



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
Sivakasi**

(Affiliated to Madurai Kamaraj University, Reaccredited with "A" Grade by NAAC,  
College with Potential for Excellence by UGC & Mentor Institution under UGC PARAMARSH)

**NAAC SSR Cycle IV (2015-2020)**

7.1. Institutional Values and Social  
Responsibilities

7.1.10. Code of Conduct

## CODE OF CONDUCT



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(Autonomous)  
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**HANDBOOK OF CODE OF CONDUCT**

**CODE OF CONDUCT - STUDENTS**

The Student Code of Conduct at The Standard Fireworks Rajaratnam College for Women establishes clear expectations of behavior that foster academic and communal integrity. The Code of Conduct for Students is a guide for all members of the student community to achieve high standard of behaviour, to protect the campus environment and to promote consideration and respect for individuals in accordance with the mission & vision of the College.

This confirms that the College commits itself to the academic and personal development of the students which will train them to become responsible citizens of our country. Following actions constitute the Institute code of conduct.

- Students should abide by the rules and regulations prescribed by the Institution.
- Students are required to wear their identity cards regularly inside the campus.
- Students should maintain silence during prayer and also when announcements are made through Public Address System.
- Students are expected to be inside the class room during the class hours.
- Students are not permitted to possess or use Mobile Phones inside the college campus.
- Students should cultivate the habit of reading circulars displayed on the college notice-boards.
- Students are required to follow the dress code confirmed by the Institution. Wearing uniform saree on Ethnic Day is a must.
- No student is allowed to absent herself from college without a leave letter and must have put in atleast 75% attendance to appear for End Semester examination.
- Students should not take leave during college events and also on exam days without prior permission from the Head of the Department.
- Ragging or any conduct which threatens or endangers the health or safety of any person including physical abuse, threats whether verbal, written or otherwise is prohibited.

- Students are expected to maintain general cleanliness within the classrooms, laboratories and campus.
- Students should not litter the campus and should help to keep the campus clean.
- Disciplinary actions will be taken on students whose behaviour obstructs teaching, research, administration and other proceedings or activities in the campus.
- Students who intentionally damage or destroy Institute's property will be punished and the cost of damage done shall be recovered from the students individually.
- Library books should be handled with utmost care and strict silence should be maintained inside the library.
- Bicycles, two wheelers, cars etc., must be parked only in the parking lots meant for the purpose.
- Students are expected to be careful and responsible while using Social networks.
- Any kind of malpractices and other acts of dishonesty in class/exams that may violate or spoil the academic atmosphere is not allowed.
- Rules and regulations are laid down for conduct in Hostels has to be strictly followed by hostel students.
- Students are expected to maintain discipline inside the college bus.
- Visitors are not permitted to visit the students during the college working hours.
- Students are strictly instructed not to participate in any political related activities.
- Notice of any kind should not be circulated among the students or put up on the notice board without the prior permission of the Principal.
- Students should not leave the campus without prior permission from the authorities. Students who fall sick can leave the campus with their parents/guardian only after getting the gate pass with office seal.

#### **CODE OF CONDUCT-TEACHER**

Teaching profession is rightly called the noble job because it creates all other jobs. A teacher is considered to be the backbone of any institution. With so much of moral responsibility in building a better society, a teacher needs to follow certain code of conduct. A teacher does not perform just the role of a teacher but she is also the role model for her students. Teachers should contribute to the vision, mission and goals of Institute by devoting their time and effort for the institutional progress.

- Teacher should discharge duties effectively to match with the academic standard of the institution.
- Teachers should be punctual to the class and also to the meetings organized by the institution.
- Teachers should complete the syllabus on time.
- Teachers should cooperate with colleagues while performing duties related to academics and administration.
- Teachers are expected to behave with utmost dignity inside the campus.
- Teachers are not allowed to accept any assignment given by any external agency without the prior permission of the College Management.
- Gifts of any sort should not be accepted from the students.
- Teachers should not associate themselves with any political party or external agencies or participate in any strike and should not criticize the College Management doctrines or the Government for any reason.
- Teachers should apply for leave and permission in advance and proper alternate arrangements must be made for class.
- Teachers should be impartial while dealing with the student community.
- Teachers should make use of the Tutor Ward system to identify the needs and problems of the students and address it without any bias.
- Teachers should get feedback from students and act or adjust teaching appropriately.
- Teachers are expected to update their knowledge by attending seminars, workshops, conference, after obtaining necessary permission from the Head of the Department and Principal.
- Teachers should not involve in plagiarism in research related works as it would tarnish the Institution's reputation.
- Teachers should rightly make use of the latest technological developments for the student's growth.
- Teachers should not use mobile phones inside their classrooms.
- Teachers should be modest both in words and actions while taking disciplinary actions against the students.



