



# **BHARATHIYAR**

## **INSTITUTE OF ENGINEERING FOR WOMEN**

**DEVIYAKURICHI, SALEM – 636112.**

### **7.1 Institutional Values and Social Responsibilities**

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff. Annual awareness programmes on Code of Conduct are organized**

# **CODE OF CONDUCT**

## **(Policy Documents)**

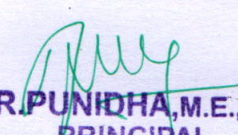


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**1. STUDENT**

*Significant codes applicable to the Students are listed below:*

1. Maintain discipline and decorum in the college premises.
2. Be polite and courteous to all. Be modestly dressed and wear ID card at all the times when in the campus. Do not violate the dress code. Decent Salwar Kameez or chudidhars with duppattas neatly draped and pinned at both shoulders is recommended.
3. Maintain campus peace and harmony. Any violation either by one or in groups will be severely dealt with. It is compulsory to converse only in English in the college.
4. Damage of any kind and magnitude to the college properties will be punished and must be duly compensated. As always, keep the campus orderly, clean, and tidy.. Avoid scribbling on the desk or the black board and walls of the college.
5. Attend all the classes without fail. Keep punctuality. It is expected to be in the respective classes at least 5 minutes before the classes commence. Absence without permission is punishable. During class hours, no students should leave the class without the prior permission of the faculty/HOD. Habitual neglect of class work and assignments will be viewed seriously and corrective measures will be taken.
6. Disobedience to the order of a faculty will be deemed as breach of discipline.
7. It is forbidden to possess, use, or distribute large amounts of medicines or chewing gum.
8. Strictly avoid possession and use of fire crackers in the college premises.
9. Unauthorized meetings by students themselves or by outsiders for any purpose are prohibited.
10. Visitors will not be allowed to contact the student during the class hours without prior permission from the faculty advisor, HOD and the Principal.
11. Malpractice such as copying in the test/examination, given false declarations, spreading rumours, unfounded accusations, and writing, printing and displaying unauthorized notices of any kind and bringing disrepute to the college will be severely dealt with.
12. Use of cell phone inside the campus is prohibited.

  
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**2. TEACHING AND NON-TEACHING**

*The College has presented its code of conduct for both teaching and non-teaching faculty members as follows:*

1. Every faculty shall, at all times, maintain absolute integrity and devotion to duty. He/She shall be strictly honorable and fair in his official dealings.
2. The male faculty is insisted to come to the college neatly shaved, wearing tuck-in shirts and also, they should wear shoes on common gathering, functions and any other important days. Female faculty is to be neatly dressed.
3. The faculty members should wear college ID card whenever, he/she is inside the campus.
4. Every faculty not to disclose confidential information about students to anyone except to the authorized persons/agency or in the interest to law.
5. Every faculty have to respect for and an affectionate and friendly attitude towards all students and help them to improve their behavior unmindful of some un toward events if occurred, rather than having feeling of revenge.
6. Every faculty is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students.
7. Every faculty is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit.
8. Every faculty is expected to develop proper rapport with the employer viz. Management of the College. Proper relationships require feelings of fraternity and mutual respect.
9. Every faculty shall be present at the place of his/her duty during the ordained working hours. No faculty shall be away from duty without prior permission or grant of leave except for valid reasons or unforeseen encontingencies.
10. Every faculty shall consecrate himself/herself assiduous to his/her work and utilize his/her time to the service of the College and to the cause of education and give full co-operation in all academic programmes and other activities causative to the welfare of the student community.
11. No faculty shall distinguish and discriminate against any student on grounds of caste, creed, sect, religion, sex, nationality or language. He/She shall also disapprove such tendencies among his/her colleagues and students.
12. No faculty shall incite students against other students, faculty or College authorities. This does not impede with the right of a faculty to explicit his/her belief on principles

