



# SRI KRISHNA ADITHYA COLLEGE OF ARTS & SCIENCE

Recognized by UGC with 2(f) & 12(B) status | Affiliated to Bharathiar University  
Kovaiipudur, Coimbatore - 641042



## HAND BOOK CODE OF CONDUCT

## **CODE OF CONDUCT**

Sri Krishna Institutions has established a Code of Conduct to enhance the well-being of students, academicians, and non-academicians within an effective teaching-learning environment. The central objective is to instill academic integrity and professional behaviour on campus by ensuring familiarity with the institution's rules and regulations among all individuals. This aligns with the college's mission and vision, promoting collective progress towards a shared goal.

### **1. Code of Conduct for Students**

Sri Krishna Institutions places a distinct emphasis on student discipline by formulating a Code of Conduct. This code delineates the rules and regulations that students are expected to observe and abide by within the college. The objective is designed to ensure harmony and foster a holistic educational environment. It is essential for all students to acquaint themselves with this code, conveniently accessible on the college's official website.

#### **1.1. Jurisdiction**

The college reserves the authority to oversee the behavior of students associated or enrolled with the institution. This includes addressing acts of misconduct, including incidents of ragging, occurring either on the campus or outside during college-related activities and celebrations.

The college may extend its jurisdiction to off-campus conduct that violates the prescribed standards of student conduct and discipline outlined in this policy handbook and other related regulations. This encompasses:

- Violations of the college's Sexual Harassment Policy against fellow students.
- Physical assault, threats of violence, or any behavior jeopardizing the physical or mental well-being of any person, including other students.
- Possession or use of weapons, explosives, or destructive devices, both on and off-campus.
- Manufacture, sale, distribution, and consumption of prohibited drugs and alcohol.
- Conduct negatively impacting or causing a nuisance to members of the surrounding off-campus community.

The College, while determining whether or not to exercise such off-campus jurisdiction in

situations enumerated as above.

- The college shall consider the seriousness of alleged offense
- The risk of harm involved
- Whether the victim(s) are members of the campus community
- Whether the off-campus conduct is part of series of actions, which occurred both on and off campus.

When determining whether to exercise jurisdiction over off-campus situations mentioned above,

- The college will consider the seriousness of the alleged offense
- The potential for harm
- Whether the victim(s) are part of the campus community
- Whether the off-campus conduct is part of a series of actions occurring both on and off-campus.

## **1. 2. Campus Code of Conduct**

- All students must wear their IDs at all times while on campus.
- Students are expected to uphold the highest standards of discipline and dignity both on and off the college campus.
- Students must abide by the rules and regulations of the college and maintain the college's esteem.
- Attendance is mandatory, and students should be present in class as per the scheduled time. Latecomers will not be entertained, and an hour of absence leads to losing half a day's attendance.
- A minimum of 75% attendance is mandatory for all students.
  - Address the entire faculty as Dr/Prof. or Sir/Madam, and non-teaching staff as Sir/Mister/Madam.
  - No student shall leave the class during the session without the permission of the respective teacher.
  - In case of extenuating circumstances, students can leave the campus with permission from the Head of the Department, verified by the tutor through a call to parents/guardians.
  - Break time should be used wisely and not extended.

- Strict adherence to the dress code is required, with prescribed attire for boys and girls during college or department functions.
- Leave applications, especially for medical reasons, must be submitted on time with appropriate evidence.
- Strict actions will be taken against tattooing, body piercing, hair styling, or acts against political, social, or cultural values.
- Rash driving, wheeling, and powered vehicles are strictly prohibited within the campus premises. Horn sounds exceeding permissible decibel levels, posing harm to the environment, are not allowed on campus.
- Students with vehicles equipped with altered silencers are not allowed on campus.
- Two-wheeler riders are advised to travel with only one pillion rider.
- Any violation of these regulations will lead to the permanent removal of the vehicle from the campus.
- Students must maintain decorum in all academic buildings, any deviant behavior will be considered indiscipline.
- During independent learning hours, students should use designated areas, avoiding interference with free movement.
- Accessing social media inside the campus is prohibited, except for academic purposes.
- Students must follow the mobile phone usage policy of the college.
- It is the responsibility of the students to maintain cleanliness of the campus and use trash bins appropriately.
- Consumption of intoxicants or smoking is strictly prohibited.
- Avoid activities that deface college property and destroy the academic ambiance.
- Follow safety precautions during class and laboratory hours.
- Students should bear the cost of replacement/repair with penalties for any damage to college property.
- Unauthorized celebrations or decorations are not permitted on campus.
- Distribution of materials, notices, pamphlets, banners requires permission from the competent authority.
- Students representing the college in intercollegiate events need prior permission, with selection parameters fixed by respective departments.
- On-duty leave applications beyond 10 working days in a semester will not be entertained.
- Political activities, unauthorized meetings, propaganda, processions, or fund

collections are forbidden within the college.

