



KONGU ARTS AND SCIENCE COLLEGE
(An Autonomous Institution Affiliated to Bharathiar University)
Erode 638 107

CODE OF ETHICS

Education and ethics go hand in hand. Education without ethics is futile. The success of education lies at the implementation of ethics, which in turn itself should be implementable and practicable. The code of ethics is designed with such objective and significance.

Purpose

To educate the Students and the Faculty members on their behaviours and to protect their rights

Scope


All the Administrative Personnel, Faculty members and Students should follow the code of ethics absolutely without any deviation

Policy

Administrative Personnel

- Commitment to equity, equality and professionalism
- Equitable educational opportunity for all students
- Justified execution of authority free from favouritism and nepotism
- Execution of academic responsibility in accordance with policies and strategies without any deviation
- Commitment to serve others above self
- Transparency in all sorts of academic activities to ensure institutional credibility and accountability
- Holistic development of Students, Faculty members and the institution




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Faculty Members

- Impartial treatment of students at all sorts of academic endeavors irrespective of any religious, communal, gender and any other discrimination
- Respectable behaviour to retain professional dignity
- Inculcation of Honesty as the first chapter in the book of wisdom among the Students
- Consistent Assessment of professional competence
- Strict adherence to professional relation with students
- Encouragement towards intellectual competence among the students
- Practice over the sense of responsibility towards the environment and society
- Stimulation towards endless love and boundless compassion for learning

Students

- Self- disciplined to abide by the rules of the institution
- Indomitable spirit of learning to excel
- Assertion to practice high code of conduct




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MENTORING- ETHICS AND VALUES

கொங்கு கலை அறிவியல் கல்லூரி (தன்னாட்சி) தமிழ்த்துறையின் சார்பாக 07.09.2021 அன்று காலை 10.30 மணிக்கு முதலாமாண்டு மாணவர்களுக்கு புத்தாக்கப்பயிற்சி நடைபெற்றது. இவ்விழாவில் முனைவர் தேவி குணசேகரன் சொற்பொழிவாளர், முதுகலைத் தமிழாசிரியர் சேலம், அவர்கள் "அறவழியில் நடை போடு" என்ற தலைப்பில் மாணவர்களை அற வழியில் செல்லுவதற்கான நெறிமுறைகளை இலக்கியங்களை மேற்கோள்காட்டி சிறப்புரையாற்றினார். இந்நிகழ்வில் கல்லூரியின் தாளாளர், முதல்வர், துறைத்தலைவர், பேராசிரியர்கள் மற்றும் இளநிலை முதலாமாண்டு மாணவர்கள் என அனைவரும் கலந்துகொண்டு சிறப்பித்தனர்.

கொங்கு கலை அறிவியல் கல்லூரி
(தன்னாட்சி)
நஞ்சனாபுரம், ஈரோடு - 638107
தமிழ்த்துறை நடத்தும் முதலாமாண்டு
மாணவர்களுக்கான

INDUCTION PROGRAMME

நாள்: 07.09.2021 (செவ்வாய்க்கிழமை)
நேரம்: காலை 10.30 மணி

28
Years of Excellence

சிறப்பு விருந்தினர்

முனைவர் தேவி குணசேகரன்
சொற்பொழிவாளர்,
முதுகலைத் தமிழாசிரியர்
சேலம் - 7

தலைப்பு : 'அறவழியில் நடை போடு'

Meeting ID: 836 0727 7945 NO PASSWORD
<https://us02web.zoom.us/j/83607277945>

KONGU
Aiming the Best



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CODE OF CODUCT


VISION

To impart knowledge to rural youth, to echance 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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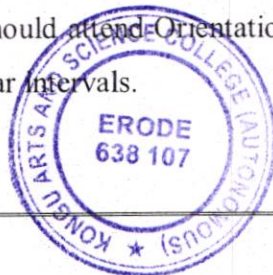


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CODE OF CONDUCT FOR FACULTY MEMBERS

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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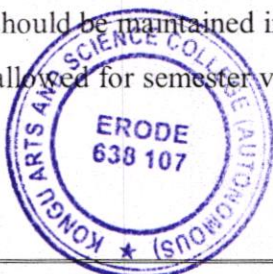
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13. The PhD holders should undertake funded projects.
14. The Faculty members should put efforts to publish research articles in referred journals.
15. Confidentiality should be maintained in all official matters.
16. The Faculty members with less 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:

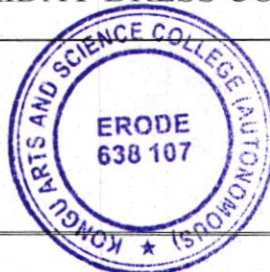
- ❖ All students are expected to wear formal pants with half/full sleeve collared shirts.
- ❖ T-Shirts, short Shirts and Fashionable pants are strictly not allowed
- ❖ Proper hair dressing and well shaven face is expected.

