



## **AYYA NADAR JANAKI AMMAL COLLEGE(Autonomous)**

Affiliated to Madurai Kamaraj University, Re-accredited (3<sup>rd</sup> cycle) with 'A' Grade (CGPA 3.67 out of 4) by NAAC and Recognized as College of Excellence by UGC, STAR College by DBT and Ranked 51<sup>st</sup> at National level in NIRF 2019

**SIVAKASI – 626124**

Phone : (04562) 254100 Mobile : 9442666808

E-mail : principal@anjanonline.org Website : www.anjanonline.org

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### **CODE OF CONDUCT HANDBOOK**

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

##### **CODE OF CONDUCT FOR STUDENTS**

- ❖ Every student should obey the rules and regulations of the College and to respect and uphold discipline.
- ❖ Every student shall endeavour to behave himself in the class room, hostel, canteen, non-residential student centre, library and elsewhere in such a manner so as to cause no disturbance to the work of the classes or to his fellow students and others.
- ❖ The students should attend the classes, functions and other activities of the College well in time. The students should come to the College decently dressed.
- ❖ The students who may have no class to attend during a particular period are expected to be in the reading room. They are not permitted to loiter in the veranda.
- ❖ No student shall take part in any activity or any public movement which the College authorities consider undesirable. The students should abstain from participation in party related to communal, religious, political, *etc.*
- ❖ No meeting, function or gathering of any kind shall be held within the College campus without getting prior permission from the Principal.
- ❖ Students should keep the College smoke-free campus. The Students who are found using drugs or in a drunken stage or under the influence of drugs will be summarily dismissed from the College.
- ❖ Eve-teasing and ragging are strictly prohibited. The students found guilty of these crimes will be dismissed from the College as per the UGC norms. (24 X 7 ANTI RAGGING HELP LINE TOLL FREE No. 1800-180-5522).
- ❖ Every student should handle the College property with care. Damage caused to the College property will be charged to the accounts of the students concerned. If the students responsible for the damage could not be identified, the damage caused will be charged to the accounts of all the students.
- ❖ Writing or scribbling on the walls, floors, furniture or any part of the College buildings is strictly prohibited. The students should not throw paper or spill ink on the floors.
- ❖ The students should park their vehicles only in the places allotted for that purpose.
- ❖ In regard to all matters not specified in the foregoing rules, the students shall aim at behaving themselves with dignity, decorum and in accordance with the generally accepted canons of good behaviour.





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- ❖ As per the provision of Tamil Nadu Educational Rules, the Principal has full power to inflict punishments such as, imposition of fines, loss of attendance, loss of term certificate, suspension and expulsion.
- ❖ Only those students who earn their term certificates for a particular semester will be permitted to appear for the terminal examinations of the semester. To earn the term certificate, a student must have put in 75 per cent attendance. The term certificate shall not be granted, unless the student has completed the course of instruction to the satisfaction of the authorities of the College and his/her progress and conduct have been satisfactory.



  
Principal





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### **CODE OF CONDUCT FOR TEACHING STAFF**

Our institution is esteemed for the value it imbues to its students. Therefore the institution drafts code of conduct to each of its staff members, so that they are worthy and honourable to induct discipline and ethical behaviour in the minds of students. This is to ensure a uniform code of sharing responsibility to right and harmonious living in the campus and bear testimony to the values imbibed to the society at large.

#### **Dress code**

- ❖ The male staff have to wear pants and slack shirts or tuck the shirts and lady staff should wear saris
- ❖ T-shirts should be avoided.
- ❖ Bath room chappals (Hawai) should not be used. They have to wear shoes or leather chappals.
- ❖ The teacher should ensure that no student is talking or misbehaving in the class while lecturing / writing important points on the black board.
- ❖ Cell phone usage is completely banned for the staff in the class rooms and laboratories
- ❖ The staff should put cell phone in silent mode in the department
- ❖ The staff should give basic communication skill to the students as they are from rural background.
- ❖ The staff should permit the students to clear their doubts by raising questions to the teacher one by one.
- ❖ While distributing valued test papers or quiz papers, teacher must ensure discipline on the part of the students.

#### **Day-to-day Affairs**

- ❖ A teacher who is having first hour class should move from his / her department at the stroke of the first bell at 9.55 a.m. in the morning session and 1.55 p.m. in the afternoon session.
- ❖ The teacher should enter the class at the stroke of the second bell, so that classes can be commenced on the prescribed timings and thereby keeping pin-drop silence in the College campus.
- ❖ The teacher should cover the entire syllabus of the paper being handled.
- ❖ The teacher should engage the students throughout the class hour.





