



Indra Ganesan Institutions

Madurai Main Road (NH-45B), Manikandam,
Tiruchirappalli – 620 012

CODE OF CONDUCT HANDBOOK

for students, teachers and administrative staff

STUDENTS' CONDUCT RULES

Indra Ganesan Institutions, Tiruchirappalli, Tamilnadu is an institution that is committed to the pursuit of excellence in teaching, learning, research and community engagement. The College has designed the following Code of Conduct to provide fair procedures relevant to all the students of all Diploma, Undergraduate and Postgraduate courses and Ph. D. scholars of all the departments of the College.

All the students, as members of Indra Ganesan Institutions, are required to observe all the rules that are proposed under the Code of Conduct of the Institution.

1. TITLE AND COMMENCEMENT

These rules may be called the Indra Ganesan Institutions Student's Conduct Rules.

2. APPLICATION

These rules shall apply to every student of the Indra Ganesan Institutions i.e. students on roll in the Colleges and Schools of the Institutions. However the Colleges/Schools are required to adopt the rules in their respective governing bodies.

3. DEFINITIONS

- a. Institution means the Indra Ganesan Institutions
- b. Head of the Colleges/Schools means the person in-charge of the Colleges/Schools in which the student concerned is undergoing the course.
- c. Student means any person undergoing any course in the institutions including Ph.D.
- d. Competent Authority means
 - *The Departmental Committee*
 - *College/School Disciplinary Committee*
 - *The Management.*

4. STUDENT DECORUM

Every College/School student is encouraged and expected to evolve, as a responsible citizen with commitment to uphold the dignity and image of the College/School of the Institution in which he/she is undergoing the course.

5. NOTICE BOARD

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.

6. DISCIPLINE

Every student is expected to behave with decorum and honesty by avoiding acts mentioned in clauses below that are considered as acts unbecoming of a student which are punishable as envisaged in student's conduct rules given in College/School calendar.

- a. Any form of ragging or eve-teasing
- b. Causing disturbance by noisy and unruly behaviour.
- c. Causing damages to the property of the Institution.
- d. Punctuality is a prime consideration and those who are late will not be allowed into classes.
- e. Any kind of inducement to any employee of the Institution expecting undue favour.
- f. Displaying any poster or distributing any pamphlet inside the campus of the Institution without the approval of the authorities.

7. DRESS AND IDENTITY CARD

- a. Every student shall wear a decent dress.
- 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.

8. USE OF ALCOHOL AND DRUGS

Possession and Consumption of alcohol, chewing gums, paan, smoking and illicit drugs inside the premises of Institution is prohibited and liable for punishment.

9. POLITICAL ACTIVITY

Political activity of any form inside the campuses is punishable.

10. DEMONSTRATIONS AND STRIKES

Students shall not

- a. Indulge in demonstrations and strikes.
- b. 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.

11. JOINING ASSOCIATIONS

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 Institution.

12. COLLECTION OF FUNDS

Students shall not raise any fund or make any collection in cash or kind without the prior consent of the authority.

13. CONNECTION WITH PRESS / RADIO / TELEVISION ANY OTHER MEDIA

Students are not permitted to give press/media release without the prior permission of the authorities.

14. PUNISHMENT AND DISCIPLINARY AUTHORITY

No student shall be punished without giving him/her a reasonable opportunity of being heard by the authorities.

DIRECTOR

CODE OF CONDUCT FOR THE TEACHING STAFF

The Code is intended to encourage the staff to adopt an informed approach to their teaching and its contexts and to reflect on the good and correct practices as professional teachers. Staff shall endeavour to be a role model and shall act within the community in a manner which enhances the prestige of the profession and the Institution and as a whole up to the expectation of the stakeholders.

Members of the Teaching Profession shall:

1. PROFESSIONAL INTEGRITY

- a. Base their relationship with students on mutual trust and respect
- b. Have concern for the safety and wellbeing of students under their responsibility
- c. Respect the uniqueness and diversity of the learning community they are part of
- d. Work in a collaborative manner with colleagues and other professionals
- e. Develop and maintain good relationships with the management, parents, guardians and other stakeholders
- f. Act with honesty, integrity and fairness, and avoid biased behaviour
- g. Be in their respective classes on time
- h. Take responsibility for maintaining the quality of their professional practice
- i. Uphold public trust and confidence in the teaching profession
- j. Create learning experiences which engage, motivate and challenge students in an inclusive setting with a lifelong learning perspective
- k. Comply with policies and procedures issued at college or national education level, regarding the use of property, facilities, finances and ICT in their educational setting;
- l. Conduct assessment and examination-related tasks with integrity and in compliance with official regulations and procedures
- m. Represent themselves, their experience, professional position and qualifications honestly
- n. Only disclose confidential information within the parameters allowed by legislation
- o. Actively participate in the programmes organised by the College
- p. Dress in a manner that is appropriate for an academic environment.
- q. Wear their identity cards on the campus.
- r. Not participate in any academic, religious or cultural activity of the College under the influence of alcohol or other drugs.