- Ragging is an offense enforceable by law and it is strictly prohibited.
- Misbehavior towards girl students or institutional personnel will be dealt with as per legal provisions.
- Violations of rules will invite penalties, including warnings, parents' meetings, corrective measures, or punishments by higher authorities.
- Refrain from disorderly, lewd, or indecent conduct, creating unreasonable noise, pushing, shoving, inciting or participating in a riot or group disruption at the college.
- Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the college management.
- Students are not permitted to audio or video record lectures in class rooms or actions of other students, faculty or staff without prior permission.
- Refrain from posting any derogatory comments about faculty, students, College on any media, social media or website of any nature.
- Refrain from theft or abuse of the College properties and facilities.
- Refrain from celebrating any religious related functions inside or near the campus.

#### **Action on the above**

- Warning – Signifying that the student's actions violated the code, and any misconduct will result in severe disciplinary consequences.
- Temporary restrictions on accessing various campus facilities for a specified duration.
- Permanent expulsion of a student from the College.
- Possible suspension or loss of scholarship/fellowship for a specified period or complete withdrawal for the candidate.
- Suspension of a student for a specific timeframe, including restrictions on participating in student-related activities.
- Retention of the grade or certificate for the course studied or work completed.
- Referral of misconduct to the discipline committee, conducting a thorough investigation, and presenting the inquiry report to higher authorities for subsequent actions.
- Referral to law enforcement agencies in cases involving criminal offenses.

## **CODE OF PROFESSIONAL ETHICS**

### **Preamble**

The fundamental objective of higher education is to strive for academic excellence and maintain quality standards to thrive in the global arena. Higher educational institutions shoulder the responsibility of fostering leaders for both society and the economy across various fields, all while unwaveringly committing to these ideals. The pivotal focus of education is to impart skills, knowledge, and an appreciation for our nation's rich heritage. The overarching aim is to instill a fundamental scientific perspective and a deep dedication to the principles articulated in the preamble of our national constitution.

### **CODE OF CONDUCT TO THE PRINCIPAL**

- Demonstrate effective leadership in academic and administrative activities.
- Execute a strategic plan aligned with the college's vision and mission.
- Foster coordination and teamwork in all college activities.
- Supervise overall discipline, growth, and development of the college.
- Oversee the admission process, adhering to government norms.
- Actively engage with industries, formalize MOUs, and promote teamwork among students and faculty.
- Identify latent talents in students and provide support for their development.
- Create policies, set goals, and devise a master plan for quality infrastructure.
- Collaborate with Bharathiar University, UGC, and State Government for affiliations and approvals.
- Develop short-term and long-term plans, prioritizing discipline and quality education.
- Improve environmental conditions and lead campus infrastructure development.
- Monitor overall administration, formulate the annual budget, and track progress for institutional excellence.
- Supervise academic and administrative activities, adapting technology for effective teaching-learning.
- Coordinate HOD and staff meetings, encourage research and consultancy activities.
- Enhance placement services and coordinate recruitment processes.
- Instill social, cultural, national, and human values for student development.
- Provide professional development for students and staff.
- Evaluate reports, academic plans, and action taken reports of

teachers/head/convenors/coordinators.

