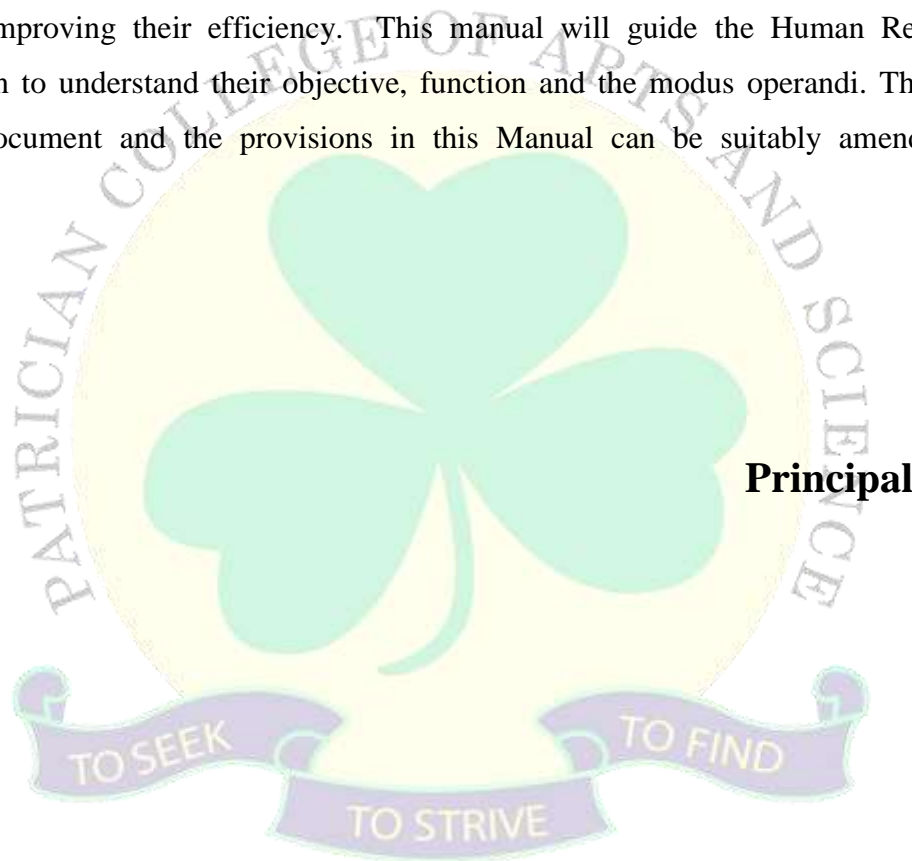


Patrician College of Arts and Science, Chennai

Manual on Code of Conduct for Administrators/ Staff/ Students

DECLARATION

The Manual on code of conduct for administrators/staff/students of the Patrician College of Arts and Science contains the rules and regulations that govern the conduct of all stakeholders and is aimed at improving their efficiency. This manual will guide the Human Resource in the organization to understand their objective, function and the modus operandi. The manual is a dynamic document and the provisions in this Manual can be suitably amended whenever necessary.





Monitoring Committee

The main function of the Monitoring Committee is to oversee the implementation and the practice of the code of conduct for administrators/ staff/ students and ensure adherence to rules and regulations that govern the management and administration of the College. The monitoring committee will be responsible for educating and creating awareness about the code of conduct that governs all stakeholders. The committee will initiate disciplinary action on erring members and ensure the well-being of all stakeholders.

