- Informs the HOD about casual leave so that alternate arrangements can be made.
- Identifies the strength and weakness of students and provide guidance for better performance.
- Compensate for the cancelled or missed classes due to his / her absence.
- Involve and take up responsibility in the various committees and clubs of the institution.

Librarian

- The librarian is appointed by the management and performs the following roles.
- Prepares the list of requirements for the next year and presents to the Principal by March.
- In-charge of the books, magazines and all equipment in the library.
- Classifies the books and periodicals and computerizes them.
- Responsible for lending books and magazines from the library.
- Organize orientation for the freshers about the facilities of the library and motivate reading.
- Facilitates the research work of staff.
- Monitors the utilization of books and audio visual materials.
- Maintains the accounts and prepare annual report.
- Assign work and supervise the library staff.

Physical Director

- The Physical Director is appointed by the Secretary of the college in consultation with the management and has the following responsibilities.
- In-charge of all sports and games activities in the institution.
- Prepare the players and college teams for participation in University, District, State, National and International level tournaments.
- Prepares the annual requirement for sports and games and present it to the Principal.
- Maintenance of ground and equipment meant for sports and games.
- Propose plans for the development of sports and games in the college to the Principal.
- Organize inter-class, inter-department, inter-college and inter-university tournaments in consultation with the Principal.
- Plan and execute the Sports Day with the help of staff members and students.
- Arrange for the coaching of players and accompany the students when they go for different tournaments.

Non-Teaching Staff

The following are the responsibilities of the non-teaching staff:

- Help the college administration for the smooth functioning of the institution.
- Plan and execute their work meticulously within the stipulated time.
- Deal with students and staff professionally.
- Co-operate with officials of the college and carry out the instructions without delay.
- Involve themselves in all functions of the college.
- Be courteous and polite to all the visitors.
- Work in rotation.
- Update and upgrade with necessary skills.
- Take personal responsibility for the work done or fall shorts.

Support Staff

The responsibilities of the support staff are:

- Maintaining the cleanliness of the class rooms.
- Work in rotation.
- Maintenance of Infrastructure.

- Best behavior at all levels.
- Rotation of work in turns.
- Upgrade the qualification.
- Assist the staff during functions.
- To be courteous and gentle in dealings with all.
- To be punctual and meticulous in work.

Students

- **RAGGING IS STRICTLY FORBIDDEN IN THE COLLEGE AND IN THE HOSTEL**
- **STUDENTS CAN USE ELECTRONIC GADGETS ONLY FOR EDUCATIONAL PURPOSE IN THE COLLEGE PREMISES**

Residence of Students

- Students who do not live in the College Hostel are to live with their parents or guardian or in hostels approved by the Principal.
- Students living in the hostel shall be under the supervision of the Warden.

Attendance and Leave

- Every student should attend the classes regularly. Action will be taken against irregular students. The leave format is included in the calendar.
- Attendance is noted for each period at the commencement of the class.
- University and College Rules require **REGULAR ATTENDANCE** in all classes both theory and practical.
- **Absence of one period in any session is treated as absence of half a day.**
- In case of absence on medical reasons, the student should produce a medical certificate from a registered medical practitioner.

DRESS AND DISCIPLINE

- The students are expected to dress modestly and in keeping with the place and occasion. Students are expected to wear their respective uniform jackets on Mondays, Wednesdays

and Fridays, examination days and occasions as and when announced. Students are also expected to come in uniform on Wednesdays (White Salwar). Tights, Short tops are strictly not allowed.

- They should be regular and punctual in attending classes and all activities connected with the college.
- During the leisure hours, the students may make use of the dailies and periodicals placed in the reading room without disturbing their neighbours.
- Students will not be permitted to leave the class or enter late under the pretext of paying fees books or taking books from the Library. Time fixed for those purposes during off hours must be adhered to strictly.
- Change of classrooms between periods must be effected in an orderly and quiet manner.
- Play fields must not be trespassed when games are on. Students witnessing games are expected to show sportsmanship in their appreciation and encouragement.
- **While attending college or public functions, they will conduct themselves in such a way as to bring credit to themselves and to the institution.**
- **Students are expected to show respect and courtesy to elders, staff and visitors and treat everyone with dignity.**
- Health and hygiene, sanitation and conducive habits go to make a good citizen.
- Spitting and throwing waste paper all over the campus should be avoided.
- Students shall not enter the officeroom or laboratories during unspecified hours.
- No unauthorized printed matter to be circulated.
- Students are forbidden to take part in political activities of any kind particularly in those directed against the authority of the Government.
- Any student is at liberty to represent any grievance in person or in writing to the Principal. All such representations must be individual. Taking initiative for submitting mass petition or signing such petitions by student will be a serious offence.
- Care must be exercised in handling the property of the college and any damage caused casually or purposely will entail serious disciplinary action and recovery of cost. Students shall not displace or interfere in any way with college furniture. Any damage done will be charged. Students are expected to read the notices put up on the College Notice Board