- Assess and monitor the academic syllabus/course.
- Evaluate feedback forms, taking action to rectify issues.
- Review reports of non-teaching, maintenance, and related departments.
- Manage legal matters, participate in legal proceedings, and monitor examination processes.
- Attend delegated tasks, ensuring timely completion of construction projects.
- Keep students informed about recent developments globally.
- Implement directives from Government/UGC/NAAC/MoE/MHRD and other statutory bodies.
- Conduct statutory meetings as prescribed by UGC, AICTE, and Parent University.
- Be accountable for expenditures, submitting vouchers and bills to the finance department.
- Submit applications for eligible student scholarships and ensure proper distribution.
- Take responsibility for overseeing scholarship distribution and coordinating significant events.
- Supervise infrastructure maintenance, ensuring a neat and green environment

## **CODE OF PROFESSIONAL ETHICS TO TEACHERS**

Professional ethics act as rules governing behavior within a profession, covering both personal and institutional aspects. Here are the professional ethics that teachers should uphold:

### **I. Teachers and their Responsibilities**

"Teaching is an esteemed profession with the duty to embody the principles of professionalism, shaping responsible citizens for the nation. The foremost responsibility of each teacher is to align their beliefs with their actions, maintaining consistency. Teachers are expected to exhibit composure, firmness, patience, and effective communication, fostering an amiable and respectful demeanor towards all stakeholders. Interactions with students should consistently reflect principles of dignity and mutual respect."

#### **Teachers are expected to:**

- Cultivate positive relationships by demonstrating kindness, care, and mentoring through a patient attitude, along with possessing consistent communication skills.
- Adhere to the standards set by the management to fulfill their professional duties.
- Manage their private affairs in a manner consistent with the dignity of their profession.

- Act with honesty and integrity in all aspects of their work.
- Respect the privacy of others and maintain the confidentiality of information acquired in the course of professional practice, unless legal imperatives require disclosure or there is a legitimate concern for someone's well-being.
- Represent themselves, their professional status, qualifications, experience, and honesty.
- Use their name/names as outlined in the Register of Teachers during their professional duties.
- Commit to continuous professional development in research and higher studies.
- Express free and frank opinions in line with the management policy regarding participation in professional meetings, seminars, conferences, etc.
- Maintain active membership in professional organizations specific to their domain and strive to improve education and professionalism through them.
- Adhere to the academic workload following the norms of respective statutory bodies or institutions.
- Cooperate and assist in carrying out academic and related supporting activities of Higher Educational Institutions.
- Engage in extension, co-curricular, extracurricular, and outreach activities, including community services.
- Contribute efforts to maintain and improve quality standards to enhance the institution's standing in the National Institute Ranking Framework (NIRF), National Assessment and Accreditation Council (NAAC), and Institution Innovation Council (IIC).
- Adhere to the prescribed dress code, including collared shirts with tailored pants and tucked-in shirts with mandatory shoes for gentlemen, and neatly draped sarees with all pleats pinned and placed perfectly for ladies.
- Wear ID cards when on campus and while going out on duty to other places related to official work.

Additionally, the duties and responsibilities of different staff categories, such as the Head of the Department, faculty, tutors, administrative staff, and technical staff are detailed in Annexures I to V, respectively.



## **II. Teachers and Students**

Teachers are expected to:

- Respect the right and dignity of students to express their opinions.
- Adhere to principles of equality, fairness, and impartiality, irrespective of students' religion, caste, political affiliation, economic status, social background, or physical characteristics.
- Identify and guide students based on their individual capabilities, striving to meet their unique needs.
- Enhance both academic and personal achievements, contributing to the development of students' personalities through community welfare.
- Foster a research culture among students by organizing conferences, seminars, incubation programs, and encouraging participation in research activities.
- Cultivate mutual respect, trust, and consistent communication for a stronger connection and effective learning.
- Refrain from inciting students against their peers, colleagues, or administration.
- Develop an inclusive approach and establish a robust alumni connection for the benefit of current students.
- Exhibit politeness towards all students and avoid any form of vindictiveness against individuals.
- Be available beyond regular class hours if required, offering guidance without expecting remuneration or rewards.
- Maintain a robust teacher-student relationship that promotes student engagement and creates a conducive learning environment to achieve higher-order knowledge.
- Adopt a humane approach when dealing with students who are physically challenged.

## **III. Teachers and Colleagues**

Teachers should

- Treat colleagues in the teaching fraternity with the same respect they desire for themselves.
- Speak courteously about fellow teachers and provide assistance for their professional growth.
- Avoid making baseless allegations against colleagues and refrain from taking such

matters to higher authorities.

