



**KONGU ARTS AND SCIENCE COLLEGE**  
(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

**Erode- 638107**

**CODE OF CODUCT**

**VISION**

To impart knowledge to rural youth, to echange their skills in order to make them meet their intellectual and social aspirations and also to meet the cultural and technical needs of the society.

**MISSION**

- ❖ To develop an effective curriculum and optimize institutionalized students activities
- ❖ To involve learners in practical life situations
- ❖ To expose students to rural realities
- ❖ To sensitize learners to national heritage and values



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**CODE OF CONDUCT FOR THE PRINCIPAL**

The Principal should

- Be a dynamic and democratic administrator.
- Be honest, Fair, Law- binding, objective, support and protective.
- Monitor all activities of the College efficiently and effectively.
- Honour all aspects of their employment contract.
- Empower all staff members and students to reach their maximum potential.
- Fair in their disciplinary actions for both staff and students.
- Convene HOD meetings periodically to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- Be interested in introducing new courses related to the need of the hour and in upgrading the Departments.
- Encourage the Departments to organize conferences, Seminars and Workshops.
- Allow teachers to participate reasonable educational freedom without interference by a biased Principal.
- Acknowledge the academic excellence of the staff.
- Facilitate good rapport between the management and staff.
- Listen to and redress the grievances of students, staff and parents.
- Insist on discipline, punctuality and accountability of the students and the staff.
- Promote industry institution for better employment of students.
- Coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.



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**CODE OF CONDUCT FOR FACULTY MEMBERS**

1. All the faculty members have to be in the college during the working hours and they should follow the prescribed dress code as given below.
  - Must wear Identity cards
  - Male faculty should wear formal dress with shirt tucked in and wear black shoes.
  - Male faculty should wear white shirt on every Friday
  - Female faculty should wear saree (Overcoat should be used in class hours.)
  - Faculty members have to handle the theory, laboratory and other classes for full duration.
2. Faculty members those who want to avail leave can do so, by obtaining permission from the HOD after making alternative arrangements.
3. Internal / End Semester Examination works are mandatory for all faculty members.
4. Phone requests for leave will be entertained only in the case of emergency. The faculty can avail one hour permission twice a month. However such a facility is to be used only for essential needs.
5. The faculty shall not involve themselves in activities not related to their work, during working hours.
6. Faculty members are encouraged to take up consultancy services after obtaining necessary permission from the Management.
7. The details of performance appraisal reports given by the superiors shall be treated as confidential.
8. All correspondence to the Management has to be routed through proper channel.
9. All the Faculty members should take active part in co-curricular and extracurricular activities and maintaining discipline in the campus.
10. Faculty members should involve in conducting need based Value Added Courses to enhance job skills of the students.
11. Faculty members should constantly update their knowledge by using the library resources.
12. Faculty members should attend Orientation Programmes, Refresher Course, Seminars and Workshops at regular intervals.



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13. The PhD holders should undertake funded projects.
14. The Faculty members should put efforts to publish research articles in referred journals.
15. Confidentiality should be maintained in all official matters.
16. The Faculty members with less than one year experience in our institution are not allowed to take up any external examination works except the duties assigned by the University.
17. The Faculty members with less than one year experience in our institution are not allowed for semester vacation.
18. The Faculty members have to abide by the rules and regulations of the institution framed from time to time for the effective functioning of the college.

**CODE OF CONDUCT FOR NON TEACHING STAFF**

- Staff members should adhere to the dress code of the college and must maintain decorum.
- Staff members those who want to avail leave can do so, by obtaining permission from their higher officials after making alternative arrangements.
- Phone requests for leave will be entertained only in the case of emergency.
- The Staff can avail one hour permission twice a month. However such a staff is to be used only for essential needs.
- The staff shall not involve themselves in activities not related to their work, during working hours.
- The details of performance appraisal reports given by the superiors shall be treated as confidential.
- All correspondence to the Management has to be routed through proper channel.
- Staff should comply with the instructions issued by the higher education authorities.
- Confidentiality should be maintained in all official matters.
- Staff members allowed for semester vacation on proportionate basis.



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- Staff members have to abide by the rules and regulations of the institution framed from time for the effective functioning of the college.
- Respond to students' enquiries with concern and ensure all possible help.

**CODE OF CONDUCT FOR STUDENTS**

1. The college timing spreads between 9.30 a.m. and 4.15 p.m. All the students are expected to be inside the campus by 9.20 a.m. in the morning and 1.20 p.m. in the afternoon. The main gate will be closed and students will not allow going outside the campus during the college hours.
2. Strict discipline should be observed inside the campus.
3. Students should not use cell phone inside the campus.
4. Books and note books should not be kept in the class rooms after the classes are over.
5. The students should adhere to the dress code of the college and must maintain decorum.

**BOYS:**

- ❖ All students are expected to wear formal pants with half/full sleeve collared shirts.
- ❖ T-Shirts, short Shirts and Fashionable pants are strictly not allowed
- ❖ Proper hair dressing and well shaven face is expected.

**GIRLS:**

- ❖ All students are expected to wear Traditional Churidhr/ Salwar Kameez with Sleeves.
- ❖ Wearing of Shawl/ Dupatta is must.
- ❖ No deep neckline and slit above the hipline in the Kameez is not permitted.
- ❖ Wearing short kurthas, Cholis, Sherara, Jeans, Leggins, Shorts, Mini-Skirts, T-Shirts etc., are not permitted.

**Both boys and girls are not allowed to bleach and colour their hair.**

**FRIDAY DRESS CODE :** All the students are expected to follow the best practice of our college "FRIDAY DRESS CODE" strictly.