



GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM – 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation

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7.1.10.3 GCW(A)K HANDBOOK ON HUMAN VALUES, PROFESSIONAL ETHICS,

CODE OF CONDUCT

1. INTRODUCTION TO THE COLLEGE

Started as the first Women's Government College in the State in the Post-Independent India, the College has been imparting quality higher education to the aspiring young women in this part of Tamil Nadu. Operating in two shifts with 4549 students and 172 dedicated teaching staff and offering 17 UG, 11 PG, 4 M.Phil. programmes and research programmes in 10 disciplines, the institution has completed six decades of exceptional educational service in higher education. It is getting geared up and strutting towards celebrating Diamond Jubilee this academic year proud as a peacock.

VISION

Women Empowerment through Higher Education

MISSION

- To impart quality higher education to the students of socially and economically backward strata of the society
- To instill the spirit of research and orient aspiring young girls to achieve excellence in their respective fields
- To endow them with competence in order to face issues and challenges globally
- To create awareness among the younger generation to protect environment
- To make them torch bearers of the rich and age-old tradition and culture of the land



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The vision of the College is imparting quality higher education to girls and thereby ensuring women empowerment. But this empowerment is not achieved by sacrificing any of the prescribed moral or ethical codes of the soil. The college is keen on making the students tread on the path of righteousness and moral code. Besides incorporating into its curriculum courses on value education, the college is conducting a lot of co-curricular activities to mould students morally and ethically.


a) HUMAN VALUES

Of all the species, human beings enjoy the privilege of being at the height of hierarchy in creation. This is because, they possess such basic inherent moral values as kindness, honesty, loyalty, love, peace, sympathy, truth, service, sacrifice etc. that differentiate man from animals and also enhance the greatness of mankind over other creations. The institution makes it a point to inculcate these moral inclinations in the students through both curricular and co-curricular activities.

b) PROFESSIONAL ETHICS

By professional ethics, we mean all those principles like respectfulness, commitment, teamwork, integrity, accountability, hard work, harmony, inclusiveness etc. that govern the behavior of a person in a formal environment as in a classroom or team or group or in an official set up. Human values and professional ethics are complementary to each other. Human values convey personal conviction whereas professional ethics mean the accepted principles and standards of conduct about moral duties and virtues applied to an organization or institution. Code of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession concerned. The purpose of having professional ethics in an academic set up is to mould the students into ideal citizens of the future. Thus, through different ways and means, the college is trying to make the students realize the importance of professional ethics in order to get adopted and adapted into any environment that will prove good to the individual and also to the society.




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2. CODE OF CONDUCT

a) Principal

College Principal should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- b) Conduct herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- c) Act as steward of the College's assets in managing the resources responsibly, optimally, effectively and efficiently or providing a conducive working and learning environment students and teachers.
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- e) Endeavour to promote a work culture and ethics that bring about quality, professionalism, satisfaction and service to the nation and society.
- f) Adhere to responsible pattern of conduct and demeanour expected of them by the community.
- g) Manage their private affairs in a manner consistent with the dignity of the profession.
- h) Discourage and not indulge in plagiarism and other unethical behavior in teaching and research.
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Principal's Responsibilities:

The Principal shall be the head of the college and shall be responsible for the internal




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management and administration of the college. In the absence of the Principal, the senior-most Professor of the College shall be in charge of the duties of the Principal.

Functions & Powers of Principal

Administrative Powers:

1. Supervision over Teaching staff and Non-teaching staff and maintenance of discipline in the institution.
2. Sanction increments to the PTA & OSA Staff.

