

## CODE OF ETHICS



**Cauvery College for Women (Autonomous)**

**Nationally Accredited (III Cycle) with "A" Grade with CGPA3. 41/4**

**by NAAC ISO 9001:2015 Certified**

**Cauvery College Road, Annamalainagar, Tiruchirappalli - 620 018.**

**Phone: 0431 - 2751232, 4219600 Mob: 94871 39886**

**Website: [www.cauverycollege.ac.in](http://www.cauverycollege.ac.in)**

**Email: [principal@cauverycollege.ac.in](mailto:principal@cauverycollege.ac.in)**

**Recognized as per G.O.No.1298 dt. 1.10.1984 Tamil Nadu**

**Affiliated to Bharathidasan University, Trichy.**

## THE VISION

Our vision is to promote Academic Excellence, inculcate qualities of Competence, Confidence and Excellence for Employability and develop into Self Reliant individuals.

## THE MISSION

- To impart higher education to women students from local and rural areas.
- To inculcate knowledge of higher order and to instill a scientific approach in the students about information technology.
- To make our wards aware of Entrepreneurial Development.
- To impart skills to the level of excellence and thus present a value system in the youth entrusted to us.

## THE OBJECTIVES

- To empower students to participate in social, cultural and economic spheres and contribute positively to the upliftment of the society.
- To promote academic excellence by adopting customized learner focused / centred methodologies.
- To develop to be self-reliant and competent women by tapping and nurturing their potential through curricular and extracurricular activities.
- To provide skilled manpower by imparting an in-depth knowledge and keeping abreast with changing trends in technology.
- To inculcate the spirit of nationalism, uprightness and self-confidence enabling them to become responsible members of the society and useful citizens of the nation
- Punctual and regular attendance for classes is required.
- No student will be allowed to absent herself from college without prior information, for which she must apply in advance, stating explicit reasons for her absence.
- The leave application should be submitted to the Principal in proper form, stating clearly the reason for absence. The leave application must contain the name, class and roll number of the absentee and must be countersigned by the parent or guardian or hostel warden and the Head of the Department.
- In case, of unavoidable circumstances, an application of leave should be submitted without delay on the first day of return to the college.
- A student absent without permission during any hour of the day will be marked absent for the entire day. Leave of absence for a particular hour may be obtained from the Principal through the Lecturer-in- Charge.
- Leave will not be granted during working hours for the purpose of meeting parents, guardians, relatives or friends.
- A student entering late to the college after the assembly will present herself to the office where she will receive a late chit. The office will keep a record of late comers and late comers will be fined.
- The annual certificate of attendance required for the End Semester Examination will in no case be granted unless,
  - i. the Principal is satisfied with the student's progress and finds the conduct to be satisfactory.
  - ii. the student has attended 75% working days in each semester.



  
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## Good Manners and Behaviour

- Protocol is to be observed at all times in the following order - Management, Faculty, Senior Students. Students should always be respectful towards their superiors and be polite and courteous to all.
- Students should greet the members of the Management, Principal and the other Superiors as well as the Members of the Faculty when they meet them for the first time during the day, and should step aside to let them pass by.
- When faculty members or visitors enter the class room all students should stand and greet them; they must not sit down unless asked to do so. Likewise, students should stand when the visitor leaves the class room.
- When attending a class or a meeting of the College Association, students are expected to maintain decorum. Modesty shall be the hallmark of the student's manner of dressing within the campus. Students should wear clean, decent clothes that conform to the rule of modesty.
- Cleanliness of the college building and surroundings should be the personal responsibility of every student. Therefore, no marks should be made on the walls or desks, no paper or ink should be thrown on the floor / walls. The campus is a plastic free zone and littering is strictly prohibited.
- Students are required to spend their leisure hours in the reading room or in the library or in the fitness room. They should not hang around anywhere in the college campus or disturb other classes.
- Students are expected to convey an exemplary example of themselves, even outside the college campus so as to safeguard the good reputation of the college.
- Students are expected to see notice boards and the official college website regularly



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## COLLEGE HOSTEL

### Rules and Regulations

The On Campus resident experience helps students from diverse backgrounds to acquaint themselves with each other and imbibe themselves with new ideas and values. Hostel residents are expected to adhere to the rules and regulations and also respect the cultural values, customs and traditions of other hostel mates. The On Campus residence facility is available only for the students of the College, who are enrolled for the year of study.