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- ❖ The teacher should not sit in the class even when quiz / test is conducted.
- ❖ During the practical classes, the teachers who in-charge of the laboratory should not go to the canteen. They can send the laboratory assistant for bringing tea.
- ❖ The teachers should instruct the students to turn-off the fans and lights, when they leave the classrooms after the completion of their classes.
- ❖ The teachers should instruct the students not to write/scribble on the desks, boards or walls.
- ❖ The teacher in-charge of conducting a meeting in the seminar hall/conference hall should instruct the students not to write / scribble on the chairs.
- ❖ If a teacher wishes to apply for leave, it should be informed to the HOD well in advance, so that alternate arrangement can be made.
- ❖ Wearing of ID card is compulsory.

### **Invigilation work**

- ❖ Staff members having invigilation work must receive the question papers from the office before 9.45 a.m. and they should be present in the examination hall at 9.50 a.m. to commence the examination at the scheduled time.
- ❖ The invigilators should ask the students to get inside the examination halls and occupy their seats before the stroke of the second bell.
- ❖ The Heads of the Departments, the general in-charge of test / examination, must go round and see that all students occupy their seats in the examination halls before the second bell.
- ❖ The answer books / sheets should be distributed to the students individually by the invigilator. The invigilator should not keep the answer books / sheets on the table and permit the students to take it by themselves.
- ❖ The invigilator is expected to be in the hall throughout the test/ examination hours and go round the hall. During the 3-hour examination they can have a tea break of 15 minutes in turn if two invigilators are present in the hall.
- ❖ After the completion of the test / examination the invigilator has to return the unused answer books / additional sheets along with the answer scripts to the office.





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### **Examination work**

- ❖ The teachers should submit the question papers 7 working days / 10 working days before the date of conduct of test / model examination respectively.
- ❖ The date of conduct of quiz and assignment should be informed to the students one week prior to the conduct of the above. The quiz and assignment should be evenly distributed in a semester.
- ❖ The teachers should value the test papers, quiz and assignment, distribute the same to the students for verification and send the marks along with question paper, scheme of valuation and answer papers to the office within 10 days from the date of examination. In the case of assignment, they have to submit the marks only.
- ❖ In the case of malpractice, done by a student, it should be immediately reported to the Principal.

### **GENERAL PRACTICES**

#### **Stock Verification**

- ❖ Every year the stocks, being maintained in all laboratories and library are checked and report is to be submitted to the Principal.
- ❖ The stocks of the furniture should also be checked every year.

#### **Other practices**

- ❖ Organizing career awareness programmes at the department level regularly
- ❖ Strengthening alumni network and career development of the students
- ❖ Conducting staff development programmes at the department level
- ❖ Arranging ICT - enabled teaching-learning processes like mobile learning *etc.* at the department level
- ❖ Publishing research articles only in peer – reviewed journals with impact factor
- ❖ Developing e-documentation
- ❖ Intensifying energy saving measures
- ❖ Applying for Minor / Major Research Projects
- ❖ Applying for funds to the funding agencies (UGC, ICSSR, TNSCST, DBT, DST) for the conduct of seminars/workshops/conferences/symposia, *etc.*
- ❖ Going for patenting





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- ❖ Offering consultancy services at the department level
- ❖ Strengthening collaborative programmes
- ❖ Encouraging the students to make use of the library

### **Methods of Teaching**

- ❖ To use ICT enabled teaching methodologies like power point presentations, MLM, video conferencing, audio lessons and mobile apps
- ❖ To use bilingual method of teaching for UG first year students and English only in other classes



**Principal**





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### **CODE OF CONDUCT FOR GOVERNING BODY**

#### **STATUTORY BODIES**

##### **COLLEGE COMMITTEE**

###### **Composition**

- ❖ President
- ❖ Secretary
- ❖ Correspondent
- ❖ Members
- ❖ University Representative
- ❖ Principal

###### **Activities**

- ❖ To carry out the general administration of the College excluding the properties and funds
- ❖ To appoint teaching and non-teaching staff of the College, fix the pay and allowances for the self-financed staff and define their duties and conditions of their services
- ❖ To take disciplinary action against outrageous teaching and non-teaching staff and students of the College

#### **GOVERNING BODY AND GENERAL BODY**

###### **Composition**

- ❖ President
- ❖ Correspondent
- ❖ Secretary
- ❖ Principal
- ❖ Retired Principal – to be nominated by the Secretary
- ❖ Joint Director of Collegiate Education – State Government Nominee
- ❖ UGC Nominee
- ❖ University Nominee
- ❖ Associate Professor – to be nominated on the basis of seniority and rotation by the Secretary





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### **Functioning of the College Governing Body**

The Principal of the College functions as the Secretary of the College Governing Body.


