



**D.K.M. COLLEGE FOR WOMEN**

**(AUTONOMOUS)**

**Affiliated to Thiruvalluvar University**

**Sainathapuram, Vellore – 632 001**

**Website: [www.dkmcollege.ac.in](http://www.dkmcollege.ac.in)**

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**Code of conduct for Students**

**Code of conduct for Teachers**


**Code of conduct for Governing body**

**Code of conduct for Principal**

**Code of conduct for Non teaching staff**

## **CODE OF CONDUCT FOR STUDENTS**

- Students must behave with the utmost dignity both on and off the college campus, and they must uphold the greatest standards of discipline. They should follow the college's rules and regulations and behave in a way that exemplifies the college discipline and respect.
- The student should maintain discipline and be on time.
- According to university guidelines, a student must have at least a 75% attendance rate in order to be allowed to take the examination.
- Students are instructed to utilize appropriately the facilities at our campus.
- Campus cleanliness should be maintained by the students.
- Students are encouraged to take part in all college-sponsored events and programmes.
- Ragging is absolutely forbidden.
- Students should refrain from engaging in any illicit activity.
- Mobile devices are not permitted in the classroom or library.
- College property should be protected by the students.
- Without prior authorization, students should not miss any classes.
- They should abide the rules and regulations of the college and should act in a way that highlights the discipline and esteem of the college.

  
*Principal*  
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## **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

### **Teachers should:**

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. TEACHERS AND THE STUDENTS**

### **Teachers should:**

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;

8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

### **III. TEACHERS AND COLLEAGUES**

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

### **IV. TEACHERS AND AUTHORITIES:**

Teachers should:


1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **V. TEACHING AND NON-TEACHING STAFF:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### **VI. TEACHERS AND GUARDIANS**

Teachers should:

  
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1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **VII. TEACHERS AND SOCIETY**

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

  
*Principal*  
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## Code of Conduct of Governing Body

The Governing Body of D.K.M.College for Women (Autonomous), is responsible for ensuring the effective management of the institution and for planning its future development.

1. Chairperson of the Governing Body is the Secretary of the College.
2. Governing Body members are: Trust members, UGC nominee, State Government nominee, University nominee, Member syndicate of University, Principal as ex-officio and two seniors of faculty members.
3. Governing Body meeting shall meet once in a year.
4. Nominated members shall have a term of three years from the date of nomination.
5. Academic council minutes, Finance committee minutes will be placed in the Governing Body meeting for the approval.
6. The Governing Body is formed to monitor institutional performance and quality assurance of the institution.
  - ✓ Governing body ensures compliance with the statutes, ordinances and provisions regulating their institution of the UGC regulations laid out by the State government and affiliating University.
  - ✓ The Governing Body should ensure that non-discriminatory systems are to perform to provide equality of opportunity for staff members and students.
7. The Governing Body prepares an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enables the college to foster excellence in curricular, co-curricular, strengthen research culture, consultancy and extension activities in the college.

*R. Banumathy*  
Principal  
D.K.M. COLLEGE FOR WOMEN  
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## 1. CODE OF CONDUCT OF PRINCIPAL

The Principal is the academic and administrative head of the institute and works for the growth of the institute. She will implement the policies approved by the Governing Body Governors, the highest decision making body of the college. She shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council.

- She is the ex-officio member of Governing Body, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. She monitors admissions, examinations, evaluation for smooth functioning of the system.
- She is authorized to nominate, Coordinators, members and other administration functionaries in various committees. She is responsible for the various functionaries in the administration.
- To conduct the meetings of the Governing Body as per the guidelines.
- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- She is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- She, along with all the staff working under her, is singularly and collectively responsible to the Governing Body, Academic council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.

### THE DUTIES OF THE PRINCIPAL MAY BE SUITABLY CATEGORIZED AS


#### A) ACADEMIC ADMINISTRATION:

- (i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Thiruvalluvar University, Vellore, Tamil Nadu, UGC, State Government and the Governing Body of the college.
- (ii) Shall be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
- (iii) In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.
- (iv) In matter of admissions, Coordinator, admissions will assist the principal
- (v) In matters related to academic work, she will be assisted by the Director (Academic), Chairman, Board of Studies and heads of the departments.