### Admission & Allotment:

1. A student seeking admission to the hostel shall submit her application to the Principal / Warden countersigned by her parent or guardian. The Management / Principal reserve the right to refuse admission to a student into the college hostel.
2. Current students studying at Cauvery College for Women alone are eligible to be admitted into the Hostel. Admissions to the Hostel will be made every year. However, senior students who have resided previously in the hostel will be given preference.
3. Application forms can be received from the College Hostel Office.
4. After scrutiny and sanction for admission, the students have to pay the Hostel deposit and fees prescribed by the Management before admission.
5. The second Sunday of every month will be the visitor's day. Visiting the ward is not allowed on other days.
6. Allotment of room shall be made by the Warden at the beginning of each year and inmates shall not change their rooms.
7. Warden may re-allot the rooms at any time without assigning reasons.
8. No member shall be allowed to withdraw from the hostel before the end of the year except with the approval of the Warden / Management.
9. Details of payment of boarding charges are as follows:
  - (i) Pay before 15th of every month without fine.
  - (ii) A fine of Rs.5/- per day in addition to the mess bill will be collected till 20th of every month i.e. (16-20)
  - (iii) A fine of Rs.10/- per day in addition to the mess bill will be collected thereafter till the payment is made.
  - (iv) Boarding charges should be paid not later than the last day of the month; otherwise, the student will be removed from the hostel.
10. Leave of absence from the hostel should be obtained invariably from the Warden through the House Keepers concerned. No reduction will be made in mess charges for absence of 5 days and less. If the student is absent for more than 5 days consecutively in the same month a reduction will be made for each day in excess. The application for such leave is to be given to the Warden before 25th of every month through the House Keeper. Students who are sick should stay only in the room provided for this purpose.
11. If a student is absent continuously for more than 15 days in any of the particular month with the permission of the Warden, her boarding charges will be calculated for the actual number of days she has dined in the hostel, during the month. Benefit of this rule cannot be claimed by members whose continuous absence extends from that month to the succeeding month.



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### Hostel Rules:

Strict adherence to the rules specified below is compulsory on the part of every resident student. Disobedience of the rules or any misconduct will result in the removal of the students from the Hostel.

1. The duties and responsibilities, if any, given to them are to be executed in good faith and sincerity.
2. Any grievance or complaint should be brought to the notice of Warden or Deputy Warden through House Keepers immediately.
3. The residents are not permitted to interact directly with the hostel staff.
4. Students are not permitted to wear costly materials, jewels etc, and they should not have large amount of cash with them. It is the responsibility of the individuals to keep their articles safely.
5. The students are not permitted to use tape recorders, transistors, heaters, fans, iron boxes etc., Violators of the rule, will be expelled from the Hostel and College.
6. Use of any electronic gadgets to take photos, selfies and taking videos in the hostel is strictly prohibited. Disciplinary and legal action will be initiated against such students.
7. Inmates are not permitted to entertain day-scholars, friends and others inside the rooms. Inmates must not invite guests to dine / have food in the hostel mess.
8. Newspapers, Magazines, play materials and other articles should not be taken out of the common reading room cum recreation hall.
9. Residents feeling sick should immediately report the matter to the Warden and should not take any medicine on their own.
10. Residents shall not enter the kitchen. They shall sit in the dining hall in the order in which they enter in. They are supposed to adopt a considerate attitude towards the cook and other hostel staff.
11. No Resident shall disfigure the walls and doors or cause any damage to any hostel property. Any such damage shall be reported to the Warden at once and the expenditure will be recovered from the concerned residents.
12. No notice or printed images and electronic media shall be displayed or circulated in the hostel premises.
13. If rooms are found locked or empty with lights on, all the inmates of the rooms will be held jointly responsible and a fine of Rs.5/- per day will be charged.
14. Outsiders should not be invited to any function in the Hostel.
15. Residents shall not remove or exchange furniture allotted to them.



