

CODE OF ETHICS POLICY DOCUMENT

**SENGAMALA THAYAAR EDUCATIONAL TRUST WOMEN'S COLLEGE
(AUTONOMOUS)**



(Accredited by NAAC)

(An ISO 9001:2015 Certified Institution)

SUNDARAKKOTTAI, MANNARGUDI-614 016. THIRUVARUR DISTRICT, TAMILNADU

e-mail:stetwc@gmail.com Website: www.stet.edu.in

CODE OF CONDUCT HANDBOOK

**FOR STUDENTS, TEACHERS, GOVERNING BODY, ADMINISTRATION
INCLUDING PRINCIPAL / OFFICIALS AND SUPPORT STAFF**

Management

Role: The Management designing the quality policy to provide higher education by providing the excellent infrastructure facilities and student support service.

Responsibilities:

- To fulfill the infrastructure requirements
- Finance management
- Budget allocation
- Recruitment of teaching and non teaching staff
- To look after the welfare of the teaching and non teaching staff
- Disbursement of Salary for teaching and non teaching staff
- Sanctioning of special leaves (Sabbatical. Research)
- Establishment of admission procedure
- Communicating with Principal, Heads of the Departments, Teachers and Students.
- To look after welfare of the Hostel
- Necessary permission for the introduction of new programs
- To monitor the teaching, learning process and to assess the learning outcome
- Promotion of teachers.
- Allocation of funds for promotion of research
- Sanctioning of financial support for the economically weaker section of the students
- Satisfying the transport requirements and maintenance




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Principal

Role: The Principal Execute the strategy and Quality Policy of the Institution to achieve the Excellence in Higher Education through the performance of the faculty and students.

Responsibilities:

- To develop the college academically
- To participate in the college activities like teaching, research and training
- To do planning of academic activities and implementation.
- To give admission to student and observe discipline
- To look after the management of library, laboratories, gymkhana, hostel, etc.
- To do administrative correspondences
- To follow university act, statute, orders, rules, etc.
- To keep reports and service books of teachers
- To do the work given by authorities regarding college, university, etc
- To keep reports and service books of non-teaching staff and take care of their welfare in general
- To follow orders of Director of Higher Education, University and other concerned officers
- To supervise the admissions, make record in the register
- To take care of regular presentee of the students
- To care of health of students




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Vice Principal

Role: To supervise the execution of Teaching and Learning process and assist principal in academic activities.

Responsibilities:

- To assist principal in academic development activities, teaching, research and training.
- To maintain discipline among students
- To assist principal and management in admission activities.
- To look after the management of library, laboratories, gymkhana, hostel, administrative correspondence keep record of curriculum, activities supplementary to curriculum. Student development activities and students' welfare etc.
- To ensure university act, statute, orders, rules, etc are followed and managed.
- To supervise university and college examinations, paper setting for them, their evaluation, revaluation, etc.
- To supervise activities such as student scholarship, Special classes etc.
- To arrange for special classes for students who are weak on studies
- To coordinate in Alumni association activities
- To assist principal in understanding students' grievances through complaint / suggestion box
- To assist principal in conducting of examination and result analysis
- To assist principal in conducting staff meeting
- To assist principal in academic planning activities
- To arrange and supervise parents teachers meetings.



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Director Role:

Implement the norms provided by the Management and Principal in Teaching and Learning process for the best performance of the students with the support of the infrastructure facilities.

Responsibilities:

- To implement / deliver all duties and responsibilities associated to head of department
- To encourage PG students to involve in research activities
- To Arrange / conduct research oriented activities for the benefits of staff and students
- To promote awareness among UG students regarding higher education and research.

Head of the Department

Role: Implement the norms provided by the Management and Principal in Teaching and Learning process for the best performance of the students with the support of the infrastructure facilities.

Responsibilities:

- Assist the Principal in the admission of students
- Preparation of Department time table allocation of subject to teachers
- Direct the teachers to prepare the lesson plan Monitor the teaching process as per the schedule in the lesson plan
- Forwarding the leaves of Teaching and Non Teaching staff
- Arrangement of Seminar / Workshops / Conferences
- Monitoring the regularity of teachers and students
- Monitoring the tutorial system, Internal Marks, progress of the students and to arrange remedial classes for the slow learners
- Arrangement for the internal and external audits.




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Assessing the requirements at the end of every academic year and forward the same to the Principal

Establish the cordial harmonious relationship with teachers and students

Conduct the department meeting and to record the minutes of the meeting and action taken. Review the academic performance of the teachers.

Teaching Faculty

Role: Teaching faculty of all the Departments takes care of the smooth functioning of their respective sections and Departmental activities.

Responsibilities:

- To execute the planned academic activity
- To monitor student discipline in class and within campus
- To maintain student attendance
- To coordinate for the smooth conduction of internal examination
- To release students marks on time and calculate internal marks
- To coordinate for the conduct of university examination
- To execute / coordinate the planned co curricular or extracurricular activities
- To meet parent and submit the feedback to HOD / Principal
- To address students grievances and inform it to HOD / principal .

Librarian:

Role: To manage and implement all library requirements, Maintain library for supporting academic activities.