- ❖ The Principal prepares the agenda and convenes the meetings normally in April and November month of every year.
- ❖ After the Governing Body meeting is over, the Principal presents new academic plans of the institution and orientation for the students and staff
- ❖ The Principal initiates discussions and presents the contributions of the management for the development of the College
- ❖ The College Governing Body contributes its consent for further progressive measures to be taken in future years for the institution

### **Functioning of the General Body**

The general body of the institution consists of all staff who belong to the AyyaNadarJanakiAmmal College Committee and the members of Governing Body.

- ❖ The general body meets at least twice a year
- ❖ It can recommend the Secretary to convene the General Body in matters of urgency
- ❖ It actively involves in the process of planning, evaluating and evolving policies
- ❖ Each member gets a sense of belongingness and participates in the decision making process of the College
- ❖ The meeting is convened before the conduct of College Governing Body meetings



  
Principal





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### **CODE OF CONDUCT FOR AND ADMINISTRATION INCLUDING PRINCIPAL / OFFICIALS AND SUPPORT STAFF**

#### **ADMINISTRATION POLICY**

##### **KEY ROLE OF ADMINISTRATION**

- ❖ Maintaining files and other records accurately
- ❖ Emphasizing the dispensation of matters related to the Government, the UGC, the affiliated university and other offices to which the institution is responsible
- ❖ Fulfilling the appropriate needs of teaching and non-teaching community and students
- ❖ Increasing the institution's potentialities by networking with alumni, other institutions, NGOs and well-wishers
- ❖ Energizing the whole group to work more enthusiastically towards excellence

##### **ROLE OF THE CORRESPONDENT**

The Correspondent is the administrative director of functioning of the College.

##### **The Correspondent has to**

- ❖ Be supported by the Principal and the staff by their participation and co-operation
- ❖ Be a committed person instituting the vision and goals of the College in all activities
- ❖ Represent the management for any explanation sought from the university/educational authorities / government
- ❖ Find speedy solutions for administrative problems
- ❖ Be familiar with all GO's issued from time to time
- ❖ Take efforts to mobilize funds from different sources for the development of the College
- ❖ Supervise the maintenance of the College properties and infrastructure facilities
- ❖ Provide amenities for a smooth functioning of the departments
- ❖ Supervise the construction of new buildings and purchase of goods from miscellaneous funds
- ❖ Be a responsible person for the maintenance of the canteen, gardens, playgrounds, etc.
- ❖ Receive rents from College properties
- ❖ Take care of electricity, water, sewage facility after consultation with the Principal
- ❖ Be the in-charge of all appointments, promotion of staff, appointment of in-charges for various departments, Deans, etc.
- ❖ Take disciplinary action against errant staff and students





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- ❖ Sanction the increment, provident fund, approval of loan, remittance of income tax deducted at source, *etc.*
- ❖ Approve all kinds of leave except casual leave
- ❖ Give salary to self-financed staff
- ❖ Be the in-charge of all legal matters
- ❖ Arrange meetings for teaching and non-teaching staff
- ❖ Be responsible for the overall financial matters of the College

### **ROLE OF THE PRINCIPAL**

The Principal is the academic director and executive authority of work in the College.

#### **The Principal is responsible to**

- ❖ Provide a conducive atmosphere for the intellectual pursuit of the staff and students
- ❖ Inspire the academic community
- ❖ Plan, execute and supervise all the academic programmes
- ❖ Function with a sense of freedom and co-responsibility seeking no personal bias
- ❖ Govern with discernment, emotional maturity and mutual trust
- ❖ Keep the Correspondent informed of all matters of general and financial administration
- ❖ Represent the College in all academic bodies like the UGC, the University and others
- ❖ Take care of day-to-day administration of the College
- ❖ Allot work to the teaching and non-teaching staff in consultation with the Correspondent
- ❖ Dispense the leave applications to the Correspondent
- ❖ Prepare the academic calendar and time table
- ❖ Allot classrooms for various disciplines
- ❖ Facilitate co-curricular activities and community development programmes
- ❖ Regulate the admission process of students
- ❖ Maintain student and staff discipline
- ❖ Administrate scholarship and help poor students
- ❖ Be officially in-charge of the hostels, the self-financed programmes and the UGC related work
- ❖ Hold office as president of all academic and non- academic bodies of the College
- ❖ Conduct staff meetings, regularly
- ❖ Establish clear channels of communication and facilitate interaction with employees