periodically, and ignorance will not be accepted for non-compliance of the instruction contained in the notice.

- Parents are advised not to disturb the students with unnecessary phone calls. Under no circumstance students will be called from classes to attend or to make phone calls. However, messages will be received and passed on to the students. Students are not permitted to make phone calls during the class hours.

Appeal to Parents / Guardians:

- Parents / Guardians are requested to extend full cooperation to the authorities with regard to the character, discipline, attendance and academic progress of their daughters / wards. They must respond to all the communications sent to them from the college regarding the performance of their daughters / ward.
- Under the Tamil Nadu Educational Rules, the Principal is empowered to inflict the following punishments in the interest of the student or the Institution concerned :
 - (i) Fines
 - (ii) Loss of attendance
 - (iii) Loss of term certificate
 - (iv) Suspension and
 - (v) Expulsion

Periodical Tests and Model Examinations:

- There will be two Internals and one Model Examination at the end of each semester. Progress Reports will be sent to the parents / guardians immediately after every model examination showing the progress made by the students.

GENERAL ASSEMBLY

- General Assembly will be conducted three times a week. All are expected to be present in the college at 9.20 a.m.

COLLEGE CALENDAR

- Students are expected to bring the College Calendar with them every day and use it.

LABORATORY RULES

- Students are reminded that the practical work is the foundation on which the study of Science stands and every student is required to give their most earnest and careful

attention to it. The laboratory work is arranged to accompany as closely as possible the principles of theory discussed in the lecture classes.

- The certificates for the practical course required by the University Regulations will not be granted unless the student records 75 percent of attendance at practical classes and her progress has been satisfactory. The student will be judged not only by the practical work done in the laboratory but also by the neat, systematic and regular writing of the account in the Record Book.

Instruction Regarding Laboratory Work

- Students should copy the instruction and tabular columns before entering the laboratory and must come prepared for the class.
- They should handle the apparatus carefully. Any breakage of apparatus will be immediately reported to the Lecturer. Cost of broken articles will be recovered as and when they occur.
- The attendance for practical class will be given only when :
 1. The experiment is done;
 2. The observation is signed, and
 3. The record is submitted on the due date.
- No record will be signed unless it is complete.
- For the sake of uniformity and neatness, students are advised to obtain Record note books supplied by the college.

LIBRARY RULES

- The Library is in the immediate charge of the Librarian of the college.
- The staff and students of the college are members of the Library.
- Strict silence should be observed in the Reading Room of the Library.
- A student member is responsible for any book borrowed in her name.
- For those who are borrowing books under regular basis other than reference books, not more than two renewals shall be allowed for any book. Books may be re-issued only if there is no applicant for it.

- Reference books may be borrowed for not more than three days.
- Every student shall return the book within the specified time. Absence from college will not be admitted as an excuse for delay in returning the books.
- The Librarian may recall a book at any time even if the normal period of lending has not been over. In the case of reference books for which there is an exceptional demand, period of borrowing shall be reduced even to one day.
- No student is allowed to sub-lend a book to any one in or outside the college.
- Students are expected to use the books with care. If a book is lost / damaged, borrowers should replace the book or pay a penalty to cover the cost of the book.
- Tearing off pages or making any sort of marks in the borrowed books will attract conditions as above.
- The following timing will be observed for the Library during the academic year :
Working days: 9.00 a.m. to 5.00 p.m.

BOOK BANK

- A Book Bank is operated in the Library.
- The Book Bank is to provide text books to poor and deserving students every semester. It is a boon to our poor students who cannot buy costly books.
- These books are available for circulation only in the beginning of each semester.
- These books should be returned to the Book Bank on the last working day of each semester, failing which a fine of Re. 1/- per day per book will be collected.