The Composition of the Monitoring Committee

1. Bro. Dr A. Stanislaus, Director cum Secretary
2. Dr. Fatima Vasanth, Academic Director
3. Dr. Arokiamary Geetha Rufus, Principal
4. Dr. B. Anandapriya, Vice Principal

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;



- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) 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
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration

III TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;



- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) 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 for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and (viii) 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.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff - councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND PARENTS/ GUARDIANS

Teachers should:

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

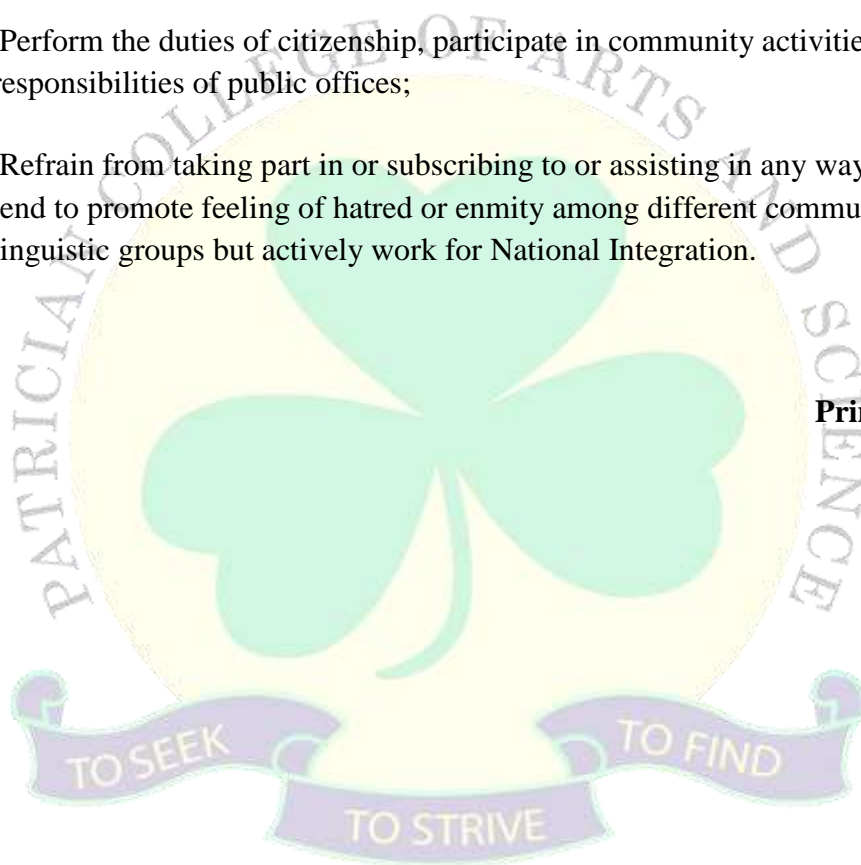


VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) 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.

Principal





Code of Conduct for Students

Patrician College of Arts and Science insists that its students adhere to the rules and regulations of the institute and discharge their responsibilities as with diligence. If any student is found violating the rules, and does not abide by the norms of the institution, the College authority may deem it necessary to take appropriate action.

Monitoring Committee for Students

For a smooth functioning of the Code of Conduct of Students in the College, the following committees are formed.

1. **Academic Affairs Committee:** This committee comprises of the Academic Director, Principal, Vice Principal, Academic Affairs Coordinator and Heads of the Department. This committee monitors all curricular activities of the College.
2. **Examination Committee** – This committee comprises the Principal and a team of faculty. This committee monitors the smooth conduct of examinations and address grievances related to internal and external examinations.
3. **Students Affairs Committee:** This committee consists of Principal, Student Advisor/ Coordinator and a team of faculty. All curricular, co-curricular and extracurricular activities are monitored by this committee. The committee is also responsible redressal of grievance and handling disciplinary matters. Sexual Harassment and Anti Ragging measures, programs and events are monitored by the Students Affairs Committee.
4. **Research Committee:** The Research Committee comprises of Principal and team of faculty. The committee monitors plagiarism if any among research scholars.



\Standard Operating Procedure

I. Admission

1. At the time of admission, each student must sign an undertaking to abide by the Code of Conduct laid down by the Institution.
2. In the event, a student wishes to discontinue studies for any reason such a student may be relieved from the College after getting approval from the Principal.
3. The student shall be required to clear all fee dues to be relieved from the Institution

II. Examination

Condonation / Prevention / Detention

1. At the end of every semester, student's attendance will be monitored and percentage calculated. A candidate who has less than 75% attendance shall not be permitted to sit for the end-semester examination in the course in which the shortfall exists.
2. Students with <75 % of attendance will not be allowed to appear for the examination. However condoned students will be allowed to write the exam after paying Condonation fee to the University.
3. Students with <50% attendance shall be prevented or detained from appearing for his/her end-semester examinations.

