



**Sri Ramakrishna Mission Vidyalaya College of Arts and Science
Coimbatore - 641 020**

(An Autonomous Institution affiliated to Bharathiar University and Re-accredited by NAAC with 'A' grade)

Internal Quality Assurance Cell

7.1. Institutional Values and Social Responsibilities

7.1.10. Code of contact for students, teachers, administrators and other staff

CODE OF CONDUCT FOR STUDENTS

Every student who undergoes any course of study in UG or PG or research programme should abide by the following rules and regulations laid down by the College.

1. Attendance

- a) The student should be punctual to the classes and regular in attendance.
- b) For genuine reasons students can avail leave, by applying in advance in the prescribed form and must be recommended by the staff Advisor/ Class Teacher. Day scholars should get their leave applications duly attested by their parents or guardians. All leave applications should be addressed to the Principal routed through the HOD and get sanctioned before availing the leave.
- c) Any student found absent without applying for leave is liable to be punished. If such absence is for a week, his name will be removed from the Attendance Register.
- d) On Duty applications should be submitted in advance.
- e) Each student has to put in a minimum attendance of 75% of the total number of working days of the college to be eligible for appearing to the Semester Examinations.
- f) Students who do not have the required percentage of attendance will not be allowed to go to the next semester.

2. Dress Code

- a) Students should attend the college with the prescribed dress code of white shirt and brown colour full pant, black belt, black shoe, and ID Card with Tag.
- b) Chemistry major students should wear lab coats or aprons while they are inside the laboratory.



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3. Daily Prayers and Weekly Bhajans

All students should attend daily prayer, weekly Bhajans, functions, association meetings and all other activities of the college and observe order at all times.

4. Community work

Community work is an essential part of our college life. Every student should participate in community work inside and outside the campus.

5. NCC /NSS / Sports

Each UG student has to be a member of NSS or NCC or Sports and should participate in all its activities. Since it is a component of curriculum under part V, participating in the above activities, is an essential requirement for completing the under graduate degree programme.

6. Students' progress in studies

Students' progress will be assessed periodically by assignments, tests and seminars. The mark sheets along with student profile of each semester will be given to the students in the presence of the parents only.

7. Organizing activities

Students can organize association activities in their respective Departments with the approval of the Head of the Department and Principal. However, students should not organize meetings or entertainments and collect money for any purpose in the college or hostel without the prior permission of the Principal.



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8. Submission of undertaking

At the time of admission the parent or guardian of the student should give an undertaking that he/she has clearly understood the rules and regulations of the college and if his/her son/ward misbehaves, he/she shall abide by the disciplinary action taken by the Principal.

9. Disciplinary action

The Principal has the right to suspend or dismiss any student at any time from the college for any one of the following reasons:

- a. Indulging in ragging, eve-teasing and any such misbehavior activities amount to Ragging and Punishment.
- b. Indifference towards studies.
- c. Non-observance of college rules and regulations.
- d. Indiscipline in any activity amounting to anywhere in the college campus or hostel.
- e. Disrespect towards the staff and the college authorities.
- f. Non-payment of college fees and other dues.
- g. Negligence of community social service activity, daily prayer, common bhajans etc.
- i. Irregularity in attendance.
- k. Ours is a tobacco free campus. Hence, tobacco use in any form is also prohibited.

RAGGING (Activities related to Ragging and punishment details are given below)

- Teasing, Embarrassing and humiliating;
- Assaulting or Approaching with Criminal Attitude;
- Wrongfully Restraining or Confining of Causing Hurt;



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- Causing Grievous Hurt, Kidnapping or Rape or Committing Unnatural Offence; and
- Causing Death or Abetting Suicide.

Now Govt. of Tamil Nadu has banned ragging in educational institution by passing Government Order. Hence, any one indulging in ragging will be punished as follows :

1. Imprisonment upto a term of 3 years and
2. A fine upto Rs.25,000/- and
3. Student convicted for Ragging will be dismissed from the Institution and shall not be admitted to any other educational institution.

Hence, students are advised not to indulge in ragging, but to rise up totally against this evil.

10. Library Rules

a) Library working hours

The Library functions on all working days from 8.30 a.m. to 5.00 p.m.

b) Admission to Library

1. Books, note-books, sticks, umbrellas, boxes, bags and such other articles should be left at the entrance of the Library.
2. Silence should be strictly observed in the Library.
3. Mechanical or electronic reproduction can be made with prior permission.
4. No person shall write upon, damage or mark upon any book, manuscript or map belonging to the Library.
5. Readers are responsible for any damage done to the books belonging to the library.