Medical Examination

- The students of first year degree courses will be medically examined soon after their admission in the college.
- Students who are absent for the medical examination (when conducted at the college by the Medical Officer) shall be required to produce a certificate of medical examination from any qualified doctor at their own expense.

Fees

There will be 2 Semesters in one academic year. The First Semester will begin from the re-opening day in June after the summer vacation and extend to the end of November. The Second Semester will begin when the college reopens for the next Semester and extend to the end of March / April.

EXTRA AND CO-CURRICULAR ACTIVITIES

The Principal shall be the Ex-officio President of all the Associations. There is a Student Council consisting of the following:

President Afreen Sulthana M. III B.Com.

Vice President Sherin Sanofer J. III B.A. History

Secretary Saruthi R. III B.Sc. Botany

Joint Secretary Swathi H. III B.Com.

- At the beginning of the academic year, the Student Council will plan the activities of the semester keeping in mind the interest and aspirations of the student body and the ideals of the college. They will plan the budget of expenses for each semester. They shall obtain prior permission from the Principal for all the activities / programmes planned for each semester.
- Every Wednesday afternoon will be devoted to Curricular and Co-curricular activities from 2.30 p.m. onwards.
- All the staff and students of the college will collaborate actively in the programmes organised.

ASSOCIATIONS

- A record of the academic performance, participation in extra curricular activities, conduct and any outstanding qualities of the students will be maintained for which certificates will be given.
- The following Associations have their own activities during each semester.
 1. English Literary Association
 2. History Association
 3. Economics Association
 4. Botany Association
 5. Commerce Association
 6. Association of Languages (Tamil, Hindi & French)
 7. Mathematics Club
 8. Blood Donation Club / YRC19

9. Computer Science Association

10. Book Club

11. Red Ribbon Club

12. Eco Club

UG - COURSES - REGULATIONS

Duration of the Course

The course shall extend over a period of three years comprising of six semesters with two semesters per year. There shall not be less than 90 instructional days for each semester.

Field work / Institutional Training

Every student shall be required to undergo Field work /Institutional Training for a period of not less than two weeks, conveniently arranged during the course of the III year. The Principal of the College and the Head of the Department shall issue a certificate that the student has satisfactorily undergone the field work for the prescribed period.

Co-curricular Activities: NSS / Physical Education / NCC

Every student shall participate compulsorily for a period of not less than two years (4 semesters) in any of the above programmes. These activities shall not be conducted during the working hours of the college.

National Service Scheme

- All volunteers should enroll themselves as members for a period of two years. All volunteers must attend the 10 days Annual Special Camp and also are expected to regularly participate in the activities organized by the NSS Units.
- The NSS affords opportunities for service, to develop character, team spirit and leadership qualities. It creates a way to social awareness.
- Assessment of NSS volunteers will be done by the NSS Programme Officer concerned. The two year period of participation of the students in NSS will be evaluated for a minimum of 100 marks. The Principal shall furnish a certificate regarding the student's performance and shall grade the student as follows.

A - Exemplary

B - Very Good

C - Good

D - Fair

E - Satisfactory

The grading shall be incorporated in the mark sheet to be issued at the end of the appropriate semester.

Physical Education:

- Life is fast paced. Each of us attain skills in life in our attempts to be successful. Our life reflects in the games and sports activities in many ways. Physical Education activities is a must for all the students. The class aims at instilling in the students, healthy physical and mental abilities and a spirit of sportsmanship.
- Students are encouraged to excel in the arena of sports and also to move on to athletics, games and tournaments. Such an exposure is beneficial for prospects of higher studies and for jobs which consider sports skills.
- Students who represent the University at tournaments will be issued form III Certificates which stand them in good stead when it comes to higher studies and jobs.

Timing: From 3.30 to 4.30 p.m. on all working days.

- Skill tests will be conducted at the end of the year. According to their performance, students will be graded.

National Cadet Corps

- Enrollment intake into NCC for the year 2019-2020 is 23. A preliminary round of selection based on physical tests by physical instructors from the army would be conducted. A personal round on interview with the NCC – ANO/ CTO will be conducted for admission into NCC.
- 20 Cadets will be requested to participate in parades and NCC classes 2 hours a day, 3 days a week for 6 months. 75 percent attendance in parades is a mandate. Apart from regular parade classes cadets would be requested to participate in social service activities and camps as and when organized.
- B and C certificate exam would be conducted at the end of 2nd and 3rd years respectively in the month of January/ February.