Responsibilities:

- Responsible to support students reading habits
- To maintain the entire records of the college Library
- To manage the issue and returns of Books
- Responsible for buying books for the college Library
- To communicate timely to all departments regarding book requirements
- To arrange and ensure necessary journals are procured and maintain




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- To maintain discipline in library
 - To follow up and collect books that is not returned on time
 - To provide information to principal regarding damaged book materials
 - To submit library requirements to principal or management

Administration (Building maintenance, statutory, housekeeping, transport and student/parent interaction).

Role : Implementing and addressing the day to day needs for the smooth functioning of the college

Responsibilities:

- Building maintenance.
- Maintenance of Computers and UPS
- Maintenance of electronic items Plumbing, carpentry and electrical maintenance
- Maintaining the schedule and duties of the maids
- Maintaining the inside and outside college premises with team of members Maintaining cleanliness in the campus
- To coordinate admission activities based on directions received from Management, and principal .
- To maintain and manage students enrollment
- To maintain TC and issuance of TC , board exam mark sheets to students
- To coordinate purchase related activities
- To coordinate in academic and non academic activities along with academic department and support department
- Forming the routes for College bus for morning pick up and evening drop
- Maintaining the schedule and duties of the drivers and helpers.
- Maintaining the bus for fuel consumption, fitness certificate, insurance and permits.
- Maintaining of records and registers pertaining to transport department.




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- Responding to complaints from parents
- Ensuring periodic vision tests for the drivers.

Role of students

- The college timing spreads between 9.30 a.m. and 3.20 p.m. All the students are expected to be inside the campus by 9.30 a.m. In the morning and 1.40 p.m. in the afternoon. The main gate will be closed and students will not allow going outside the campus during the college hours.
- Strict discipline should be observed inside the campus
- Carry Identity Cards on daily basis
- Show courtesy and patience while dealing with the Office staff
- Refrain from ragging
- Refrain from damaging College Property
- Students should not use mobile phone inside the campus
- Books and note books should not be kept in the class rooms after the classes are over
- The students should adhere to the dress code of the college and must maintain decorum
- While inside the library, a student should be in possession of Library-Cum-Identity Card. A book shall be issued only on the presentation of this card
- Books are issued for a period of days mentioned in the due date slip Students who fail to return the books on the due date shall pay a fine of Rs. 1/- per day, per book for the period beyond the date
- Reference books, rare books and periodicals shall not be issued
- If a student loses or otherwise damages a book, she/he shall pay double the cost of that book along with 10 % handling charges as fine
- Students are advised to check the book before getting them issued




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- Students should observe silence while in the reading halls.
 - To provide staff room and other necessary facilities
 - To provide good working conditions to the teachers
 - To make available necessary books in the library for staff and motivate them
 - To make alternate arrangement of lectures when a staff member is on leave
 - To form a subject committee for every subject and do annual planning of teaching, distribution of work, model lessons, etc.
 - To cooperate with the Department at the time of inspection of college, audit, etc.
 - To continue to work according to the mission statement of the college
 - To achieve the goals of the Institution
 - To protect the property of the Institution and not to waste the resources .
 - To obey the orders of the Institution in working
 - To call the meeting of the management committee as and when necessary
 - To keep the Institution informed on time about the rules introduced by the government
 - To send the annual report of the college to the Institution.
 - To make the parents aware of students progress, regression, problems, etc
 - To give all the information of the college to them
 - To accept guidance from eminent persons in the society
 - To give information of the college and its needs to the society and get their help
 - To do correspondence with the people related to the college
 - To enhance the reputation of the college.
 - To function as a trustee of the college




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- To take care of medical checkup of the first year students every year
 - To encourage students to participate in various activities
 - To give attention to students' ways of studying.
 - To understand students' expectations from the college
 - To college students' fees, exemption from fees to economically backward students
 - To provide scholarships to disabled, backward class, talented students
 - To conduct competitive examinations, essay, painting, elocution competitions
 - To help poor and promising students with notebooks, books, clothes
 - To arrange for special classes for students who are weak on studies
 - To arrange for special coaching classes for talented students
 - To provide vocational guidance for students
 - To arrange for students' club, class monitor
 - To arrange different activities for students' all round development
 - To provide leaving certificate, mark list to students when needed
 - To Alumni association
 - To understand students' grievances through complaint / suggestion box
 - To conduct unit tests, term and examinations for continuous evaluation scheme
 - Select the staff according to roster
 - To create the post of staff secretary to make his the link between Principal and Staff
 - To make arrangement so that the staff gets payment before 10th of every month
 - To provide all the material to the teachers for teaching
 - To conduct staff meeting at the end of the month and whenever necessary.




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Non-Teaching Faculty (Lab Assistant)

Role: Implementing the planned activity and coordinating with students for the smooth conduction of lab activities.

Responsibilities:

- To maintain lab resources
- To maintain discipline in lab premises
- To record and submit report relevant to lab breakages
- To coordinate / perform maintenance services or break down service
- To distribute and collect lab resources to students for performing lab experiments or exercise.
- To maintain lab manual, work instruction and other relevant notifications at lab.



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