#### **CODE OF CONDUCT-NON-TEACHING STAFF**

The following traits are expected from the non-teaching staff:

- Abide by the rules and regulations of the institution.
- Respect and maintain the hierarchy in the administration.
- Maintain honesty, integrity, fairness in all the activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and to the general public.
- Must not divulge official secrets, mutilate, expunge, conceal or forge official documents/receipts.
- Non-Teaching staff, working in the Laboratory should keep the laboratories clean, any loss or damage to any article should be reported to the HOD immediately.
- Non-Teaching staff should not employ any official subordinate staff on regular domestic work for his personal service.
- Every non-teaching staff shall abide by the orders or circulars issued by the concerned authority as to punctuality and other instructions.
- Unauthorized absence to be treated as misconduct.
- No staff employed in a college shall engage in any political activity.
- No staff employed in a college shall bring or attempt to bring any political or other influence on superior authority in respect to individual service interests.
- Every non-teaching staff shall faithfully render their services for holding such examinations of the institution.

#### **CODE OF CONDUCT- PRINCIPAL**

As the head of the institution the Principal should possess remarkable leadership qualities which would lead to the overall growth of an institution. The Principal should also work keeping in mind the vision and mission of an institution and also should work towards maintaining a balance between the different bodies prevailing within an institution.

- Principal should work towards the overall growth of the institution
- Principal should make sure that the academic community is aware of the rules and regulations of the college
- Principal should be unbiased in her decisions while taking disciplinary actions.

- Principal should encourage the staff and students in the campus to work towards their personal and also towards the institutional growth.
- Principal should ensure that all the research related activities are carried out actively and ethically.
- Principal should make sure that circulars related to the college activities reach the students and teachers.
- Principal should keep track of the records related to the expenditures of the college.
- As the Chief controller of examination the Principal has to supervise question paper setting, assessment of answer scripts and other duties related to Examination Cell.
- Principal should make sure that the student admission and teacher's recruitment are properly channeled.
- Feedbacks received by the Principal on the various affairs of the institution should be rightly acknowledged and actions should be taken immediately.
- Principal should form the various college committees for the growth of the institution.
- Principal should ensure that the instructions given by the Management are implemented in the campus.
- Principal should make sure that the annual report on the progress of the college in different developmental and collaborative programmes be updated to the various committees and Management.
- Principal should ensure complete coordination within the institution.

#### **CODE OF CONDUCT-GOVERNING BODY**

The Governing Body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- The Governing Body should act to approve the mission and strategic vision of the institution, long-term academic plans.
- The body should oversee the performance of the institution and assure quality in every section of the institution.
- Governing Body should ensure compliance with the regulations termed by the UGC, State government and affiliating university.
- The Governing Body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.

- The Governing Body should monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
- The Governing Body should make sure that the minutes of the Governing Body meeting be available for staff and students for inspection.

*T. Palaveswari*

**PRINCIPAL**

**The Standard Fireworks  
Rajaratnam College  
for Women,  
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## Code of Conduct in Handbook of SFR College

### **ISSUE OF CERTIFICATES**

1. Certificates (Transfer and age, etc.) will be issued within a week from the date of application.
2. Transfer Certificates will be issued to students who leave the institution, only after all the dues are paid.
3. The Principal will not issue a certificate of pass for any University examination.
4. Fees for the issue of certificates:
  - a) Duplicate attendance/transfer certificate ..... Rs. 100 per yr.
  - b) An original Transfer certificate after a lapse of a year after the student has left the college ..... Rs. 100 per yr.
  - c) Any information/certificate from the college records ..... Rs. 50 per yr.
5. Enclose a stamped, self-addressed envelope for a reply by post.

### **ATTENDANCE, ABSENCE & LEAVE**

1. University and College rules require regular attendance in all classes - theory, practical and Part V courses.
2. Daily college prayer commences at 9.40 A.M.
3. Attendance will be taken at the beginning of every hour.
4. No student is allowed to absent herself from college without a leave letter.
5. The leave application forms can be had from the stores on payment. It should be submitted to the Principal with all the details filled in properly and signed by the Parent/Guardian or Deputy Warden and countersigned by Tutor.
6. The leave form must be submitted to the Lecturer concerned, before the class begins. A student absenting herself without permission, for any hour of the day, will be regarded as absent for the whole day.
7. Application for sick leave for more than three days should be accompanied by a Medical Certificate and submitted at the earliest. If a student is ill during class hours, she should get the teacher's permission to leave the class and apply for leave countersigned by the Tutor, and the respective Head of the Department.