Preparation of Annual Reports:

1. To Director of Collegiate Education and
2. University

b) Controller of Examinations

Powers and responsibilities of the Controller of Examinations:

1. The Controller of Examinations shall be the Principal Officer in-charge to conduct examinations, tests and the declaration results. She shall discharge her duties under the direct superintendence, direction and guidance of the Principal. In the absence of the COE, the Assistant COE recommended by the Principal will look-after the work of COE in addition to her own work.
2. The COE shall be a full-time permanent staff of the College and will report to the Principal. ACOE shall be any teaching staff and will report to the COE.
3. The COE will be the supervisor of Examination Committee constituted by the Academic Council.
4. The Controller of the Examinations may inform the proceedings of Examination Committee to the Academic Council as and when required.
5. The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of




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results.

6. Subject to prior approval of the Principal, the Controller of Examinations shall perform the following duties and responsibilities:

- i. Preparing academic calendar including examination schedule and implement the same
- ii. Appointing examiners and moderators as prescribed in the rules & regulations
- iii. Arranging for printing of question papers and answer books and their safe custody
- iv. To arrange evaluation of answer scripts and to process the results
- v. To arrange for timely declaration and publication of results and to refer, if necessary any matter before the examination committee prior to declaration of results
- vi. To postpone or cancel examination in part or whole, in the event where such need arises
- vii. To ensure confidentiality and to make assessment/ improvement in the process of the End Semester examinations / evaluation
- viii. To finalize the mode of examination for different courses in consultation with concerned Faculty/ Department/ Academic Council
- ix. To appoint external agency(s)/ observer(s) for conducting and monitoring the examinations
- x. To appoint external agency(s)/ evaluator(s) for evaluation of examination
- xi. To submit report regarding examinations to the Principal

7. The Controller of Examinations shall exercise such other powers and perform such other duties as may be assigned to her, from time to time, by the Principal when need arises

8. In the absence of the COE/ ACOE, her duties shall be performed by any officer or teacher of the College as assigned by the Principal.




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c) Head of the Department

Head of the Department should:

- Ensure responsible and efficient functioning of the Department in a professional manner to ensure growth of the department and the students
- Develop and schedule the activities of the Department for the academic year-preparation of Departmental calendar; Ensure judicious class/job allocation to the faculty members.
- Ensure that all faculty members complete their responsibilities in a satisfying manner.
- Assist the Principal in ensuring proper leave management of teaching and non-teaching staff of the Department, in such a way that no prescribed class hours are lost.
- Ensure harmonious working environment to nurture a healthy academic community and assist in resolving differences.
- Periodic independent review of faculty performance individually and suggest remedial tips.
- Initiate opportunities and avenues for developing faculty knowledge and capability.
- Encourage regular academic discussions for subject exposure among the relevant faculties in and outside the Department, to facilitate knowledge sharing and updating.
- Identify and arrange specialist lectures for different subjects in consultation with the concerned faculty.
- Inspect concerned Department classes at least once in a semester.
- Maintain overall student discipline in the Department as per college policy and guideline, with due coordination with other teachers, with regard to attendance, internal examinations, dress code, attitude, conduct, assignment completion etc.
- Resolve difficulties faced by the students, academic and non-academic, in due



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consultation with other teachers and the principal.

- Ensure smooth running of mentor-mentee system in the Department.
- Take all efforts from the Department side for enhancing employability and placement readiness of the students in the Department.
- Prepare and monitor the time and cost budgets for the Department.
- Convene regular faculty meetings to assess and review the progress of planned activities.
- Convene Department meetings to get students feedback on teaching.
- Conduct pre-examination and post examination reviews with the faculty members concerned with regard to quality of questions, answers, rectification measures etc to improve the student performance/results.
- Comply with the reporting requirements and submissions as may be specified.
- Finalization of the work load/allotment and timetable for the next semester immediately on completion of the current semester.
- Develop proposals for improved teaching methodologies, curriculum enhancement, new academic programs of practical significance etc.
- Assign works to the Lab attendants and monitor them closely.