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.



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26.06.2020

CIRCULAR

DISCIPLINE COMMITTEE

It is proposed to convene the meeting on 30.06.2020 at 3.30 PM through Zoom meet. All members are requested to be present for the meeting.

Agenda for the meeting.

1. Maintenance of Discipline inside the campus.
2. Wearing of ID Card
3. Dress code for students in Day celebrations.
4. Code of Conduct

Principal
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07.06.2021

CIRCULAR

DISCIPLINE COMMITTEE

It is proposed to convene the meeting on 10.06.2021 at 3.30 PM through Zoom meet. All members are requested to be present for the meeting.

Agenda for the meeting.

1. Students Discipline
2. Usage of Mobile Phone
4. Code of Conduct
5. Vehicle parking.
6. Students absence.

Principal
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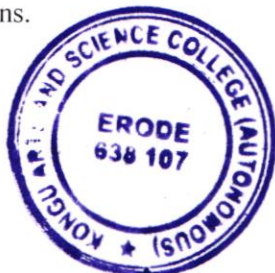
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GRADUATE ATTRIBUTES

The institution always aims at accomplishing the following graduate attributes in students with the prospect of grooming them as passionate learners, enlightened scholars, esteemed leaders and prominent global citizens.

- Institutional success lies not at the enforcement of rules on students but of voluntary acceptance and consistent follow up of the regulations by the students themselves. The institutional practices ensure such traits of self discipline among students in all its academic activities and behavioural aspects.
- Diligence is the first step in pursuit of intellectual wisdom. Students are educated consistently to work hard and to learn things with love. Student centric teaching learning pedagogy assures one such ambience for passionate learning.
- Punctuality is educated not as a trait limited to time but of respect to one's own commitment. Strict adherence to time is followed up in all sorts of academic activities to tend the students to be punctual and responsible.
- Respect is built upon courtesy for another human being. Our students are educated to value others and to be self- reliant simultaneously. Value Education has been incorporated as one of the courses in curriculum itself.
- Confidence and optimism as the magical power of success is made practicable through our institution's strong mentor- mentee system. Our students are always guided to go confidently in the direction of their dreams with hope.
- Team spirit among the students is practiced through activities like Group Discussion, Presentation and active participation in competitions. This indeed enables them to understand and realize that team work divides the task and multiplies the success.
- Everybody has their own goal to achieve. A goal without plan becomes a mere dream. In regard to this, the institution renders its academic and moral support to every student to achieve their goals as per their needs and tend them to be goal- oriented.
- Undistracted attention supplements effective learning. Students are assessed on their attentiveness inside the class through several activities and enlightening brainstorming sessions.



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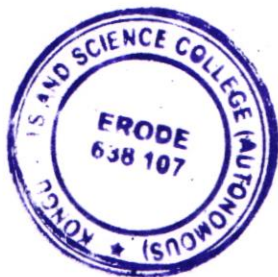


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- Resourcefulness, finding ways when there is none is the signature of creativity and innovation. The traits of such resourcefulness is being governed and groomed through IIC, EDC and several other initiatives.
- Teachability as the complete obedience brings laurels in life. Students are educated to stay humble and ever ready to correct their mistakes willingly.
- Communicative and digital competence in students is ensured through upgraded curriculum and its effective implementation.
- Thriftiness is essential to a well ordered living. Students are educated to utilize the resources at college effectively.
- Virtual realities and exposure in life build the real personality of an individual. Curricular and other academic aspects by the institution expose and groom students to national and international standards.
- Decision making skill renders a significant contribution in personality development as the decisions decide the destiny of the individuals. Students are trained to analyse and approach things in a systematic way before arriving at decisions.
- Competitive spirit paves for betterment. The institution provides space and opportunities for students to participate, to compete successfully and to excel.
- Mental health is as significant as physical health. The institution guards the mental wellbeing of students through periodic counseling sessions.



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