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16. Violent discussion and disputes should strictly be avoided. No Resident shall ever participate in any political, communal or anti-social activities. They shall not organise, convene or hold meeting in or outside the hostel premises without previous permission of the Warden.
17. Arrangements are made for the despatch of letters and the incoming messages through the Warden. Inmates may use the service of the Dobhi for washing clothes at a nominal cost. The management will not entertain any complaint of loss or damage to the clothes.
18. Routine schedule (Day - Wise)
- |          |   |          |                                |
|----------|---|----------|--------------------------------|
| 5.30 am  | - |          | Rising Bell                    |
| 6.00 am  | - |          | Coffee                         |
| 6.15 am  | - |          | Study Hour                     |
| 7.30 am  | - | 8.30 am  | - Breakfast                    |
| 10.00 am | - | 12.00 pm | - Silence Hour (Holidays only) |
| 12.00 pm | - | 1.00 pm  | - Lunch                        |
| 4.00 pm  | - |          | Evening Tiffin & Coffee        |
| 4.30 pm  | - | 5.30 pm  | - Games                        |
| 6.00 pm  | - |          | Evening Prayer                 |
| 6.30 pm  | - | 7.30 pm  | - Study Hour                   |
| 7.30 pm  | - | 8.45 pm  | - Dinner                       |
| 9.00 pm  | - |          | Night Roll Call                |
| 9.00 pm  | - | 10.15 pm | - Study Hour                   |
| 10.30 pm | - |          | Lights Off                     |
19. In case of emergency, only with prior permission of the hostel warden, the Parents or recognized guardians / Local guardian with identity card alone can meet the student concerned at the visitors' lounge.
20. Residents shall be permitted to avail "the Holidays at Home", only for the holidays as mentioned in the College Calendar. The parents or local guardians should come in-person to pick the students up from the college hostel, to take them home.



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## CODE OF CONDUCT FOR FACULTY MEMBERS

- Each faculty member must maintain absolute integrity and devotion to duty at all times.
- Each faculty member must perform all professional activities through the proper channels and cooperate with her colleagues and higher authorities.
- At all times, each faculty member must conduct herself with absolute dignity and decorum when dealing with superiors, colleagues, and students.
- Each faculty member should arrive at college neatly dressed and in accordance with the dress code.
- Faculty members must always wear their identification cards while on college grounds.
- Faculty members are not permitted to use cell phones while teaching, administering exams, or attending meetings.
- No faculty member shall be absent from duty without prior approval at any time, and any instruction issued by the competent authority in the form of circulars from time to time must be followed.
- Faculty members are expected to be on time for classes, meetings, invigilation, college functions, and National celebrations.
- Faculty members should not attempt to bring any political or outside pressure on her superior authorities in respect of service matters.
- Faculty members shall not provoke or instigate any student or staff member against other students, colleagues, or administration.
- Faculty members shall not degrade, harass, or insult any other person for any reason, or act in a manner inappropriate to the teaching profession.
- Faculty members shall not discriminate against any student on the basis of caste, creed, religion, gender, nationality, or language.
- Faculty members shall not show favouritism in the assessment of students by intentionally over- or under-marking or attempting victimisation on any grounds.
- Faculty members shall not demonstrate favouritism in assessment of students deliberately over marking, under marking or attempt at victimization on any grounds.
- Faculty members shall not show favouritism in student evaluations by deliberately over- or under-marking or attempting victimisation on any grounds.
- Faculty members are not permitted to disclose confidential information about students to anyone, nor are they permitted to disclose confidential information from Management to students.
- Faculty members are not permitted to accept fees, honoraria, gifts, or other forms of remuneration from students.
- Faculty members must respect the parental/right guardians to look after the student's best interests.
- Faculty members shall not misuse or carelessly use amenities provided by the Institution to facilitate the performance of their duties.
- Every faculty member must set a good example for her colleagues and students.



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## CODE OF CONDUCT FOR NON-TEACHING STAFF

- Non-teaching personnel should be on duty at the college from 9:00 a.m. to 5:00 p.m. They are not permitted to leave the college premises before 5:00 p.m.
- Every non-teaching employee must perform her duties meticulously and efficiently while adhering to the college's rules and regulations.
- Non-teaching staff must respect and uphold the Administration's hierarchy and carry out their duties as directed by the authorities to whom they are assigned.
- Non-teaching employees must always wear their identification cards while on the job.
- In all activities, non-teaching staff must maintain honesty, integrity, and equality.
- Non-Teaching Staff shall exercise self-discipline and deal positively with staff, students, parents and public.
- Non-teaching personnel assigned to laboratories should be in charge of laboratory cleanliness and upkeep.
- As directed by the Principal, the staff must complete any work assigned in relation to examinations conducted by the college or university.
- If a member of staff wishes to take leave, he or she must obtain prior approval. In the event of illness, a medical certificate must be presented.
- Non-teaching staff are not permitted to make personal calls or use social networking sites such as Facebook, What's app, and others during working hours.



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