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8. In case of absence due to unforeseen and unavoidable circumstances, the leave form should be submitted immediately on the day of return to the College.
9. Absence from test / composition class / practical sessions / will be seriously dealt with.
10. All applications for leave to the Principal should be submitted only through the Tutors. The Tutor has every right to refuse leave if she is not satisfied with the reason for which leave is sought.

### **GENERAL DISCIPLINE**

1. Students are expected to be courteous, honest and well behaved within the campus and outside.
2. Students should dress in conformity with the standards of modesty and dignity. They are permitted to wear Sarees and Churidhar with Duppatah. On Ethnic wear day, students should wear uniform sarees.
3. During morning assembly, meetings and class sessions students are expected to be silent and attentive.
4. Students should be regular and punctual to class.
5. The cleanliness and the maintenance of the college building and its property is the responsibility of every student. She shall not disfigure any part of the building or any piece of furniture by writing or etching on it. Students should keep their respective class rooms neat and clean.
6. No meeting of any kind shall be convened and held in the College premises without the previous written permission of the Principal.
7. No notice of any kind shall be circulated among students or put on the notice board without the prior permission of the Principal.
8. No money collection should be made from the students, the teachers, the parents, etc., for any purpose without the permission of the Principal.
9. Visitors will not be permitted during college working hours.
10. Use of cellphones inside the campus is strictly prohibited.
11. Students are strictly instructed not to participate in any Political related activities.
12. Ragging is strictly prohibited inside the campus.

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### **INTERNAL COMPLAINTS COMMITTEE**

The ICC plays a vital role in the prevention, prohibition and redressal of sexual harassment inside our institution. It aims to provide a safe and secured environment for the students as well as the faculty members.

### **ADVISORY SYSTEM**

Every student on the College roll is assigned to the care of one of the members of the staff who will assist and advise her on any matter academic or personal. There will be a ward meeting once a month. The wards can consult their advisers on any matter for which they need advice. The Tutor/Adviser will bring to the notice of the Principal unusual and abnormal cases of behaviour.

### **VALUE EDUCATION**

Value Education aims at developing good character, inner strength and integrated personality in the growing youth. Value Education classes are conducted periodically during the academic year.

#### ***STUDY CIRCLE:***

Religious discourse, Bhagavad Gita classes, Meditation Class and Yoga take place periodically.

### **LIBRARY**

The Library is a secluded haven providing intellectual nourishment to all who enter its portals.

1. The library is kept open from 8.30 a.m. to 5.20 p.m. on all working days and during vacation from 9.15 a.m to 5.20 p.m.
2. Staff and students utilize the open access system.
3. Strict silence should be maintained in and around the library.
4. Users should leave their belongings on the wooden rack reserved for the purpose.
5. Users must scan their ID card in system kept at the entrance while entry / exit to record.
6. Books are issued for all on all days.
7. No. of Books lend to
  - a) UG student - three books

- b) PG student - five books
- c) M.Phil scholar - eight books

8. Loss of I.D. card should be reported to the Librarian, who will issue duplicates on payment of Rs.100/-
9. A student may keep a borrowed book for 15 days. She may renew the book if no other member needs it.
10. Books due on holidays may be returned on the following working day. A fine of 1Rupee for each book will be levied for every day of delay.
11. A student must on receiving a book, examine it and report to the Librarian about any damage found therein. If she fails to do so, she will be held responsible for any damage that may afterwards be detected.
12. Students should not damage, write or make any mark on any book or periodical belonging to the library.
13. In the event of loss or damage of a book, the person responsible shall either pay triple its cost and a fine of Rs.5/- or supply the library with a new copy, within a fortnight.
14. Books must be returned to the library on the notified date before the end of the academic year.
15. Outgoing students should return the I.D. cards to the librarian before the last working day.
16. Books and periodicals can be borrowed on overnight basis.

#### **Note**

- a) Compact Disc Cassettes related to computer technology are available in the library.
- b) Three prizes are awarded to the best utilizers of the library.

### **LABORATORIES**

Laboratories are ingredient for the education of students and great care should be taken in handling the costly apparatus of the laboratory. All breakages, damages, losses, etc., must be reported to the Lecturer concerned as soon as they occur and the cost will be recovered from the student.