They should replace them or pay the current value for such damages. If one book of a set is damaged then the whole set shall be replaced.



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6. The readers shall return all books, manuscripts and maps to the staff at issue counter, before leaving the library. The students should not take any library materials outside the library.

c) Issue of Books

1. All the students of the college are eligible to borrow books from the library.
2. Each U.G student is eligible to borrow four books from the library. Each PG student and each research scholar is eligible to borrow six books from the library and keep with them for a maximum period of 14 working days from the date of issue and on the fifteenth day the books shall be returned.
3. The book noted as reference book will not be issued as ordinary book. However, these books will be issued for over night only i.e from 5.00 p.m. of the issue day to 9.00 a.m. of the next day.
4. If a student does not return the borrowed books from the library till the end of the course, the transfer certificate will not be issued to him.

d) Return of Books

1. All books shall be returned on due dates.
2. The Librarian may lend books which are on special demand for short periods as may be necessary or temporarily declared as reference books.
3. Book Lending may at any time be terminated by an order of Librarian.
4. If a book is not returned to the Library within the due date, an over due charge of 50 Paise per book per day will be levied.
5. Book Lending may be renewed for a fortnight in a month subject to the following conditions.
 - The application for renewal shall reach the Librarian not less than one and not more than 6 days of the due date.



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- No other reader should have applied for the books in the mean time. If any one applied for these books, a letter will be sent to borrower concerned.
- On every fourth renewal, the books shall be produced for inspection compulsorily.

6. A borrower, against whom any overdue or other charge is outstanding, will not be allowed to borrow books from the Library.

11. Laboratory Rules

Students will be responsible for tools or apparatus placed in their charge. Any damage or loss has to be made good by the students concerned.

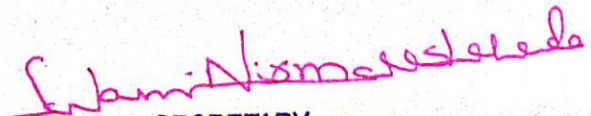
12. Scholarships and fee concessions

The following scholarships and fee concession are available for the students. Students can avail any one of the scholarships, in an academic year.

a) Both UG & PG students are eligible for fee concessions under rule 92 of Tamil Nadu Educational rules. They should produce necessary income certificates. Fee concession application can be had after the candidate has been enrolled in the college.

b) Residential and non-residential scholarships awarded by the Government of Tamil Nadu and Government of India to backward classes and scheduled caste are also available to deserving students.


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CODE OF CONDUCT FOR FACULTY MEMBERS

1. The College Committee shall employ the faculty member in the college from the date of his taking charge of such appointment until such employment is terminated as hereinafter provided.
2. He shall be on probation for a period of not less than two years from the date of taking charge of his appointment. The College Committee may for reasons to be recorded in writing extend the period of probation to a further period not exceeding one year.

If no orders extending the period of probation are passed in writing within six months after the period of probation, he shall be deemed to have completed his probation.

3. The faculty member shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal or College Committee of the college.
 - b) If the said teacher is a Principal he shall, in that capacity, be responsible for the internal management of the college and the academic work of the college and exercise such powers as may be necessary for the due discharge of his duties.
4. The faculty member shall not normally or on any pretext absent himself from his duties without the previous permission of the Principal and if he is a Principal, without the prior permission of the College Committee. In case of sickness or other inevitable causes he shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal, or if the said teacher is a Principal, he shall send such communication to the College Committee, as mentioned in the Code of Conduct.



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5. The faculty member shall during the tenure of employment devote his attention to the duties of his employment and shall not on his own account or otherwise either directly or indirectly, carry on or be concerned in any trade, business or canvassing work, private tuition or the like, of a remunerative nature without the specific sanction of the College Committee in writing in that behalf.
6. The faculty member and the College Committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges (Regulation) Rules, 1976.
7. a) The College Committee shall not dismiss, remove or reduce in rank or terminate the services of the faculty member without informing him in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him and giving him in writing reasonable time to send his explanation to the College Committee.
 - b) After considering his explanation, the College Committee shall communicate to him its findings and if so desired by the faculty member, conduct a personal hearing or enquiry wherein he shall be given the opportunity to examine or cross-examine any of the witnesses and also produce witnesses.
 - c) After the conduct of the personal hearing or enquiry by the college committee the report of such personal hearing or enquiry shall be furnished to the said teacher and a notice shall be issued to him setting out the proposed punishment and he shall be given a reasonable time to submit the statement of defence against the proposed punishment.
 - d) After receipt of the statement of defence from him and after taking it into consideration, the college committee shall inform him in writing about its final decision.