d) Teachers

I. TEACHERS AND THEIR RESPONSIBILITIES

1. Every teacher should adhere to the responsible pattern of conduct and manner expected of them by the profession, institution and community.
2. They should manage their private affairs in such a manner that it is consistent with the dignity of their profession.
3. They should seek every effort to make professional growth continuous through study and research.
4. They should feel free to express open minded and frank opinion by participation at professional meetings, seminars, conferences etc. towards the




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contribution of knowledge;

5. They should be members of professional organizations and strive to improve education and profession through them;

6. They should perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

7. They should co-operate and assist in carrying out functions relating to the educational responsibilities of the College and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and College examinations, including supervision, invigilation and evaluation; and

8. They should participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

1. Prepare thoroughly for classes and go to class in full preparation in order to clear any doubt raised by the student in the subject.

1. Respect the right and dignity of the student in expressing his/her opinion;

2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

4. Encourage students to improve their attainments, develop their personalities and at the same time, contribute to community welfare;

5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace,

6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

7. Pay attention to only the attainment of the student in the assessment of merit;

8. Make available to the students even beyond their class hours and help and



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guide students without any remuneration or reward;

9. Aid students to develop an understanding of our national heritage and national goals; and refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
4. Co-operate with the authorities for the betterment of the institutions keeping




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in view the interest and in conformity with the dignity of the profession;

5. Should adhere to the conditions of Department of Collegiate Education of TN government ;

6. Give and expect due notice before a change of position is made

7. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule doesn't not get affected

V. TEACHING AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the educational institution.
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings (Parents Teachers Meetings) convened for the purpose for mutual exchange of ideas and for the benefit of the students and the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be




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conducive to the progress of society and hence the country as a whole;

4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

e) Administrative Staff

- All the members of the staff of the Institution are responsible for protecting and taking reasonable steps to prevent theft or misuse of, or damage to the Institution's assets including all kinds of physical assets, movable and immovable property.
- All the staff members should follow the rules and regulations of the Institution as are prevalent from time to time.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender/sexuality/age/marital status, pregnancy or likelihood of pregnancy; physical features, disability or impairment (physical disability or medical status).
- Every staff should maintain confidentiality regarding any affairs in the college. They should not provide, directly or indirectly, any confidential information to anyone unless instructed by a superior officer.
- The administrative staff should familiarize themselves with College policies that are relevant to their responsibilities. They should adhere to those policies to the best of their ability.
- The administrative staff should not be engaged in any inappropriate relationship with students.

f. Staff working in the Laboratories / Computer labs / Instrumentation Labs should:




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1. Keep the Labs/equipment/machines/utensils clean.
2. Inform any loss or damage of any article in the Lab to the Head / In-charge immediately. A register should be maintained with regard to the damage caused.
3. As per the direction of the HOD, ensure that the amount is collected through college office for articles damaged by the students.
4. Be obliged to follow the Code of Conduct as mentioned below:
 - a. Preparing for the practical requirements well in advance
 - b. Behaving politely while dealing with the students when they approach for any assistance.
5. Inform any disciplinary problems with any student in the Lab Session to the notice of the faculty/HOD immediately.
6. Avoid direct dealing of any issues, without the knowledge of the Staff-in-charge/HOD

f) Code of Conduct for Students

1. Every student is expected to be aware of the vision and mission of the college and bear in mind that all their curricular and co curricular activities centre around this.
2. Every student is encouraged and expected to evolve as a responsible citizen with commitment to uphold the dignity and image of the Department and College.
3. It is the duty of all students to see the notice boards as a daily routine. Plea of ignorance of any notice put up on the board will not be accepted as an excuse for failing to comply with it.
4. Every student is expected to behave with decorum and honesty by avoiding acts that are considered as acts unbecoming of a student which are punishable as envisaged in student's conduct rules given in college calendar.
 - a) Students should not indulge in any form of ragging.
 - b) They shall not cause disturbance by noisy and unruly behaviour.
 - c) They shall not cause damage to the property of the college.




