



SEETHALAKSHMI RAMASWAMI COLLEGE
(Autonomous)
Affiliated to Bharathidasan University
Tiruchirappalli
Accredited with A+ by NAAC (4th Cycle)



Policy on Code of Ethics & Code of Conduct

Code of Ethics - Principal

The Principal

- Is expected to uphold professional ethics
- Is expected to strive hard for the development of the institution
- Should focus on all activities of the institution to achieve institutional vision and mission
- Should maintain inter-personal relationship
- Exhibit good administrative skills for the promotion of quality in academics and administration
- Is expected to be impartial, fair and good to all
- Should nurture team spirit
- Must not discriminate between individuals on the basis of race, caste, creed and ability
- Must keep up the image and reputation of the college
- Must not indulge in unprofessional value judgment while dealing with professional and official matters
- Must not be involved in any form of nepotism and corruption
- Must take up ownership and additional responsibility in matters related to the institution
- Should always be conscious of the human angle in any official crisis

Code of Ethics – Teachers

The Teachers should

- Respect and follow professional ethics of the noble profession and discharge their duties sincerely
- Extend cooperation to execute all the activities of the institution
- Pertaining to academics, administration, extension, co-curricular, extracurricular, community service activities etc.
- Respect authorities and maintain institutional values & culture
- Maintain good interpersonal relation with authorities, colleagues, non-teaching staff and students
- Strive hard to maintain the reputation of the department and college, in all aspects
- Train the junior colleagues to adopt to the same work culture
- Maintain effective ward system to strengthen student support services
- Maintain decency in behaviour, language and attire
- Respect the profession as it is service-oriented
- Understand responsibilities to the different stake holders and act accordingly
- Strive hard to fulfill social commitment of the institution by purposeful extension activities
- The members of the faculty are expected to set the example for the students in matters of dress, conduct and courteous behaviour.
- Always remember that a teacher is looked upon as a role model by students and society

Code of Ethics – Non-teaching Staff

- The staff is expected to discharge his / her duty in a sincere and fair manner, as per the job requirements delegated by the competent authorities, either government or management.
- The employee should keep all the matters of the institution confidential.
- The employees are expected to uphold professional ethics.
- The employees are expected to be in decent attire wearing their ID cards issued by the institution every day.
- The employee is not allowed to take up any part-time or full time job while in the service of the institution.
- If the employee's service is not up to satisfaction during contract period, due to negligence, misconduct or misbehaviour, then the management will terminate him or her in accordance with the standard norms.
- If the employee decides to submit voluntary retirement (Aided section) and resignation (Self-financed section), then prior notice or payment of three month salary is to be made respectively.

Code of Ethics – Research scholars

- Inclusion of Research Ethics as a mandatory course for all the Ph.D. and M.Phil. research scholars.
- Consistency in carrying out the research with commitment and integrity.
- Adherence of social values in research to address issues of importance, generating knowledge through new technologies or protocol.
- Ensuring honesty in all scientific communications, report preparation, results, methods and procedures, and publications.
- All the projects and research works should be original works of the students and scholars
- The Viva-voce examination is conducted by external examiners only
- Research Methodology paper which imparts research knowledge and professional ethics is included in the curriculum and is updated during curriculum revision for the PG and M.Phil. programmes
- The research topics are finalized only after a thorough analysis of the research gap by the respective department research committee.
- An elaborate literature review is made a mandatory component in the project/dissertation /thesis
- The scope for research is listed as suggestions in every project/dissertation/thesis which helps the future research scholars to identify the unexplored thrust areas.
- The submission process of the project/dissertation/thesis is scrutinized by the Research Committee
- The project/dissertation /thesis should be submitted with the plagiarism report

- The following ethics are adopted during the process of research.

1. Originality
2. Honesty
3. Objectivity
4. Integrity
5. Authenticity
6. Social responsibility
7. Competency
8. Legality
9. Plagiarism

Code of Conduct – Students

- Students are expected to conduct themselves in such a manner as not to bring discredit to the college or to themselves.
- Students, whether on or for the premises should preserve the standard and the good traditions of the college.
- Students should wear clean and decent dress conforming to the rules of modesty. The students should wear either saree or half saree on all Fridays and important occasions.
- Students are expected to be courteous and reverential to the members of the staff, distinguished visitors and invitees to the college.
- Students are expected to be attentive and silent while attending class, meeting or any other gathering. They are requested to spend their leisure hours in the reading room or library. They should not loiter on the corridors or in the college campus and disturb classes at work.
- The cleanliness of the college buildings and surroundings should be the responsibility of every student. She should do her best to keep the class room and the college premises neat and clean.
- Perfect silent should prevail during every morning congregational prayer. Students should assemble in the common auditorium at 9.00 a.m. Late-comers should not disturb the congregation.
- The students coming after 9.30 a.m. will lose their attendance for the forenoon.
- Students are expected to read the circulars pasted on the college notice board carefully everyday in the morning as soon as they arrive and in the evening before they leave. Ignorance of any circular thus pasted will not be accepted as an excuse for failing to comply with it.
- No meeting of any kind shall be held in the college without the previous written permission obtained from the authorities.
- No notice of any kind shall be circulated among students or pasted on the notice board without obtaining a written sanction of the Principal.

- No student shall take part in political agitation directly against the authority or the government, or engage prominently in any public movement.
- Private collection of funds must not be made without the prior approval of authorities.
- Genuine grievances may be brought to the notice of the authorities by the class teachers.
- In regard to all matters not specified in the foregoing rules students shall aim at conducting themselves according to the highest standard of conduct expected of them.

Code of Conduct to be followed in the Library

- The Library is open to all members of the college.
- The Library will be kept open from 8 a.m. to 8 p.m. on all working days.
- Students can borrow two books at a time.
- Application for books shall be made in the prescribed form (can be had from the library) between 1 p.m. and 2 p.m. Books will be issued on week days between 12.30 p.m. and 3.30 p.m. and 1.30 and 5.15 p.m.
- A student is not entitled to keep books for more than a week from the date of issue and they may be renewed consecutively twice if there are no requests for them. Fine will be levied if the books are retained beyond the period allowed. The student will not be permitted to use the library till the fine is paid and the books returned. If a book is overdue by one week the libraries will report the matter to the Principal.
- No one is allowed to sub-lend the books.
- Books are to be handled with great care. Fine will be levied for mishandling of books. Students upon receiving books must examine and report to the librarian, of any damage found therein. Otherwise they will be responsible for any damage that may be detected later on.
- In the event of loss or damage to a book the person responsible shall either pay its cost or supply the library with a new copy within a fortnight.
- Books, Periodicals etc., must not be underlined, written upon, tampered with or defaced in any manner.
- The Librarian, for the purpose of cataloguing or for any other purpose may recall a book at any time even if the normal period of loan has not expired.
- The Librarian may from time to time, reserve certain books reference in the library and the book or the journal thus reserved must not be taken out of the library.
- All books must be returned to the library five days before the end of each semester.
- No Transfer Certificate or Conduct Certificate shall be issued to the students until

she returns all the books and pay the dues in her name.

- Reference books may however be issued to the members of the staff for class use and they should be returned immediately after use.
- Periodicals should not be removed from the library. They should be referred only within the library. Taking clipping from the journals & any other forms of mutilation of library property are strictly forbidden.
- All payments including fines shall be made to the librarian who shall receipt for the money taken.
- Strict silence must be observed in and around the library.
- The students can avail the benefits of “Earn While You Learn Scheme” in the library
- With the approval of the Principal deserving students can borrow books from the Book Bank in the library.



PRINCIPAL
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