- Eliminate considerations of caste, creed, religion, race, or gender in professional endeavors.
- Prevent the creation of a toxic work environment by avoiding gossip, rumors, and grapevine communication.
- Foster a professional environment during working hours and adhere to all professional commitments.
- Refrain from using mobile phones during working hours, especially during teaching hours.

#### **IV. Teachers and Authorities**

Teachers should

- Fulfill their professional duties in accordance with the rules and regulations of the institution.
- Demonstrate professional consistency by taking steps through institutional bodies or professional organizations to amend any rule that may negatively impact professional interests.
- Avoid taking up additional employment or commitments, including private tuitions or coaching classes, that could interfere with professional responsibilities.
- Collaborate in the formulation of institutional policies, accepting and fulfilling responsibilities as required.
- Adhere to the terms and conditions specified in service contracts and appointment orders.
- Refrain from leaving the institution during the academic year, considering the impact on the institution's academic schedule.
- Refrain from availing themselves on leave except on unavoidable circumstances with prior intimation to the Head of the Department.

## **V. Academic and non-academic staff**

Teachers should

- Treat non-teaching staff with equality and respect throughout their tenure in the institution.
- Contribute to the activities of joint staff councils that encompass both academic and non-academic members.

## **VI. Teachers and Parents/Guardian**

Teachers should

- Maintain communication with parents/guardians, sharing updates on their wards' performance at appropriate intervals.
- Engage in meetings with parents/guardians at specified times to share ideas and contribute to the betterment of the institution.

## **VII. Teachers and Society**

Teachers should

- Acknowledge that education is a public service and actively inform the public about the educational programs offered.
- Strive to enhance education within the community, contributing to the moral and intellectual growth of the community.
- Stay informed about social problems and engage in activities that contribute to the progress of society and the nation.
- Fulfill citizenship duties by participating in community activities and assuming responsibilities in public offices.
- Avoid involvement in activities promoting hatred among communities, religions, or linguistic groups; instead, work toward a common and collective goal of national integration.
- Collaborate for a common purpose during national disasters/pandemics, providing support to communities through crisis management.

## ANNEXURE I

### DUTIES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT

The Head of the Department (HoD) is entrusted with a range of responsibilities:

- Supervise all academic, administrative, and student discipline matters in accordance with NAAC/University guidelines.
- Develop and manage the timetable, ensuring ample contact hours for courses and timely completion of the syllabus.
- Provide training to faculty members, improving their capacity to effectively deliver course content in both theory and practical classes.
- Improve the performance of slow learners through motivation and the implementation of remedial measures.
- Coordinate and facilitate student internships to provide practical experience.
- Organize industry/field visits for students to gain real-time exposure.
- Ensure adherence to the scheduled timetable for all classes and make alternative arrangements in case of teacher absence.
- Verify that faculty members cover lecture topics as per the plan and regularly check students' attendance records.
- Conduct regular visits to classrooms and laboratories to maintain discipline and oversee faculty-led classes.
- Conduct weekly meetings with faculty members to discuss academic progress.
- Organize guest lectures by identifying distinguished individuals.
- Collect feedback from students and implement necessary action plans to enhance the teaching and learning process.
- Plan the budget well in advance to meet the requirements for purchasing new equipment, consumables, and equipment servicing.

## ANNEXURE II

### DUTIES AND RESPONSIBILITIES FOR TEACHING FACULTY

A teacher is expected to:

- Prioritize the teaching and learning process.
- Uphold truthfulness, ethics, and faithfulness to the profession.
- Contribute with commitment to the development of sound education.
- Adhere to the policies of the institution.
- Serve as a role model to the student community.
- Motivate students and instill moral practices.

Additionally, the teacher should:

- Arrive at the college at least 15 minutes before the commencement of classes and leave no earlier than 15 minutes after the last hour.
- Conduct lectures in the English language, excluding language teachers.
- Seek prior approval for leave, making appropriate arrangements for class/lab/invigilation responsibilities.
- Have subjects/courses allocated by the Head of the Department (HOD) based on interests/specialization, after bottom-up considerations.
- Prepare course plans, materials, and related documents promptly after allocation, with HOD and Principal approval before creating a Google Classroom a week before each semester.
- Regularly update and monitor classwork records, approved by HOD and Principal.
- Recap the last lecture's lesson for the first 5 minutes.
- Receive sufficient training in handling classes with interactive boards.
- Refer to reference books in addition to the prescribed textbook and prepare detailed lecture notes without dictating in class.
- Be responsible for practical classes, issuing instructions on experiments and coordinating with technical staff for equipment.
- Attend class at least 5 minutes before the commencement time.
- Be strict but polite, avoiding harsh words that may hurt students.
- Be available to clear students' doubts.
- Conduct snap talks every hour on a daily basis.