Exam Rules and Regulations:

4. Students are bound by the rules of the University of Madras during the days of Examinations.
5. Students are expected to be punctual during exam days. They should submit themselves for inspection by the Invigilator/ Chief Superintendent / Flying Squad of the University of Madras/ or any other authorized person/s.
6. Possessing mobile phones / smart watches / electronic gadgets / blue tooth / incriminating material are prohibited.



III. Research

Plagiarism Policy

- ❖ The PG and M.Phil dissertation should be tested for plagiarism by the respective Head of the Departments before the students submit their hardcopy.
- ❖ All research work must be based on original ideas.
- ❖ The research thesis must be checked for originality and plagiarism by the Research Supervisor before submitting it to the University.

The Research papers/articles must be tested for plagiarism through software (online tools)

- ❖ Before submitting them to Research Journals/ Scopus etc. for publication.
- ❖ According to the UGC norms, the level of plagiarism must be less than 10% for research articles and thesis.
- ❖ Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.
- ❖ Any violations in this regard should be taken to the knowledge of the Principal for necessary disciplinary action.
- ❖ Plagiarism Disciplinary Committee constituted by the Principal will look into all the issues of plagiarism and recommend suitable action to be initiated against the defaulter

IV. Ragging

The Institute has an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. The said UGC Regulations shall apply to all. 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 with rudeness any student;



b. Indulging in 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;

Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Principal and other faculty advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by Students Affairs Advisor, Faculty Advisors, and Head of the concerned Department.

A student found guilty by the committee will attract one or more of the following punishments

- a. Warning or suspension from attending classes
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Cancellation of admission
- d. Expulsion from the institution
- e. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities

V. SEXUAL HARASSMENT

Sexual harassment is gender-based verbal or physical misconduct that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment

The Objectives:

- ❖ To develop healthy and safe atmosphere to the faculty and students of the College and prevent sexual harassment.
- ❖ To develop policy and procedures together and to conduct informative programs how to combat sexual harassment.



- ❖ To ensure that all understand the policy and procedures for dealing with harassment – through seminars and outreach programs.
- ❖ To facilitate safe environment, protection and support for the students and staff members of the College. □ To provide a mechanism for addressing sexual harassment in a confidential and sensitive manner if a grievance has been filed.
- ❖ To take a proactive measure so that College will be an excellent and safe place for all.

If any student approaches a committee member either through the complaint box kept in front of the College office or by telephone necessary action is taken through counseling and conciliatory methods. If it requires an inquiry it will be conducted and the matter will be sorted within one week from the date of complaint. The Committee will take the responsibility to ensure that no such incident happens in the campus

Measures to be followed

1. The meeting will be held if a complaint is received by any member.
2. The written complaint is taken and the committee prepares and submits the detailed statement of the incidents within two days.
3. An enquiry will be held with the members of Internal Complaints Committee
4. Sort the issue within seven days
5. File the minutes of the inquiry

Action Plan:

- ❖ To address the student to overcome the anxiety and stress caused by sexual harassment.
- ❖ Display anti sexual harassment posters, current laws and affairs about sexual harassment and gender discrimination on notice board at the entrance.
- ❖ Have written policy prohibiting sexual harassment and periodically review the policy.
- ❖ Conduct awareness programs and campaigns

Breach of Code of Conduct

If there is a case against a student for a possible breach of code of conduct the disciplinary committee will recommend a suitable disciplinary action based on the nature of misconduct.

1. **Warning-** Indicating that the action of the said student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.



2. **Suspension-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, attending classes and taking part in cocurricular and extracurricular activities.
3. **Expulsion** – A student will be expelled of a student from the College for any serious/unpardonable offence.