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- ❖ Establish team spirit, co-responsibility with the Deans and the Heads of the Departments
- ❖ Delegate authority with responsibility together with accountability
- ❖ Hold responsibility as the Secretary of the Governing Body of the College
- ❖ Improve the ability of the students by realising their potentialities
- ❖ Prepare the students to face and handle problems intellectually and genuinely
- ❖ Look up the issues related to the functioning of the College if any, in different or multiple angles and understand the real causes and find out permanent solutions for the problem
- ❖ Be a visionary, rightly identify and groom the people to become the future leader
- ❖ Influence the staff members behaviour at work positively by pointing out their mistakes at a right time
- ❖ Focus on changing the attitude and assumptions of the staff and students for building commitment in their work
- ❖ Build and sustain healthy organisational culture
- ❖ Serve as a linking-pin between the staff members and the management to redress and solve the grievances, if any
- ❖ Effectively manage the portfolio of organisational resources such as financial capital, human capital, social capital and organisational capital
- ❖ Frame policies and plans for optimum utilisation of resources both tangible and intangible to reduce the cost of administration
- ❖ Develop team work among the staff members to create a synergistic performance

### **ROLE OF THE CONTROLLER OF EXAMINATIONS**

The Controller of Examinations must be of proven capacity, personal integrity and ability to maintain confidentiality. He is responsible for the entire evaluation process.

#### **Preparatory Arrangement for the Conduct of Examinations**

##### **The Controller has to**

- ❖ Be responsible for conducting the examinations
- ❖ Get question papers from the external examiners and make sufficient copies for administering the terminal examinations
- ❖ Stipulate dates for the valuation of answer scripts by the course teachers
- ❖ Collect the consolidated Continuous Internal Assessment(CIA) mark statement from the departments
- ❖ Collect from the departments the model question paper for each course





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- ❖ Receive a panel of question paper setters from the Heads of the Departments and select the external examiners from the panels for question setting and valuation of answer scripts
- ❖ Receive question banks and get a question paper set by the course teacher
- ❖ Choose any one of the question papers submitted, for the final examinations
- ❖ Sanction all remunerations and reimbursement for paper setting
- ❖ Make payment for question paper setting directly
- ❖ Finalise dates of examination in consultation with the Principal
- ❖ Prepare the schedule of examinations
- ❖ Appoint external and internal examiners and technical staff for the conduct and monitoring of practical examinations
- ❖ Maintain confidentiality of answer scripts and safe custody in sealed covers
- ❖ Take decisions with the approval of the Academic Council on the stipulated duration and syllabus for the students appearing for arrear examination

### **Valuation**

#### **The Controller has to**

- ❖ Appoint examiners for valuing the answer scripts and projects/dissertations
- ❖ Finalise the date of *viva voce* for projects/dissertations in consultation with the Principal
- ❖ Arrange for a third valuation, if the difference in marks in two valuations (one by course teacher and other by duly appointed external examiner) exceeds the admissible level
- ❖ Make arrangement for preparing the weighted average for each paper

### **Financial Operations**

#### **The Controller of Examinations has to**

- ❖ Operate no financial account
- ❖ Sanction all amounts payable to paper setters, evaluators, invigilators, conductors of practical examinations and other auxiliary staff as per the University/institution norms
- ❖ Pay examinations related amount through the amount drawn from the Principal's account





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### **Publication of Results**

#### **The Controller of Examinations has to**

- ❖ Present the result in the Awards Committee meeting for the publication of results
- ❖ Publish the results with the concurrence of the Principal after the approval by the Awards Committee
- ❖ Rectify any error in the published results represented by the students through the Principal for correction
- ❖ Supervise the preparation of the mark statement and consolidated statement of marks
- ❖ Submit the detailed results through the Principal to the University for getting provisional and degree certificates for the students

### **ROLE OF THE HEADS OF THE DEPARTMENTS**

The Head of the Department must be efficient to steer the department in all its activities.

