

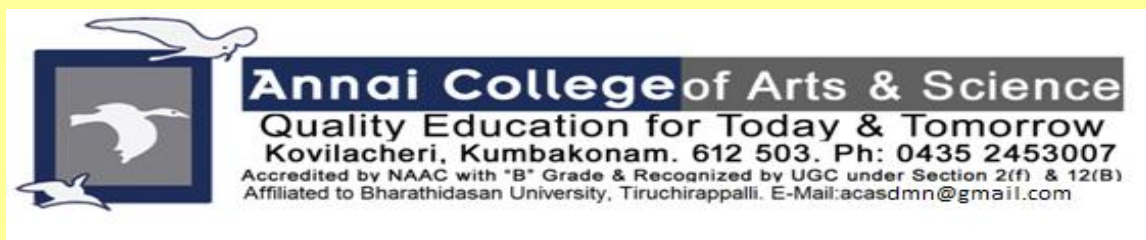
CODE OF CONDUCT HAND BOOK

FOR

STAKEHOLDERS

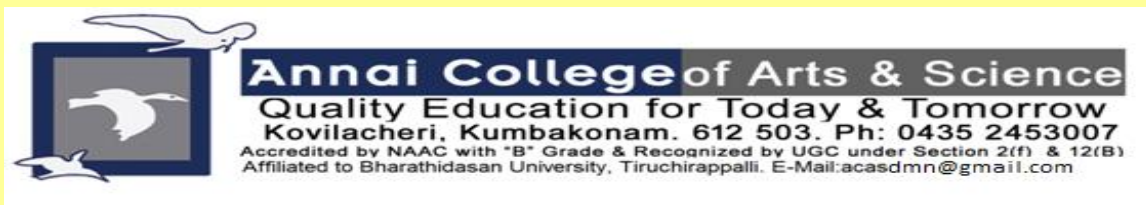


Published by
Annai College of Arts and College
2020-2021



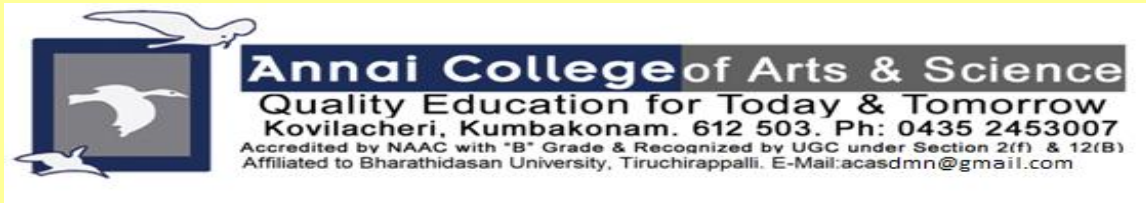
CODE OF CONDUCT HAND BOOK FOR THE STAKEHOLDERS

- **Student**
 - **Class Room and Laboratory Manners**
 - **Leave Letter, Permission & Absenteeism**
- **Teaching And Non-Teaching Staff**
- **Governing Body**
- **Administration**
- **Code of Conduct of Library**
- **Terms and Condition for Admission and Withdrawal**
- **Rules and Regulation for Internal Examination Cell.**

