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## CODE OF ETHICS

### Policy

The purpose of the Code of Ethics in Dr. N.G.P. Arts and Science College is to provide standards for behavior that are aligned with the institution's Mission and Values.

### I. PROFESSIONAL ETHICS OF TEACHING STAFF

#### OBJECTIVE:

1. To be the effective role model to Student community
2. Responsible for conduct of academic curriculum with high standard of teaching, training, effective administration and development of the department, in line with the Institution's Vision & Mission.

#### A . GENERAL REGULATIONS:

1. The Faculties are expected to create an environment which emphasizes team work.
2. Preparation of lecture schedule for the semester and submission to the HoD for approval prior to the commencement of classes.
3. Completion of syllabi effectively within the available working days.
4. Monitoring the attendance of the classes being handled and submit attendance reports
5. Completion of online attendance on the same day.
6. Supporting the examination cell in preparing CIA question papers in Outcome Based Education (OBE) to conduct tests and submit test results to the HoD.
7. Volunteering and taking active part in all the activities of the department and college to facilitate the overall growth of the institution.
8. Maintaining discipline applicable for students.
9. Regular updation of logbook.
10. Encouraging the students to participate in curricular, co-curricular, student development programmes and other clubs.
11. Attending the need-based duties assigned by the HoD / Dean / Principal.
12. The Faculty shall be at their workplace (Classrooms and Labs) at least 5 minutes before their



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reporting time.

13. If anyone leaves the College premises during working hours shall seek necessary permission from HoD and register their absence in the movement register.
14. The Faculty shall compulsorily wear the College ID and be in the prescribed dress code in the College premises.
15. The Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HoD / Dean – Student Affairs / Principal.
16. The Faculty shall not carry mobile phones during instructional hours.
17. The Faculties are permitted to use the mobile phones inside the staff room only.
18. The Faculty should communicate with students only in English.
19. The Faculty should receive the documents for the assigned tasks from the HoD and in turn should hand over the documents to the HoD at the time of leaving.
20. The Faculty are expected to update their knowledge by attending seminars / workshops / conference, after obtaining prior permission through proper channel.
21. The Faculty should publish text books, research papers in reputed International / Indian Journals / Conferences as per the research guidelines given by the Institution.
22. The Faculty should adopt new and emerging teaching methodologies with prior approval.
23. The internal evaluation of the Faculty will be done based on Institutional Performance Appraisal Index annually for career enhancement.
24. The Faculty are expected to follow the rules and regulations of the Institution as prevalent from time to time.
25. Any requirement for approval should be through proper channel such as HoD / Dean / Principal.

## **B. REGULATIONS IN THE DEPARTMENT**

1. The Faculty should share any official queries only with HoD and proceed for further actions.

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2. The subject allotment and work load will be finalized by the HoD after taking into account the Faculty's willingness and area of specialization.
3. In addition to the teaching, the Faculty should take additional responsibilities as assigned by HoD / Dean / Principal in academic, co-curricular and extracurricular activities.
4. Whenever a Faculty intends to take leave, the Faculty should get the leave sanctioned a day prior in advance and with proper alternate arrangements made for class / lab / invigilation.
5. If the adjusted class is unattended, the Faculty who is on leave is responsible and it will be viewed seriously.
6. In case of emergency, the Faculty is allowed to take 2 phone leave per semester with the proper adjustments. And also the HoD and class advisor must be informed with an appropriate alternate arrangements made.
7. If any irregularities in the class, it should be brought to the knowledge of the Class Advisor / HoD / Dean – Student Affairs.
8. To carry out the administrative work of the department and assist the HoD in preparation of department budget.

### **C. REGULATIONS IN THE CLASS ROOM**

1. The Faculty should have a good control of students.
2. Regulating classroom for the first 2 minutes of each hour in all aspects such as monitoring the dress code, cleanliness of the class room and the seating arrangements are mandatory.
3. The Faculty should get the lesson plan approved by HoD.
4. The teaching Faculty has to get verified their log book by HoD once in a month and submit it to the concerned committee for the audit.
5. The Faculty should engage the class for 60 minutes without any deviation.
6. Attendance should never be handled by Students in any case.
7. The usage of various ICT enabled teaching methodologies should be documented properly.
8. The documentation of the conduct of remedial classes for slow learners through respective I-

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Can club of the Faculty should be done properly.