#### **The Head of the Department has to**

- ❖ Present plan of action and requirements to the Principal
- ❖ Allot workload to teaching faculty and lab assistants for each semester
- ❖ Prepare class time-table for each semester
- ❖ Look after the day-to-day administration of the academic work of the department
- ❖ Forward casual leave forms of the staff to the Principal
- ❖ Ensure work adjustments in the absence of any faculty
- ❖ Organize regular staff meetings to discuss, plan and share responsibilities
- ❖ Maintain an inventory register for stock verification every year
- ❖ Take initiative to arrange national, state, regional, intramural level seminars
- ❖ Forward students' educational tour plan and representations to the Principal
- ❖ Execute the academic requirements placed by the Controller of Examinations and Deans
- ❖ Establish team spirit and friendly relationship in the department





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### **ROLE OF THE FACULTY**

Faculty of both aided and self-financed programmes are instrumental for the institutional growth and functioning. They are endowed with special responsibility as a teacher and individual responsibility as staff-in-charge of various activities.

#### **Each Faculty has to**

- ❖ Be a role model for the student community
- ❖ Serve with commitment for the academic, moral and spiritual enrichment of the students
- ❖ Work conscientiously and fulfil the purpose of the vision and mission of the College
- ❖ Show willingness to undertake responsibility and work towards its fulfilment
- ❖ Update knowledge, skills and transfer the same to the student community
- ❖ Co-operate with management's decision in all its academic and non-academic activities
- ❖ Maintain dignity, honour and truthfulness in work entrusted
- ❖ Create a composite culture of harmonious relationship with all
- ❖ Promote the academic repute, culture and heritage of the institution

### **ROLE OF THE SUPERINTENDENT**

The senior qualified non-teaching faculty is the Superintendent of the administrative office.

#### **The Superintendent has to**

- ❖ Assist the Correspondent and the Principal in the administrative functioning of the College
- ❖ Keep the relevant documents of the College, teaching and non- teaching staff in safe custody
- ❖ Maintain records and certificates of the College related to the University and the Government
- ❖ Respond to University/Government queries in consultation with the Correspondent or Principal
- ❖ Process files of staff related to services, promotions and retirements
- ❖ Know the procedures of long leave sanction and leave surrender
- ❖ Process the sanctioning of funds from the Government for teaching and non-teaching staff
- ❖ Record the attendance in seminars/conferences/workshops/ and on-duty leave by the staff





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- ❖ Record the staff progress and details of attending orientation and refresher courses
- ❖ Look after the maintenance of the campus
- ❖ Act as a bridge through the Principal between the management and the non-teaching staff
- ❖ Assist the Principal to discharge his duties as to
  - Represent the College in all academic bodies like the UGC, the University and others
  - Take care of day-to-day administration of the College office
  - Allot work to the non-teaching staff in consultation with the Correspondent
  - Dispense the leave applications to the Correspondent
  - Prepare the Academic Calendar and time table
  - Allot classrooms for the various disciplines
  - Facilitate co-curricular activities and community development programmes
  - Regulate the admission process of students
  - Administrate scholarship and help poor students
  - Be officially in-charge of the hostels, and the self-financed programmes and UGC related work
  - Establish team spirit, co-responsibility with the vice-principal, the Deans and the Heads of the Departments
  - Delegate authority with responsibility, together with accountability
  - Supervise the maintenance of the College properties and infrastructure facilities
  - Provide amenities for a smooth functioning of the departments
- ❖ Assist the Correspondent to discharge his duties as to
  - Supervise the construction of new buildings and purchase of goods from miscellaneous fund
  - Be a responsible person for the maintenance of canteen, gardens, playgrounds and *etc.*
  - Receive rents from College properties
  - Take care of electricity, water, sewage facility after consultation with the Principal
  - Be the in-charge of all appointments, promotion of staff, appointment of in-charges for various departments, Deans, *etc.*





## **AYYA NADAR JANAKI AMMAL COLLEGE(Autonomous)**

Affiliated to Madurai Kamaraj University, Re-accredited (3<sup>rd</sup> cycle) with 'A' Grade (CGPA 3.67 out of 4) by NAAC and Recognized as College of Excellence by UGC, STAR College by DBT and Ranked 51<sup>st</sup> at National level in NIRF 2019

**SIVAKASI – 626124**

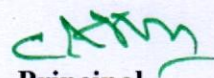
Phone : (04562) 254100 Mobile : 9442666808

E-mail :principal@anjaonline.org Website : www.anjaonline.org

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- Take disciplinary action against errant staff and students
- Sanction the increment, provident fund, approval of loan, remittance of income tax deducted at source, *etc.*
- Approve all kinds of leave except casual leave
- Give salary to the self-financed staff
- Be the in-charge of all legal matters
- Arrange meetings for teaching and non-teaching staff
- Be responsible for the overall financial matters of the College



  
Principal