



V.V.VANNIAPERUMAL COLLEGE FOR WOMEN
(Autonomous)

Re-accredited with 'A' Grade by NAAC
Virudhunagar

**Code
of
Conduct**

PRINCIPAL
FACULTY
STUDENTS

V.V.VANNIAPERUMAL COLLEGE FOR WOMEN (AUTONOMOUS)

(Re-accredited with 'A' Grade by NAAC)

VIRUDHUNAGAR- 626001

ISO 9001: 2008 Certified Institution



CODE OF CONDUCT

Vision

The vision of the College is to impart Quality Education to rural womenfolk and to empower them with knowledge and leadership quality.

Mission

The mission of the College is to impart liberal education committed to quality and excellence. Its quest is to mould learners into globally competent individuals instilling in them life oriented skills, personal integrity, leadership qualities and service mindedness.

Core Values

- Service
- Commitment
- Transparency
- Accountability
- Excellence
- Compassion
- Quality Education
- Respect
- Social Responsibility
- Civics
- Equity
- Solidarity
- Cultural Integrity
- Decorum

Code of Conduct for the Principal

The Principal should

- Be a dynamic and democratic administrator.
- Be punctual and sincere in work.
- Monitor all activities of the College efficiently and effectively.
- Convene council meetings periodically to take decisions regarding College activities.
- Have control over the maintenance of College properties.
- Be interested in introducing new courses related to the need of the hour and in upgrading the Departments.
- Encourage the Departments to organize conferences, seminars and workshops.
- Be impartial and maintain cordial relationship with the staff members.
- Give academic freedom to the staff.
- Acknowledge the academic excellence of the staff.
- Treat the staff with due respect.
- Facilitate good rapport between the management and the staff
- Listen to and redress the grievances of students, staff and parents.
- Insist on discipline, punctuality and accountability of the students and the staff.
- Focus on the required efforts for the placement of the students in reputed companies.



Code of Conduct for the Faculty Members

The Faculty Members should

- Maintain decorum both inside and outside the classroom and set a good example to the students.
- Dress modestly and neatly.
- Come in proper hair-do.
- Respect the ideals of democracy, patriotism and peace.
- Treat the colleagues in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render them assistance for professional betterment.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Consider the rights and dignity of the students in expressing their opinions.
- Motivate the students to improve their personal attributes and at the same time contribute to community welfare.
- Encourage the students to participate in both curricular and co-curricular activities.
- Inculcate research aptitude in students.

- Be friendly to the students and not behave in a vindictive manner towards any of them for any reason.
- Meet the students after the class hours if needed and guide them.
- Help the students to understand our national heritage and national goals.
- Treat the students impartially regardless of their caste, creed and religion, political, economic and social characteristics.
- Be good counsellors and facilitators in guiding the students.
- Co-operate and support the institution in carrying out the programmes related to the educational responsibilities such as appraising applications for admission, advising and counselling students and the conduct of college examinations including supervision, invigilation and evaluation.



Professional Ethics for the Faculty

The Faculty Members should

- Report to duty in time and remain in the campus during working hours.
- Report to duty on the reopening day and the last working day of each semester.
- Sign the attendance register while reporting to duty.
- Always wear identity cards while inside the college premises.
- Comply with the instructions issued by the authority.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Avoid using cell phones while taking classes.
- Help, guide, encourage and assist the students in their curricular, co-curricular and extra-curricular endeavours.
- Recognize the difference in aptitude and capabilities of the students and meet their individual needs.
- Have an understanding of our national heritage and national goals.
- Continuously monitor the progress in the performance of their wards.
- Be good counsellors and facilitators to the students.
- Carry out academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Attend the meetings conducted inside the campus.
- Involve themselves in research for their professional growth.
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Refrain from undertaking any other employment and commitment including private tuition and coaching classes.

- Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.
- Complete the syllabus in time and be accountable for good results.



Code of Conduct for Non-Teaching Staff

Non-Teaching Staff should

- Report to duty in time and remain in the campus during the working hours.
- Sign the attendance register while reporting to duty.
- Wear identity cards while inside the college premises.
- Comply with the instructions issued by the higher authorities.
- Perform duties with sincerity and confidentiality.
- Avoid using cell phones during working hours.
- Dress neatly and modestly.
- Be conversant with the rules and regulations and the relevant procedures.
- Have updated knowledge about computer.
- Make arrangements to the works assigned while taking leave.
- Cooperate with the members of other sections.
- Behave with dignity and decorum to others.
- Respond to students' enquiries with concern and ensure all possible help.
- Treat the students impartially regardless of caste, creed, religion, political, economic and social characteristics.