9. The Faculty should regularly visit library and read the latest journals / magazines in the respective specialization to keep updated.
10. The Faculty should be very much available for doubt clearance.
11. The Faculty should motivate the students and bring out the creativity and hidden talents among them.
12. The Faculty should never be biased in any aspect.
13. The Faculty should be highly professional in approaching the Students. While counseling the students, both the genders of the staff shall be present.

#### **D. REGULATIONS FOR CLASS ADVISOR**

1. The class advisor must update the student's personal file and counseling record regularly.
2. To ensure that every student is well supported to fulfill their learning potential.
3. Monitoring the progress and quality of students, appraise them and coordinate the PTA meets along with the college committee.
4. Encouraging the students to learn beyond the syllabi contents.
5. Motivating the students to complete on line certifications through MOOC.
6. Giving awareness to students about the rules of attendance, Industrial Visits, sports, leave policies etc.,
7. Maintaining the student discipline in the class as per the existing institutional policies.
8. To execute an effective induction programme, job oriented and value-added courses for students in consultation with HoD.
9. To be the academic leader of the designated class in the Department.
10. Arranging the industrial visits for students to improve their learning experience in consultation with HoD.
11. Creating the awareness on Outcome Based Education (OBE) among Students.
12. Responsible to show the increment in the results of the respective class.

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13. Encouraging the students to participate in technical competitions conducted outside the college.
14. Responsible to motivate the students to go for filing patents and copy rights.
15. Encouraging the students to take part in academics, sports, research, product developments and extracurricular activities.
16. The awareness on government policies such as Clean India, Make in India, Digital India should be given to Students.
17. Coordinating any other duty, the HoD / Dean assigns.

### **E. REGULATIONS FOR RESEARCH & DEVELOPMENT**

1. Individual Faculty should submit one research proposal per semester to internal / external funding agencies.
2. Individual Faculty should publish 3 research paper / review article / short communication per year.
3. The Faculty is encouraged to author chapters in book or text book by National publishers.
4. Individual Faculty should participate in two National and one International (conference, seminars, symposiums & workshop) per year, and publish their research findings in event proceedings.
5. The Faculty should motivate students to take up patentable research projects.
6. Individual Faculty should file one patent (National/ International) per year.
7. Individual Faculty should encash their academic achievements in terms of recognitions and awards.
8. The Faculty can induct a professor of national or international repute with their department to contribute in funded projects or publications with our institutional affiliation.
9. The Faculty should provide two consultancy services per year in their competent field.
10. The Faculty should register with research domains such as Vidwan, Researcher ID, ORCID and SCOPUS portals, and receive a unique ID with Dr. NGPASC affiliation.

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11. The Faculty who is currently registered or pursuing M.Phil./Ph. D. degree programmes under internal or external guides should cite Dr. N.G.P. Arts and Science College affiliation in all their research publications and communications.

## **II. ROLES AND RESPONSIBILITIES OF HEAD OF THE DEPARTMENT**

**Responsible for the effective administration, conduct of academic curriculum and development of the department in line with the organizational goals and objectives.**

### **A. GENERAL REGULATIONS**

1. Ensuring the smooth and effective functioning of the Department and sole responsible for all the staff and students in the department.
2. Conducting periodic meetings for Faculty/ Non-Teaching Staff. The meeting minutes is recorded and the progress of the previous meeting should be discussed and recorded.
3. Finalizing the objectives and action plans of the departments in consultation with the Faculty and execute the same.
4. Planning and coordinating the Faculty requirement of the department in line with the academic plans on an annual basis.
5. Planning and procuring to maintain the infrastructure and other facilities of the department.
6. Monitoring the timetable for the department staff and ensure completion of teaching schedules as per norms.
7. Responsible to identify the Faculty in charge for various activities of the department and hand over the respective documents to them and in turn to receive the same at the time of relieving.
8. Coordinating campus interviews in close association with the Placement Officer.
9. Planning and executing the co-curricular activities such as Seminars, Guest lecturers Industrial visits for the department for providing holistic exposure to students.
10. Identifying and sending the Faculty to an industry for a week in turn collaborating in thrust

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areas and generating the MoU.