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- d) Punctuality is a prime consideration and those who are late will not be allowed into classes.
- e) Students should not indulge in any kind of inducement to any employee of the institution expecting undue favour.
- f) Students shall not display any poster or distribute any pamphlet inside the campus of the institution without the approval of the authorities.

5. Duties

- a) Every student shall wear a decent dress (Saree, Half saree or salwar kameez with pinned up dupatta on both sides).
- b) Every student should carry his/her identity card on person and it should be shown on demand to any teaching staff or security personnel.
- c) Possession and Consumption of drugs, chewing gums, illicit drugs inside the premises of the college is prohibited and liable for punishment.
- d) Students should not use plastics inside the campus.
- e) Political activity of any form inside the campus is punishable.
- f) Students shall not indulge in demonstrations or strikes. They should not participate in any form of intimidation, coercion or wrongful confinement or any violent activity which will prevent any student, employee or officer/authority of the institution from discharging their duties.
- g) Students shall not join or continue to be a member of any non- academic association or organization, the object or activities of which are prejudicial to the sovereignty and integrity of India, security of the State, or to public order, decency or morality or the interest of the University / Institution.
- h) Students shall not raise any fund or make any collection in cash or kind without the prior consent of the authority.
 - a. Students are not permitted to give press/media release without the prior permission of the authorities.
 - b. No student shall be punished without giving him/her a reasonable opportunity of being heard by the authorities.




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CODE OF ETHICS FOR PARTTIME / FULLTIME RESEARCH SCHOLARS

1. Communication of Ph.D. Viva-Voce Examination should be circulated to all the Departments atleast 15 days prior to the event.
2. Pre-Ph.D. Viva-Voce will have to be conducted to streamline the conduct of the event.
3. PG Students alone should attend the Ph.D. public Viva-Voce Examination. PG Students from inter-disciplinary departments can also be allowed to attend the Viva-voce.
4. Research Supervisor should ensure the participation of research scholars / PG students/ Staff from nearby colleges in the Public Viva-Voce Examination.
5. Presence of a senior most faculty member either from Arts/Humanities/Science is mandatory to ensure that the public Viva-voce is conducted in letter and spirit.
6. The candidates while defending the thesis should not simply read the prepared text. They should prepare a PPT presentation and present the results facing the audience. The audience should have the liberty to raise question at any point of time (if necessary).
7. Referee reports should be made public on the day of Viva-Voce Examination and the defence/response of the candidate elicited.
8. Research Supervisors in Arts/Humanities should avoid giving topics to candidates that may lead to social unrest/tension.
9. Candidates should ensure that the results are made accessible to the public once it is completed.
10. Safety protocol should be ensured in all research activities.
11. Research Supervisor should make sure that laboratory / animal wastes are properly disposed of or treated so that they do not impact the green environment of the institution.
12. Publication of results in paid journals should be avoided.
13. An endorsement from the Research supervisor stating that the code of ethics has




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been scrupulously adopted has to be submitted to the R & D cell at the end of Ph.D Viva-voce.

3. COLLEGE COUNCIL

1. The General administration of the College shall vest with the principal subject to the control of the Director of Collegiate Education.
2. The College Council shall consist of the Principal, Controller of Examinations and Heads of the Departments of each subject of study, IQAC coordinator, librarian and the PED.
3. The Principal shall be the ex-officio president of the Council. The Council shall appoint the senior most member of the council as the secretary and the member so appointed shall record the minutes of the meeting.
4. Meeting of the Council shall be convened at such time as the principal may consider necessary. She shall also convene a meeting when required to do so by the Director of Collegiate Education or on the written requisition of not less than two third of the members.
5. Some of the general administrative works of the College may be distributed by the Principal among the members of the council to be done under the general supervision of the Principal. Any decision regarding the administration of the College will be presented before the College Council for approval.
6. Not less than a day's notice of a meeting shall ordinarily be given to each member. The notice ordinarily may be accompanied by the agenda.
7. It shall be the duty of the secretary to give notice of the meeting of the council, to keep a record of the proceedings of such meetings.
8. The Principal or in her absence, the Principal in charge shall convene the meeting or the council.