Code of Conduct for Technical Staff

Technical Staff should

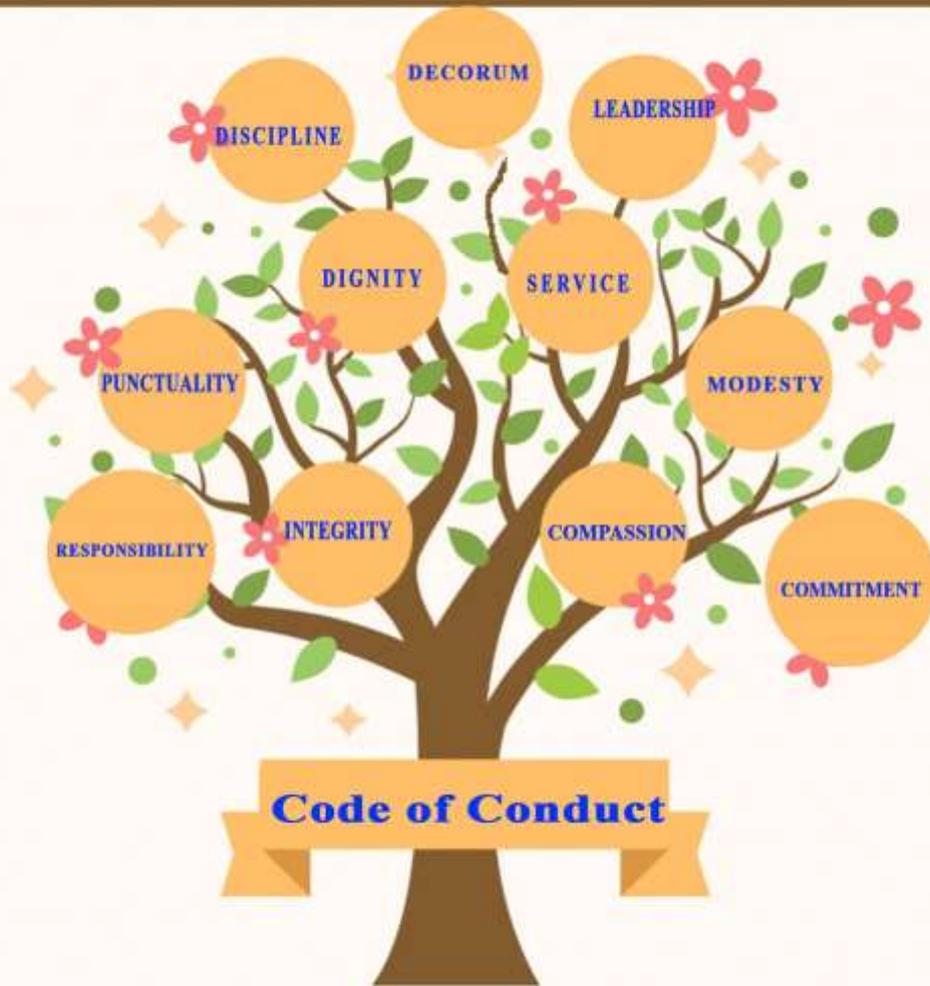
- Be present in the laboratory during working hours.
- Dress modestly and neatly.
- Keep the equipment and the laboratory neat and tidy.
- Maintain the machinery and equipment regularly.
- Maintain the stock registers properly.
- Be thorough with all the experiments conducted in the laboratory.
- Assist the staff-in-charge in the preparation of consumable products required in the respective laboratory.
- Report about the non-functioning equipment to the staff-in-charge.
- Support the staff-in-charge while conducting practical classes.
- Switch off fans and lights and lock the doors after the classes are over.
- Help the staff members during stock verification.
- Refrain from undertaking any other employment and commitment.
- Respond to students' enquiries with concern and ensure all possible help.
- Treat the students impartially regardless of caste, creed, religion, political, economic and social characteristics.



Code of Conduct for Students

- Students must obey the rules and regulations of the college.
- Students should respect and support the college ethos.
- Students must wear ID cards inside the campus during working hours.
- Students should be inside the classroom on time.
- At the time of prayer students should stand up in their respective class rooms and repeat the common prayer.
- Students should give attendance at the beginning of each period.
- Students should submit applications for leave duly signed by the parent or guardian or Deputy Warden to the Head of the Department.
- In case of sudden illness or other unforeseen circumstances students should submit application for leave within six days of absence.
- Students should maintain strict discipline in the class room and the college campus.
- Students should not loiter on the campus during class hours.
- Students must attend the meetings organized by the college and maintain strict discipline.
- Students should keep the campus clean.
- Students should not damage the property of the college.
- Students should not scribble on walls, doors and furniture.
- Students should dress modestly.
- All the PG and final year UG students should wear sari on Fridays.
- Students should not bring Cell Phone to the College.
- Students should not indulge in the unethical act of ragging.





**The roots of education are bitter but the fruit is sweet.
- Aristotle**

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