11. To enhance Students' Internship and placement through MoUs generated.
12. Preparing documents and necessary write-ups and ensure timely submission to the IQAC and Dean office.
13. Planning and organizing need-based Faculty development programmes.
14. Responsible for performance appraisal of the staff members of the department at the end of every semester and shall arrange to conduct necessary improvement programs.
15. Responsible for organizing National / International Conference along with the related disciplines/departments.
16. Regular reporting and submission of documents to IQAC.
17. Analyzing the internal and end semester results and scheduling the remedial classes for the same.
18. Responsible for class adjustments in case of emergency leave of Faculty.
19. Responsible for monitoring and maintaining the chemical and glassware stock and proper functioning of lab instruments for science departments.
20. To focus on achieving awards as Best department in nationally and internationally.

## **B. REGULATIONS FOR RESEARCH AND DEVELOPMENT**

1. Responsible for identification of core (or) thrust research areas and motivate Faculty and students in establishing center of excellence.
2. Responsible to create the endowment through Alumni, Industry and other means.
3. Responsible for research network building between students, scholars and Faculty and supervise the directional compliance to thrust areas.
4. Responsible for the communication of events such as workshops (lecture and hands on); seminars, symposiums, invited talks, endowment lectures and renowned experts in their departments to Dean (R & D).

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5. Responsible for identification of several industries relevant to thrust areas.
6. Student exchange programmes should be planned according to identified thrust areas.
7. Responsible for initiation of MoUs between collaborating institutions, industry and individual Faculty.
8. The HoD should identify foreign universities and initiate rewarding collaborations mutually.
9. The HoD should motivate the Faculty to submit research proposal for the award of seed money and monitor the progress.
10. The HoD should motivate the Faculty to initiate interdisciplinary research activities.
11. Research projects proposals submitted by students / Faculty should be evaluated by research advisory committee constituted by Dean (R & D)/Principal for its merit.
12. Research proposals and publications should be assessed by research advisory committee constituted by Dean (R & D)/Principal for plagiarism.

### **The Student**

Every Student in the institution is encouraged and motivated to utilize every opportunity given to him/her to develop and grow as the best citizen. Dr. N.G.P. Arts and Science College expects each student to uphold the ideals and values of the institution, not only during their student days but also throughout their life. The spirit of Dr. N.G.P. Arts and Science College is truth, discipline, dedication to life service and devotion to God and one's country. It is a responsibility of each NGPian to imbibe this spirit and emulate these ideals in all their actions.

“Discipline and Dedication” is the hallmark of Dr. N.G.P. Arts and Science College and should be reflected in their character, relationships and interactions, both within the college community and in society at large. An NGPian should be sensitive, courteous, caring and compassionate in order to uphold the virtues of honesty, respect for elders and kindness towards all.

Every NGPian should apply them to be regular, systematic and concentrated study. Such



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sustained efforts will ensure that they achieve a high level of academic excellence and overall development.

**By the very fact of joining the college, students agree to observe the rules and regulations of the college.**

**The decision of the Principal shall be final in all matters of discipline and enforcement of rules.**

### **Behavior**

- Any requisition or letter by the student to the Principal should come through the Class Advisor, HOD and concerned Dean.
- Eve-teasers will be dismissed from the College.
- Students should refrain from participating in political or communal activities.
- Students are solely responsible for their own personal belongings.
- No meeting should be held in the campus without prior permission from the Principal.
- No donation should be collected from the students by any student without prior permission from the Management.
- Two wheelers and four wheelers owned by the students should be parked at the appropriate place (Vehicles parking shed).

### **Dress Code**

Every student is expected to dress simply and modestly and observe the College dress code.

Girls are permitted to wear either Sari or Salwar Kameez.

- **Sleeveless attire is not permitted**

Boys are permitted to wear properly ironed tucked – in shirt (half/full sleeve), pant with belt and black shoes with socks.