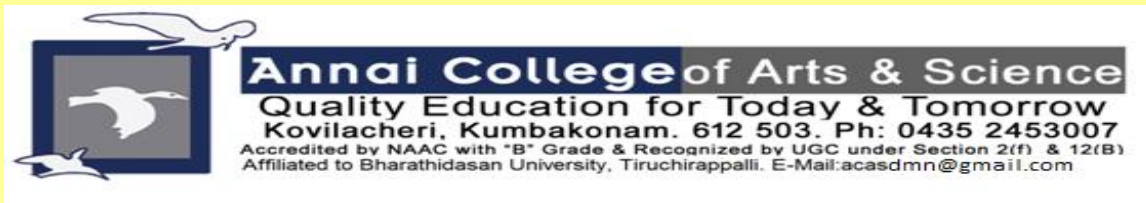


CODE OF CONDUCT FOR STUDENTS

1. Coming late to the college is a serious breach of discipline
2. To wear their identity cards as and when they enter the campus and continue to do so until they leave the campus and also during travel by the college bus with respect to those who avail the college transport facility.
3. To wear the identity card continuously displayed and not hidden, inside their shirt pockets.
4. Don't wear identity/transport ID card belonging to others and not to indulge in any malpractice that will attract severe action.
6. To get a new ID card within a week in case of lost the original ID card, from the college office.
7. No students will be allowed to go out of the Campus without prior permission from the Class In charge and Head of the Department.
6. To wear neat and tidy dress.
7. To wear formal pants and formal shirts tucked properly in case of boys, Churidhars with neatly pinned dhuppatas and Saree in case of Girls. Leggings are not allowed and Long hair should be plaited, as long as they are in the college campus.
8. Not to wear T-Shirts/ Jeans/ pencil pants and other casuals.
9. Not to wear fancy / wide belts but simple formal belts with small buckles.
10. Have to come for college with clean shaved and descent hair style.
11. Students should cultivate the habit of reading notices displayed on the college notice- boards.



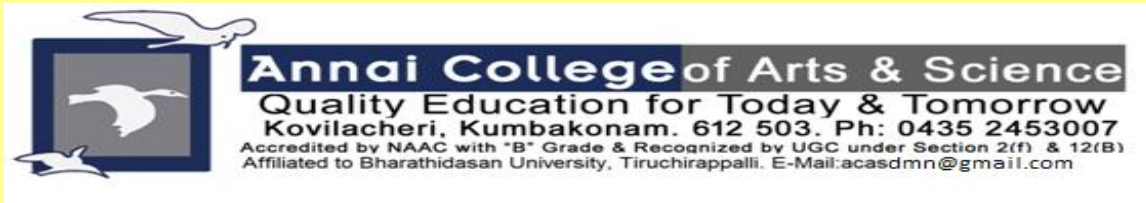
12. Smoking in the premises of the college, spitting, pasting posters, scribbling on the tables and walls are prohibited and throwing of waste paper only in dustbin.
13. Bicycles, two wheelers, cars etc., must be parked only in the parking lots meant for the purpose.
14. Any lost property found must be handed over to the Principal chamber from whom the owner can reclaim it after establishing his ownership.
15. Use of helmet is compulsory. Only riders wearing helmets will be permitted to enter the campus.
16. No student shall be a member of any organization or association not connected with the college without the prior permission of the Principal. No student shall take part in any anti-social or subversive activities. No student shall be a member of any political party nor shall he / she take part in active politics. A student contravening these rules are liable to be suspended or summarily dismissed from the college.
17. Possession and Consumption of alcohol, chewing gums, paan, smoking and illicit drugs inside the premises of University/Institutions is prohibited and liable for punishment.
18. 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.



CLASS ROOM & LABORATORY MANNERS

Students are strictly expected

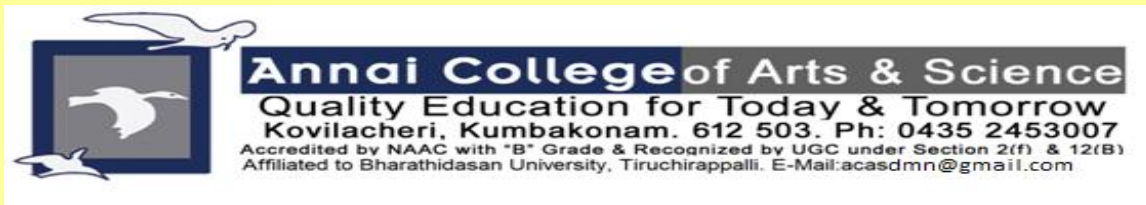
1. To be polite, dignified, neat and obedient everywhere in the campus.
2. To be seated in the lecture hall five minutes before the commencement of the class.
3. To stand up as a mark of respect when a faculty enters or leaves the class room.
4. To maintain discipline and silence inside the lecture halls and labs
5. Not to loiter outside the classroom during the lecture hours.
6. To take care of their belongings and not to bring any valuable items to the college.
7. Don't bring **MOBILE PHONE** other portable electronic gadgets to the college campus.
8. To bring and use laptops only for academic purposes.
9. To avoid chewing bubble gum, chocolate and any edible item inside the class room.
10. To submit the record of experiments (observation note) done in a practical class in the next lab class itself.
13. To avoid being irregular in lab work, thus be disallowed for the next experiment and be marked absent for the lab class.
14. Not to leave the lab until the given experiment is done and the lab class is over.
15. To be very attentive while doing their lab experiments in the lab classes.
16. All possible caution should be exercised while handling the laboratory equipments.
17. Any breakage, damage or loss to equipment should be reported to the staff concerned immediately. If the student fails to report, he will be held responsible and fined.