2. PROFESSIONAL RELATIONSHIPS WITH STUDENTS

- a. Maintain professional ethics whilst inside and outside the College
- b. Avoid inappropriate communication via any form of media and any inappropriate relationship with students
- c. Maintain decorum while handling students of opposite sex
- d. Be duty bound and maintain a professional distance from the students
- e. Refrain from taking advantage of professional relationships with students for their own personal benefit, including by giving private tuition or who are under their administrative responsibility, against payment, whether monetary or in kind

- f. Conduct pastoral interventions with students professionally and behave in keeping with their unique position of trust and status as role models;
- g. Act appropriately towards students exercising care in their language, gestures and attitudes, ensuring that they do not act in such a manner that is embarrassing or disparaging and ensuring that they do not use abusive language or offensive names or make inappropriate remarks

3. RESPECTING THE UNIQUENESS AND DIVERSITY OF STUDENTS

- a. Demonstrate respect for diversity, maintain fairness and promote equality irrespective of gender, race, religion, sexual orientation, appearance, age, language or different needs or abilities
- b. Keep abreast of the latest rules and regulations framed by the government, both central and state, towards students' protection
- c. Maintain an up to date knowledge of guidelines issued nationally, by the UGC and the State Government, education authorities in so far as these concern their personal and professional conduct
- d. Contribute to the creation of a fair and inclusive collegiate environment by addressing discrimination, stereotyping and bullying
- e. Identify and refer to the competent authorities any issues that might impact on students' welfare at the earliest possible stage

4. RELATIONSHIP WITH COLLEAGUES, PARENTS, GUARDIANS

- a. Work in a collegiate and cooperative manner with colleagues and other professionals who work in multidisciplinary teams officially recognised by the college authorities
- b. Respect, support and collaborate with colleagues both in matters concerning the education of students as well as in maintaining relations with colleagues in the highest standards of professional courtesy
- c. Be prepared to help junior colleagues and those in training and induction in all possible ways
- d. Respect the authority of senior professional colleagues while retaining the right to express professional opinion and dissent
- e. Not reprimand, censure, rebuke or criticize any colleague, or any other member of the teaching profession, in the presence of students or in public
- f. Refrain from making public statements which bring the profession into disrepute
- g. Engage and work positively with the parents of students, as far as possible, in an open and respectful way
- h. Ensure that their communications with parents, students and colleagues comply with those policies and procedures issued at college, as well as those educational policies and procedures issued at national level
- i. Demonstrate respect for diversity when dealing with colleagues, parents, guardians or careers in their capacity as partners in the educative process
- j. Make every effort to encourage parents, guardians and careers to interest themselves actively in the education and welfare of students in their care

5. KEEP THEIR PROFESSIONAL KNOWLEDGE AND PRACTICE UP TO DATE

- a. Maintain high standards of practice in relation to teaching and learning, classroom management, planning, monitoring, assessment and reporting
- b. Keep their professional knowledge and skills updated throughout their teaching career
- c. Keep updated their knowledge of relevant guidelines and educational developments in their teaching post and role and in relation to teaching in general
- d. Reflect upon and evaluate their practice as part of their continuing professional development
- e. Be open and respond positively to constructive feedback regarding their teaching practices
- f. Seek support, advice and guidance wherever necessary.