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4. ANTI-RAGGING

The College has a coherent and an effective anti-ragging policy in place which is based on the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”. The UGC Regulations have been framed in view of the directions issued by the Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions. The said UGC Regulations shall apply mutatis mutandis to the College.

Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;




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- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Principal and headed by the Co-Ordinator of Anti-ragging committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Suspension/ expulsion from the hostels and mess.
- c) Cancellation of admission.
- d) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- e) In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
- f) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.




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5. STUDENT PARTICIPATION IN GOVERNANCE

a. COLLEGE UNION

Objective:

The College Union is organized with the following objectives:

- To train the students of the College in parliamentary democracy so that they may become responsible citizens of India in future, aware of their duties, responsibilities and rights.
- To support the administration for right and timely decision.
- To raise legitimate issues in a dignified manner.
- To ensure participation and involvement of students-community in the decision-making process and participative management.
- To promote opportunities for the development of character, leadership, efficiency and spirit of service among students.
- To organize cultural programs, quizzes, debates, seminars, etc. so that the students may acquire knowledge on current topics and develop deep thinking about them.
- To encourage extracurricular activities like Fine Arts, Sports Meet etc. that are conducive to the above objectives.

Regulations Regarding the Election to the College Union

The election to the College Union will be under the supervision of the Principal and the department incharge of the College Union.

1. In order to conduct election to the College Students Union, an electoral council consisting of two elected representatives, the representative and assistant representative from each class will be formed.
2. The electoral council will elect the Executive Committee consisting of the following




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office bearers: the President, Vice-President, General Secretary, Assistant General Secretary, Sports Secretary, Sports Joint-Secretary, Fine Arts Secretary, Fine Arts Joint Secretary, Hostel Secretary, Hostel Joint Secretary and PG secretary.

3. The candidates contesting the electoral council should possess a minimum of 75% attendance in the previous year and should have passed all the examinations held so far.
4. Anyone against whom disciplinary action of any kind has been taken (inside or outside the campus, civil or criminal) stands debarred from contesting elections to electoral council.
5. Students are forbidden to contest in the Union election on the label of student political organizations.
6. The Principal is the ex-officio Treasurer and Patron of the College Union. Expenses for the activities of the College Union require prior sanction of the Principal and the HOD of the Union in charge department.

6. GENERAL GUIDELINES TO THE STUDENTS

Discipline and Decorum

- 1 Students should be punctual and regular to class.
- 2 When the teacher does not arrive in the class, the monitor may inform the concerned Department of the fact.
- 3 During the absence of the teacher as well as while moving from one class to another, care should be taken to observe silence.
- 4 Students are forbidden to write or make any mark on the walls of the College buildings or furniture, throw paper or ink in the class-room.
- 5 Students should avoid using the corridors of College office, class-rooms or Library for recreation.
- 6 After the commencement of the lecture, no student is allowed to enter or to go out of the class rooms without the permission of the teacher-in-charge.




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- 7 Irregular attendance, insubordination to teachers, habitual inattention to class work, obscenity in word or deed are sufficient reasons for the permanent or temporary dismissal of a student.
- 8 Students are strictly forbidden to engage in any political movements. All students' political organizations and all their activities inside the campus are banned.
- 9 All strikes and demonstrations are banned in the campus; students who adhere to strike and political activities are not allowed to enter the campus or class premises.
- 10 No political assemblies shall be held in the campus, no student is allowed to take part in any meetings in the campus except those organized by the authorities for official purposes.
- 11 Boards, flags, banners, badges or any other articles meant for political activity cannot be brought to the campus or be kept in the campus. Such articles, if any, will be removed from the campus.




PRINCIPAL
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