LEAVE LETTER, PERMISSION & ABSENTEEISM

Attendance will be taken at the beginning of every period by the respective staff handling the class. Any student who comes late to class or who is unavailable while taking the attendance will be considered absent for that session.

1. Students who come late or absent themselves for any period in the forenoon / afternoon will be treated absent for half a day.
2. Students can avail leave only after getting prior permission except for sudden sickness or Unforeseen circumstances.
3. In the case of unforeseen reasons or sickness, a leave letter signed by the parent has to be sent by courier, post or through a message to the mentor.
4. Students who require one day leave should submit a leave letter signed by the parent and obtain permission from the mentor and the class in charge at least a day prior to taking leave.
5. Students who require two or more than two days leave should submit a leave letter signed by the parent to the mentor and get the approval of the mentor, class in charge and the HOD, at least the day before availing leave
- .6. Phone messages/ fax messages requesting leave for a student will not be accepted.
7. If a student is absent for 3 cumulative working days continuously or at random in that semester without prior permission, his/her Parents will have to meet the Principal. Only then He/she will be permitted to attend the classes.
8. Leave not sanctioned will be treated as absent.
9. Students who fail to report on the re-opening day after long holidays (more than 3 holidays), have to report to the class Incharge and Mentors with parents
10. Leave letters must be submitted to the concerned class Incharge through mentor.

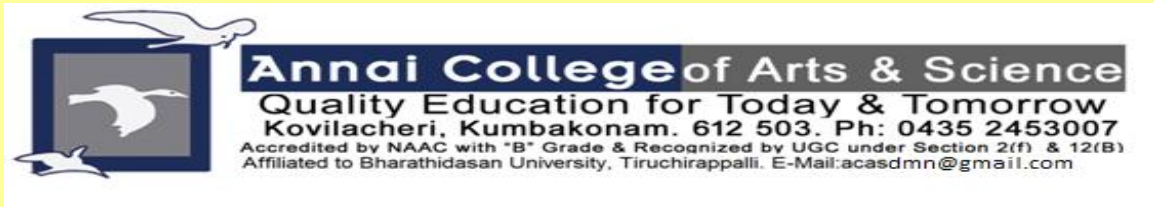


11. Students permitted to attend other than class room work as per requirement will be treated as "Present"
12. Taking leave on days adjoining / bridging declared holidays is not permitted.

CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF

The following Code of Conducts Guidance were followed by Teaching and Non-teaching staffs.

1. Every Teacher shall by principle and example, inplant in the minds of the students entrusted to his/her care, love for the Motherland.
2. Every Teacher shall be the Role model of the Students. So, every teacher should be clean and trim, and not casual and informal, while on duty. His/her dressing should be neat and dignified.
3. All Staffs should be punctual in attendance, in respect of his/her class work or any other work connected with the duties assigned to him/her by the Principal. Every Teacher shall Organize and Promote all College activities which foster a feeling of universal brotherhood among the pupils.
4. No Staffs shall be a member of any political party or carry on activities either openly or in media to support of any such party.
5. Every Teacher must be strictly impartial in his / her relations with all his/her students. He / She should be sympathetic and be helpful, particularly to the slow learners.
6. No Teacher shall indulge in or encourage any form of malpractice connected with the examination or other College activities.
7. Every Teacher should be temperate and sober in his/her habits. She/he should scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the College.