Furthermore, the teacher should take on other responsibilities assigned by HOD/Principal in academic, co-curricular, and extracurricular activities. This includes:

- Preparing a detailed laboratory manual for experiments.
- Correcting laboratory assessments promptly.
- Preparing detailed answers and evaluation schemes when setting question papers for Continuous Internal Assessment (CIA).
- Correcting test papers within 3 days of examination and submitting marks to HOD/Principal within 5 days.
- Vigilantly invigilating exams, frequently moving around and reporting any malpractice to the chief invigilator.
- Maintaining a presentable appearance and showing no partiality to any segment/individual student.
- Filling and regularly updating classwork records, which must be inspected by HOD/Principal.
- Interacting with the Class Advisor and reporting any issues regarding absentees, academically weak students, misbehavior, or misconduct.
- Taking care of academically weak students and providing special attention to their needs.
- Aiming for 100% results in their subjects.
- Motivating students to unleash their creativity and originality.
- Obtaining feedback from students at the end of each semester.
- Regularly visiting the library and staying updated on the latest advancements and research in their specialty.
- Attempting to write textbooks, book chapters, and publishing/presenting research papers.
- Preparing and maintaining all documents as per specific formats.
- Conducting a course exit survey at the end of each semester.
- Verifying whether each course attains its course outcome after the publication of results and taking necessary measures if not.
- Being well aware of the Vision and Mission of the institution and department's PEOs, POs, PSOs, & COs.
- Disseminating information about Vision, Mission, PEOs, POs, PSOs, & COs to students through various mechanisms.
- Motivating and guiding students to participate in National and International level contests.
- Undergoing industry/field visits for vertical movement.

- Undertaking consultancy work to apply resources and practices in the class.
- Engaging in consultancy work/ industrial interaction/community services without compromising teaching contact hours.

### **ANNEXURE III**

#### **DUTIES AND RESPONSIBILITIES OF TUTOR**

The Tutor's responsibilities include:

- Directly interacting with students and overseeing all class activities and responsibilities.
- Developing a personal understanding of each student, including their background.
- Maintaining comprehensive academic records for all students.
- Meeting students at least once every two weeks to gather feedback on courses and teachers, and reporting any necessary actions to the senior class advisor, HOD, or Principal.
- Conducting Teacher-Parents Meetings after each test, providing counseling, and offering accurate academic information and progress reports.
- Providing accurate data such as attendance and session marks to the Controller of Examinations.
- Organizing periodic "Class Committee Meetings" with course teachers and student representatives in the presence of the HOD.
- Collecting feedback from students on all subjects as per AICTE/UGC guidelines and submitting it to the HOD.
- Compiling marks from monthly tests, model tests, etc., to prepare a rank list and communicating the progress to parents.
- Maintaining attendance details for each student and issuing warnings to those with 75% or less attendance, with reports communicated to parents.
- Granting leave only for genuine cases and maintaining records.
- Completing and submitting the class log book, master attendance, and other records to the student's section at the end of each semester.
- Recording the residential status of day scholars and hostellers, including room/block numbers and residential addresses.
- Maintaining details of parents/guardians, including occupation, contact information, and alternate addresses.
- Recording the result status of the current semester and internal tests (CIA).

- Providing guidance and coaching to help students clear arrears.
- Monitoring each student's study habits, assignment submissions, and addressing any identified shortcomings.
- Offering counseling in cases of personal or family issues affecting a student's studies.
- Monitoring and recording hobbies and achievements of each student.
- Ensuring timely payment of college fees/hostel fees/exam fees by continuous follow-up with the office and maintaining records of unpaid students.
- Taking necessary steps and motivating students to achieve academic success.
- Playing a proactive and friendly role in achieving a 100% pass rate for assigned wards.
- Arranging remedial action for students with low marks or arrears to help them clear the arrear in subsequent appearances.
- Conveying periodical test marks to parents.