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- (vi) An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavour, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
- (vii) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.
- (viii) Shall closely observe various academic activities like conduct of conferences, seminars, workshops etc.
- (ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- (x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- (xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
- (xii) In matters related to student attendance, drop outs, medical condonation Principal gets assistance from HOD of the Department.
- (xiii) The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- (xiv) Principal shall also ensure quality assurance and she should be assisted by the, IQAC Committee members Head of the Departments.
- (xv) Shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the principal in this matter. She should advise the faculty members to get sponsored research projects from various funding agencies.
- (xvi) The principal should promote industry-institute interaction for better employability of the students.
- (xvii) Shall promote internal revenue generation (IRG) activities with the help of staff and students.
- (xviii) Shall efforts to look after overall welfare of staff and students.
- (xix) For effective functioning of the college, she shall build close rapport between staff, students and management.
- (xx) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- (xxi) Shall maintain regular, right and appropriate contacts and interaction with state government, UGC, Thiruvalluvar University, The Tamil Nadu State Council for Higher Education (TANSCH).
- (xxii) Shall involve faculty members at different levels for various institutional activities.

  
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## **B) GENERAL ADMINISTRATION**

On general administrative matters Principal shall be assisted by the Controller of Examinations, Coordinator IQAC, Heads of Departments, various clubs/ cells co-ordinators etc.

- (i) Shall make proposal for appointment to all posts of cadres including, part-time, and adhoc, employees.
- (ii) Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and Promotion for non-teaching staff.
- (iii) Arrange performance appraisal of faculty and supporting staff.
- (iv) Shall have power to sanction CL, EL, ML up to the level of Heads of departments, except herself.
- (v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, censure, fine, with holding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- (vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
- (vii) Campus maintenance cell shall work under the instructions of Principal.

## **C) FINANCIAL ADMINISTRATION**

- (i) Principal is assisted by the Finance committee in financial administration.
- (ii) Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- (iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- (iv) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- (v) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- (vi) Shall counter sign T.A bills.
- (vii) Shall have power to sanction advances and final withdrawal of EPF of the staff.


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VELLORE**

**CODE OF ETHICS FOR NON-TEACHING STAFF**

1. Loyalty to the College by punctual and reliable in all duties.
2. Integrity by being honest in words and actions.
3. Creating and maintaining with strong relationships with:
  - a. Proper interactions with students
  - b. Maintaining professional boundaries with students and staffs.
4. Dignity by treating students by care and kindness.
5. Being supportive and cooperate with other staff members
6. Responsibility by meeting the required standards for every assigned task.
7. Respect by mutual respect, trust and confidentiality
8. Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
9. He / she must respect and maintain the hierarchy in the Administration.
10. He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
11. Must not use unauthorized persons to perform official duties.

  
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Associate Professor & HOD  
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## ஆசிரியரல்லாத பணியாளர்களுக்குக்கான நெறிமுறைகள்

1. கல்லூரின் அனைத்துக் கடமைகளையும் நேர்மையுடன் செயலாற்ற வேண்டும்.
2. ஆசிரியரல்லாத பணியாளர்கள் தன்னுடைய செயல்களில் நேர்மையுடன் பணியாற்ற வேண்டும்.
- 3.a. அனைத்து ஆசிரியர்களும், மாணவர்களுடன் சரியான தொடர்பு இருக்க வேண்டும்.
- b. தன்னுடைய தொழில்முறையை ஆசிரியர்களும், மாணவர்களும் கடைபிடிக்க வேண்டும்.
4. மாணவர்களை அன்புடன் கையாளவேண்டும்.
5. சக ஊழியர்களுக்கு துணையாகவும் அவர்களுக்கு ஒத்துழைப்புடன் விளங்க வேண்டும்.
6. தனக்கு ஒதுக்கப்பட்ட ஒவ்வொரு பணிகளையும் முறையாக பூர்த்தி செய்ய வேண்டும்.
7. அனைத்து செயல்களிலும் நேர்மையாகவும் பணிவாகவும் இருத்தல் வேண்டும்.
8. அனைத்து மக்களின் நன்மைக்காக தன்னுடைய செயலை அர்ப்பணிப்புடன் பணியாற்ற வேண்டும்.
9. ஆண் / பெண்ணாக இருந்தாலும் கல்லூரி நிர்வாகத்தை மதிப்புடன் நடத்த வேண்டும்.
10. கல்லூரி நிர்வாகத்திற்கு ஏற்றார்போல் நாகரிகமான உடையை அணிந்து வர வேண்டும்.
11. கல்லூரி நிர்வாகத்தில் உள்ள பணிகளை பிறநபர்கள் செய்ய அனுமதிக்க கூடாது.



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Principal

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