STUDENT GUIDELINES

Each student of Patrician College is looked upon as an individual endowed with certain talents, character and personality which must be developed and perfected. Patrician College looks to each student to uphold the standards of the College not only within the College, but also outside it. Prayer and work should be the hallmark of a true Patrician and this should be exemplified above all in their relation with each other. They should be courteous, helpful and charitable; they should uphold the moral standards of honesty, give respect to elders, and show kindness towards all.

A true Patrician should be a well-disciplined individual. This discipline should come from within. It helps the students to develop self-control which is the essence of well-ordered and successful life.

In accepting the offer of admission to Patrician College of Arts and Science, the student has to agree to abide by the rules and regulations of the College. On being admitted, the student accepts the responsibility to uphold the standards of the College

RULES AND REGULATIONS OF THE COLLEGE.

Students are subject to rules and code of conduct framed by the authorities of the College. It shall be the duty of every student to conduct him / her with decorum in all places and circumstances.

1.College timing **Shift – I 8.15 a.m. to 1.15 p.m.**

Shift – II 1.25 p.m. to 6.05 p.m.

2. Dress Code **Boys** – Formal Shirt and Pants (No faded or torn jeans and no balloon fitting pants, no wrist bands, ear rings and tattoo marks)



Girls – Modest Clothes; Preferable Churidhar with lengthy top (except sleeveless or short tops, flimsy clothes and tights)

3. Hairdo Boys – Short cut (trimmed Beard and no colouring) Girls – Neatly tied and colouring not permitted

4. All students must compulsorily wear ID card on campus. If a student loses ID card, the duplicate ID card will be issued on payment of Rs.500/-.

5. Students should not possess or use mobile phones on the college campus. Mobile phone if caught for the first time will be returned on payment of a fine of Rs. 1,000/-. If he/she is caught for the second time, sim card and the mobile phone will not be returned.

6. Students are prohibited to take part in any political activity which is detrimental to the dignity of the college. They are not permitted to participate in live or photographic modeling, fashion shows, stage shows and or any TV programme without prior permission from the authorities.

7. Student's misconduct in cyber space, social network, public places and while commuting in public transport shall be dealt with stringent action.

8. No student can conduct any meeting in the campus or collect money or distribute any pamphlets/brochures/notice or display any banner without the prior written permission of the authorities.

9. Any student found tampering or misusing the college ID card, library, train/bus pass, strict action will be taken.

10. A minimum of 85% attendance is required to take up University examinations and to participate in other curricular and cocurricular activities. The student detained for lack of attendance will redo the semester and will be allowed to write only arrear papers if any. Disciplinary action will be taken on students caught for malpractice during examination.

11. Any change in parents' contact number/address should be notified only by the parent to the Department and College Office in the prescribed format which can be downloaded from the college website.



12. Students coming to college by two-wheelers must possess a valid driving license. Four wheelers are not permitted. Students should park their vehicles in the parking area on payment of the parking fee of Rs.5/- on a daily basis and Rs.110/- monthly.
13. Any student taking a day's leave must take prior permission from the class teacher. Any student taking leave for more than a day should submit explanation letter to the Principal through Class teachers and concerned HOD's explaining the reason for his / her absence.
14. Any accident, chronic sickness or long leave on medical grounds should be reported to the Principal.
15. Damaging the college property or removal / breaking of any property belonging to the college, faculty or fellow students will lead to disciplinary action and the cost of repairs and replacement will be borne by the offender(s). College will not be responsible for the personal belongings.
- 16.. Any lawful / unlawful activity disrupting the peace on the campus will lead to the expulsion of the student. Any student involved in criminal offence including the possession of Narcotics substances, alcohol, sharp weapons and any other harmful substance or items will not be allowed to continue his / her studies in the college.
17. No boy or girl should be found together in any isolated place or class room.
18. The college authorities can frame or modify disciplinary rules from time to time to regulate the conduct of the students inside and outside the college to maintain credibility and reputation of the institution. The decisions of the college authorities with regard to the disciplinary proceedings for indiscipline and other unlawful activities are final.