6. WORKLOAD NORMS, LEAVE AND RESIGNATION

- a. The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College.
- b. A relaxation of workload may, however, be given to Professors who are actively involved in administration and extension activities.
- c. A minimum of six hours per week may have to be allocated for research activities of a professor.
- d. One day casual leave per month is allowed. If extra leave is taken, it will be considered as leave on loss of pay (LOP). Leave letter approved by HOD has to be submitted in the CL drop box kept in the office at least one day in advance along with reliever signature who will be responsible for the work on that day.
- e. There is a provision to come late to the College or to go earlier before working hours by one hour in the name "Permission" restricted to two per month.
- f. In case, if the services of a faculty member are not satisfactory, the Principal reserves the right to terminate that faculty member with one month's notice.
- g. If the faculty member is found to behave in unlawful manner, the Principal reserves the right to terminate that faculty member even without prior notice.
- h. For proper resignation, three months notice have to be submitted to the Principal through the concerned HoD after completion of two years of satisfactory continuous service. Submission of 3 months notice will be allowed only at the end of an academic year, i.e. on or before 31st January. Faculty members will not be relieved during the working days in a semester under any circumstances. Violating the rule will levy a penalty of three months gross salary to the College.
- i. Faculty member submitted three months notice shall be provisionally relieved after three months. However, he / she should come and coach the students on all the days allotted by the HoD. Refusing to coach the students may lead to refusal for proper relieving.
- j. Official relieving and all the certificates shall be given only after satisfactory completion of coaching class, revision, valuation of test/model exam, submission of feedback of AU exam and submission of all the records and documents responsible during their tenure, for the benefit of the students.

- k. Service certificate shall be given based on the satisfactory service in IGI. Minimum two years of satisfactory service is required. Violating any of the IGI rules may lead to refusal of service certificate even if it is more than two years of service in IGI.

7. RESEARCH VISION AND STRATEGY

Research is an integral part of a faculty, working in Indra Ganesan Institutions, Tiruchirappalli, irrespective of any discipline under which he/ she teaches. Quality teaching comes from quality research, which promotes nation building. Keeping this in mind, the College continuously strives and creates necessary ambiance through infrastructure, computation and supportive features to enable its faculty to contribute quality research work.

a. The objectives are:

- to encourage and support socially relevant, economically sound and need based research coupled with human values through collaborative endeavour among faculty and students from various departments/ schools
- to promote multidisciplinary research across the established schools in arts, languages, commerce, Engineering, management, computations, social sciences, basic and applied areas of sciences
- to network with larger community; viz. industries, universities, and other institutions of higher learning to spread the vision-mission values of Indra Ganesan Institutions.

b. Strategy:

- All the Research Centers of Indra Ganesan Institutions recognised by the parent University are encouraged to carry out the research work by promoting research as one of the thrust areas of the department / school from PG Curriculum
- Providing optimal facilities to the registered scholars to carry out the research work with good ambiance.
- Strictly adhering to rules and regulations prescribed by the parent university
- Faculty are encouraged to write projects, seeking funds from funding agencies and allowed to operate the same without any infringement either from the department or from the management
- For writing a project, every member is permitted to use the infrastructure and stationery supplied from the college.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Every employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a member of the Institutions.
2. No employee shall take part in any act or movement to bring the Institutions into disrepute. It shall be the duty of every employee to honour the confidence reposed in employee by the Institutions and not to divulge any information obtained by employee in the course of employee's official duties to outsiders or to make any use of which would be improper.
3. No employee shall indulge in any criticism of the Institution administration.
4. No employee shall associate himself/herself with or take active part in politics. The Management's decision on this aspect of an employee's conduct shall be final.
5. The Management reserves the right to frame suitable rules and amend or add to them.
6. No employee shall, except with the previous sanction of the Institution or of any authority or officer empowered by them in this behalf, or in the bonafide discharge of his/her duties contribute any article or write any letter either unanimously or in his/her own name or in the name of any other person to any newspaper or other Periodical Publications.
7. No employee shall be a member of, or be otherwise associated with any organization, which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatsoever, disharmony or feelings of enmity, hatred or ill will between different religious, race, language or regional groups or castes or communities.
8. No employee shall indulge in any act of sexual harassment in the work place.
9. No employee shall be found drunk or under the influence of liquor or any intoxicating substances in the work place.
10. There should not be any discrimination among the Administrative and the Teaching staff, and they should treat each other as equal partners in a cooperative undertaking within the Institutions.
11. Staff working in the College office or in the departments should remain on Duty during College working hours. They are advised to report for duty at least 10 minutes in advance.
12. Staff will carry out their duties as instructed by the authorities to whom they are attached.
13. Any loss or damage to any article in the Lab should be informed to the Head / In-charge immediately. A register should be maintained with regard to the damage caused.
14. As per the direction of the HOD, the amount shall be collected through college office for articles damaged by the students by the respective lab in-charge.
15. Only disclose confidential information within the parameters allowed by legislation
16. All the staff should actively participate in the programmes and functions organised by the College.
17. The staff should dress in a manner that is appropriate for an academic environment.
18. The staff should wear their identity cards on the campus.