- Grading is based on marks obtained in examinations, parade attendance and participation in camps and social service activities. Grade obtained would be incorporated into the final mark sheet of the student.
- College facilitates employment in armed/ air forces and navy to cadets who pass C certificate examinations. NCC certificate also serves as an added advantage in placement in top notch companies.

Catechism and Value Education

All Catholic students must attend Catechism class and all non-Catholic students must attend Value Education class once a week on all 1st day order - 3rd hour.

Alumnae Association

All the outgoing students are invited to become members of the Association. Lifemembership is very much encouraged because it helps to build up long standing links with the Alma mater.

Parent - Teacher Association (PTA)

The Parent - Teacher Association meets twice a year. An orientation for parents is organized at the beginning of the year to update the parents about the academic and other activities of the college. Make sure parents attend them so that we work together in the development of the child.

All India Catholic University Federation (AICUF)

Students who wish to join the AICUF can enroll themselves in the unit. The main work of AICUF is social awareness programmes, leadership and women empowerment camps, exposure programmes, National and State level camps.

Requirements to appear for the Semester Examinations:

- 1) A Candidate will be permitted to appear for the University Examination for any semester if :
 - She secures not less than 75% of attendance in the number of working days during the semesters.
 - She earns a progress certificate from the Head of the Institution, for having satisfactorily completed the course of study prescribed in the subjects as required by these regulations.
 - Her conduct has been satisfactory.

2) A candidate will not be permitted to appear for the University Examination if she does not possess the minimum required attendance, but she will be allowed to continue for the subsequent semester, and she should compensate the requirement for both the present and earlier semesters. If she does not earn the attendance even after continuing the subsequent semester then she should rejoin the course and redo / repeat the semester last studied.

Submission of Record Note Books and other Information regarding Practical Examinations:

- Candidates appearing for Practical Examinations should submit bonafide Record Note Books and other related submissions prescribed for their practical examinations. Otherwise the students will not be allowed to attend the University Practical Examination.
- Each student should possess their identity card supplied by the college with the passport size photograph duly attested by the Principal of the college and the same should be brought to the college each day of the examination along with the hall ticket.

Class Tests, Assignments, Model Examinations:

- Two tests, and model examinations are conducted regularly during the semester. Progress reports indicating the marks will be reported to the parents / guardians during the Parent - Teacher Meet.
- Students are advised not to miss tests, assignments and model examinations.

Transfer Certificate

Generally T.C. will not be issued without a written requisition sent/ given at least 48 hours earlier. T.C. will not be issued if the student has any dues to the college by way of fees, fine, breakage of college property or equipments, pending books to be returned to the library, canteen dues, hostel dues etc. As the general policy of the college, duplicate T.C. will not be issued without valid reasons for the same.

Differently abled Students

- To report in the office and submit necessary documents.
- To avail scholarships when announced and disbursed.
- College to provide infrastructural and other forms of support.
- Management, staff to be friendly and cordial with the physically challenged students.

Green Initiative

- The management, staff and students cooperate to maintain green campus.
- Initiatives such as medicinal garden, vermicomposting, vegetable garden, bee keeping, butterfly garden, etc. to be encouraged.
- Avoid automobiles in the campus.
- Avoid plastics and non-degradable object.
- Protect natural, pure water sources on the campus.
- Promote energy conservation, usage of alternate energy resources like solar and rain water harvesting.
- Distribution and planting of saplings.

Scholarships

Preferential option will be given to the following categories:

- Orphans
- Single parent child
- Physically handicapped
- Economically poor
- Below poverty line
- Deserving sports students
- SC and ST students
- Meritorious students
- Students with health issues like Dyslexia, etc.
- Srilankan repatriates

Students' Council

- Eligibility – II year students only can stand for the election of President, Vice President, Secretary and Joint Secretary. They must not have arrears in any subject.
- Student election enhances their leadership quality and team work when they collaborate with the class representatives.
- The students' council act as a bridge between the Management, Staff and the Students.

- They organize Culturals, Talent show, inter-department competitions and inter-collegiate functions.
- They must maintain discipline in the campus.
- They need to work with many associations and clubs in the college.
- They must work for the development of the college.
- They must abide by the rules and regulations of the institution.


Signature of the Principal
PRINCIPAL,
Providence College For Women
GOODNOOR - 643104.