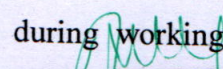
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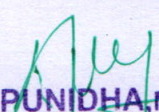
- in seminars or other places where students are present.
13. No faculty shall resort to illegitimate use of College resources or facilities for personal, communal, political or other purpose not related to the College.
  14. No faculty shall resort to threats of physical harm forceful detainment, harassment or intimidation of any faculty members or students of the College with the intention of interfering with the performance of his/her duties.
  15. No faculty shall refuse to execute the decision of the appropriate administrative or academic bodies of the College.
  16. No faculty shall take active part in politics, so as to cause in drance in the discharge of his/her duties nor shall be in any manner associate himself/herself with any move mentor organization which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
  17. No faculty shall without previous intimation to the College stand for election or accept nomination to any local body, legislature of the State or Parliament not shall be in any manner force his subordinates or students against their will for the canvassing of his/her election.
  18. No faculty shall indulge in any adverse criticism of the College and its officers by means of any article, broadcast or any other document or statement.
  19. Every faculty shall on his/her first appointment to the College and there after individually submit a return in the prescribed form in details of movable, immovable and valuable property owned, acquired or inherited by him/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family or in the name of any other person.
  20. No faculty shall except with the previous permission of the College authorities, engage himself/herself directly or indirectly in any business or private or accept any other employment.
  21. Every faculty who gets involved in some criminal proceedings shall immediately inform the College irrespective of the fact whether he/she has been released on bail or not.
  22. No faculty shall be a signatory to any joint representation addressed to the authorized for redressed of any grievance or any other matter.
  23. No faculty or other person employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
  24. Use of cell phones by students in the college campus during working hours is

  
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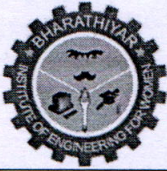


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- discouraged and hence the faculty members have to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their cabin.
25. Any conference or assembly should be conducted with decorum, and any differences of opinion should be voiced in a courteous and diplomatic manner to avoid offending anyone.
  26. All faculty members are governed by the general duties and responsibilities prescribed
  27. For each category of faculty detailed in the service rules.
  28. Non-teaching Staff of all grades who are working in the College office, Library or in the departments should remain on Duty during College working hours. They are advised to report for duty at least 10 minutes in advance.
  29. Staff will carry out their duties as instructed by the authorities to whom they are attached.
  30. Staff working in Department Labs / Computer Labs should keep the Labs clean.
  31. Any loss or damage to any article in the Lab should be informed to the Head / In charge immediately. A register should be maintained with regard to the damage caused.
  32. As per the direction of the HOD/principal, the amount shall be collected through college office for articles damaged by the students by the respective lab in-charge.
  33. Only disclose confidential information within the parameters allowed by state Govt. and College authorities.
  34. All the staff should actively participate in the programmes and functions organized by the College.
  35. The staff should dress in a manner that is appropriate for an academic environment.
  36. The staff should wear their identity cards on the campus.
  37. Non-Teaching staff, especially who work in Labs are obliged to follow the Code of conduct laboratory. Preparing for the practical requirements well in advance
  38. Behaving politely while dealing with the students when they approach for any assistance.
  39. In case any disciplinary problems with any student in the Lab Session, it should be brought to the notice of the staff immediately. Direct dealing of any issues, without the knowledge of the Staff in Charge/HOD is to be avoided.
  40. Inappropriate relationship with the students must be avoided.

  
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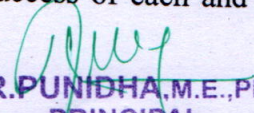


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**3. ADMINISTRATION**

*Specifics of the salient and significant codes applicable in the conduct of Management, Principal, and Head of the departments as perceived and enforced by the College, are jotted underneath:*

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institutions the teach and all can perform freely and give their highest for the institution building.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of the caste, creed, race, sex or religious identity as within the framework of Indian constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the Colleges o that all the stake holders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholders of the college so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to build mutual confidence among them.
8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus encourage the institution's research efforts to expand the body of knowledge. To uphold upkeep and enforce discipline in the behavior a manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for the academics.
10. The academic practices come to gradual prevalence and only prevail, eventually.
11. To foster and uphold amicable ties between the College and the neighboring community in order to guarantee the natural growth and success of each and every one of the institution's students.

  
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