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- **Shirt should be buttoned properly**
- **T-shirt, Jeans and Casual wear are not allowed**
- **Proper hair dressing and well shaven face is mandatory**

Students should attend the assemble meeting every Friday in college uniform.

### College Uniform

**Under Graduate:** Boys – Plain black pants & Plain white shirt

Girls – Greenish blue saree.

**Post Graduate** : Boys – Grey colour pants & Plain pale ash colour shirt

Girls – Greenish blue printed saree

### Identity Card

A Photographic ID Card with Principal's Signature will be issued to the students. Students have to wear the ID Card all the time when they are in the Campus. Students should carry the ID Card at all times and they may be required to produce the ID Card for:

- Library access, laboratory, bank and other office operations.
- Admission to examination.
- Receiving scholarship, certificates, travel concessions etc. from the office.

Students who have lost their ID card may obtain the duplicate ID card on payment from the administrative office.

### Disciplinary Code

- Students should wear their ID card every day. ID cards should be produced anytime when demanded.
- Students are strictly prohibited to enter into other class rooms.
- Smoking, use of drugs or liquor is strictly prohibited inside the campus and violators will

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be dismissed with immediate effect.

- The Students shall strictly have a driving license and wear helmet (both rider and pillion passenger) when they come to the college in two wheelers.
- Students are advised not to bring valuable things like ornaments, heavy cash, electronic gadgets etc. Management is not responsible for any theft or valuables or cash inside/outside the campus.
- Absolute silence should be maintained while moving from class room to laboratory/library/auditorium and also coming back to class rooms.
- Students are forbidden from writing, scribbling, painting on the walls, desks, etc.,
- Students found guilty of damaging, destroying college property shall replace the same at their own cost.
- Littering is prohibited. Students are expected to keep the campus neat and clean.
- Students found guilty of using four language or behaving ugly towards the staff members, will be expelled from the college.
- In case, any criminal case is registered against a student by the law enforcing authorities, he/she should intimate the same within 24 hours to the Principal, failing which he/she is liable for disciplinary action leading to expulsion.
- Under Tamil Nadu Educational rules,

The Principal is empowered to inflict the following punishments in the interest of students or the institution concerned.

- I. Fine
- II. Loss of attendance
- III. Loss of term certificate
- IV. Suspension
- V. Expulsion

- The power to take disciplinary action against an erring student is inherent with the

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Principal.

- Any student found violating any of the rules and regulations of the college or found disturbing the peace in the campus as well as off the campus, will be liable for suspension

by the Head of the Institution, who has the right to dismiss the student without any explanation or refund of fee and other charges remitted.

The students should adhere to the rules and regulations that may be issued from time to time.

### Mobile Phones

**The use of cell phones is banned in the campus.** Students are not permitted to use cell phones at any time or in any place inside the college campus. Violation of this rule will result in confiscation of the phone and a fine. Confiscated phones will be returned at the end of the programme on payment of a fine, and SIM card will be returned immediately.

### III. REGULATIONS FOR VISITORS

The institution ensures the codes of ethics to be followed in the institution even by the visiting parents / vendors / others not associated directly with the institution. The following are the code of ethics for the visitors.

- Visitors using motorbikes are allowed to enter the campus only when they use a helmet.
- Visitors coming in motorbikes are not allowed to have pillion riders along with them within the campus.
- Visitors should definitely park their vehicles in the parking lot and use the pedestrian to move into the campus.
- Decent dress code should be followed by the visitors (visitors with Lungi, Night pants, Shorts / Bermudas, T-shirt etc. are not allowed inside the campus).
- Visitors are not allowed to smoke within the campus.
- Visitors are not allowed to take any form of intoxication inside the campus nor are

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they allowed after being intoxicated.

- Visitors are not allowed having baggage inside the campus that could potentially hurt others.
- Visitors are not allowed to propagate any means of cultural / social / economical pamphlets within the campus.
- Visitors are not allowed to advertise their products through pamphlets within the campus.
  - **Above regulations are not applicable for Invitees and Guests.**