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8. It shall be open to the college committee, at any time, if satisfied on medical evidence that the said teacher is unfit to discharge his duties for reasons of ill health, to terminate his services, on paying him three months pay and allowances less any amount which might have been paid to him as leave salary after the date of his last appearance in the college for the regular discharge of his duties and subject to a minimum of one month's full pay and allowances.
9. The faculty member shall be entitled to have his services terminated either by giving to the college committee three months notice thereof in writing to coincide with the end of the academic year or by paying the college committee three months pay and allowances in lieu of such notice if he is a permanent teacher. In the case of a teacher who is not permanent the period of notice shall be two months and the amount payable in lieu thereof shall be two months pay and allowances.
10. The college committee may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the faculty member for any irregularity namely;
 - i) Censure
 - ii) Withholding of increment, with or without cumulative effect.
 - iii) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the faculty member only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any, preferred by him is disposed of by the competent appellate authorities specified in the rules.



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11. The faculty member shall be paid as granted by Government from time to time. Such teacher shall be entitled to increment indicated in the prescribed scale.
12. Any permanent teacher whose certificate is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his relief, on the expiry, on the term of his punishment.

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CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

1. The Head of the Department (HoD) is responsible for the effective administration and the development of the department focusing the institutional vision and mission.
2. The HoD is sole responsible for the effective functioning of the department and finalizing and implementing the action plans in consultation with the respective faculty members.
3. Preparing the teaching schedule and monitoring the curriculum transaction processes.
4. Sharing the responsibilities for organizing various departmental activities such as Seminars, Conferences, Students' meet, Association meetings etc.,
5. Maintaining the stock registers for the available infrastructure and other facilities of the department.
6. Conducting Academic audit of the respective departments after the completion of an academic year.
7. Planning for all the developmental activities of the department.

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CODE OF CONDUCT FOR NON-TEACHING STAFF

1. The College Committee shall employ an employee for any of the non-teaching staff post in the college from the date of his taking charge of such appointment until such employment is terminated as hereinafter provided.
2. The employee shall be on probation for a period of not less than two years from the date of taking charge of his appointment. The College Committee may for reasons to be recorded in writing extend the period of probation to a further period not exceeding one year.

If no orders extending the period of probation are passed in writing within six months after the period of probation, the said teacher shall be deemed to have completed his probation.

3. The employee shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal or College Committee of the said college.
4. The employee shall not normally or on any pretext absent himself from his duties without the previous permission of the Principal. In case of sickness or other inevitable causes he shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal.
5. The employee shall during the tenure of employment devote his attention to the duties of his employment and shall not on his own account or otherwise either directly or indirectly, carry on or be concerned in any trade, business or canvassing work of a remunerative nature without the specific sanction of the College Committee in writing in that behalf.
6. The employee and the College Committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 (President's Act 19 of 1976) and the Tamil Nadu Private Colleges (Regulation) Rules, 1976.
7. a) The College Committee shall not dismiss, remove or reduce in rank or terminate the services of the said teacher without informing him in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him and



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giving him in writing reasonable time to send his explanation to the College Committee.

b) After considering his explanation, the College Committee shall communicate to him its findings and if so desired by the employee, conduct a personal hearing or enquiry wherein he shall be given the opportunity to examine or cross-examine any of the witnesses and also produce witnesses.

c) After the conduct of the personal hearing or enquiry by the college committee the report of such personal hearing or enquiry shall be furnished to the said employee and a notice shall be issued to him setting out the proposed punishment and he shall be given a reasonable time to submit the statement of defence against the proposed punishment.

d) After receipt of the statement of defence from him and after taking it into consideration, the college committee shall inform him in writing about its final decision.

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9. The employee shall be entitled to have his services terminated either by giving to the college committee three months notice thereof in writing or by paying the College Committee three months pay and allowance in lieu of such notice.
10. The college committee may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said employee for any irregularity, namely;
 - iv) Censure;
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11. The employee shall be paid allowances granted by Government from time to time. Such employee shall be entitled to increments according to the respective scale of pay.
12. The employee who is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his relief, on the expiry, on the term of his punishment. The College committee shall reinstate him in the post which he held before such punishment was imposed.

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