8. The Teacher should always be on alert to see that his/her students also do not involve any in-disciplinary activity.

LEAVE RULES AND WELFARE FOR THE TEACHING / NON TEACHING STAFF

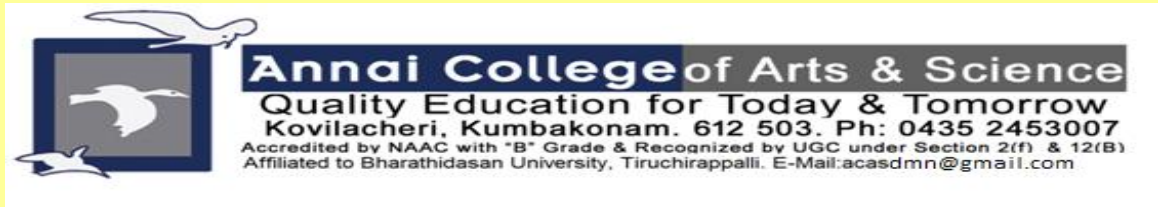
The Human resource department of our college with the recommendations from Principal and Management has introduced many staff welfare schemes. To list a few.

- University Examination results produced by the faculty is honored and rewarded with a cash Prize of Rs 1000/ paper if cent percentage result is achieved.
- Annual staff tour with the family is sponsored by the Management to encourage their commitment and dedicated service.
- Staff members are sanctioned with Rs.5000 as welfare measure at times of demise of their blood relations.

STAFF WELFARE SCHEMES

As a goodwill measure, the Management has decided to extend financial support to the employees, with children, for their school studies. A sum of Rs. 200/- per month/per children shall be sanctioned as **CHILDREN EDUCATION ALLOWANCE (CEA)** to the employees who fulfilled the following conditions.

- * CEA of Rs. 200/- shall be paid for studies from LKG to College.



- * CEA shall be paid only upto two children
- * If the spouse of an employee is working in this Institution, any one of them is eligible to draw CEA

LEAVE POLICY

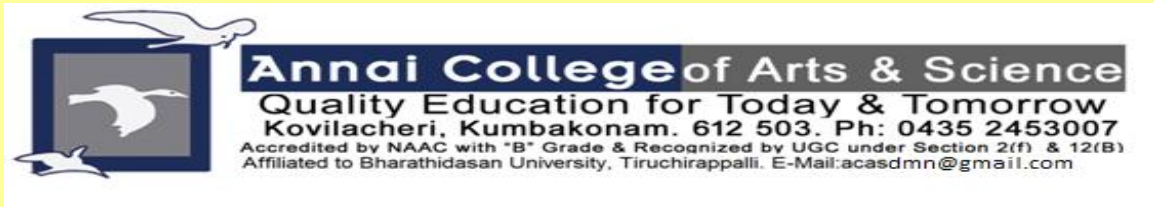
Casual Leave

All regular, full-time employees are entitled to Casual Leave of upto 12 working days in a calendar year. The leave has to be applied and approved at least one day in advance. Employee can take one CL per month and if it is not availed, it can be carried forward to the next month. The Casual Leave, if not availed for a year; it can be accumulated up to 3 years. If the CL was not availed for the entire period of three years, it can be encased as a mark of appreciation by the Management.

Maternity Leave

Female employees, who have been working in the same institution for not less than two years continuously, without any break in the service, will be eligible for 45 days of Maternity Leave and they are eligible to receive half of their salary. To facilitate alternative arrangements, application for Maternity Leave will have to be made not less than two months prior to the date of commencement of leave.

Absence from work due to miscarriage or any other illness arising out of pregnancy will not be considered as Maternity Leave but as normal medical leave.



Paternity Leave

Male Employees will be granted Paternity Leave for 4 working days. The leave should be availed within two weeks from the birth of the child. This will be applicable upto a maximum of two confinements.

Short Leave

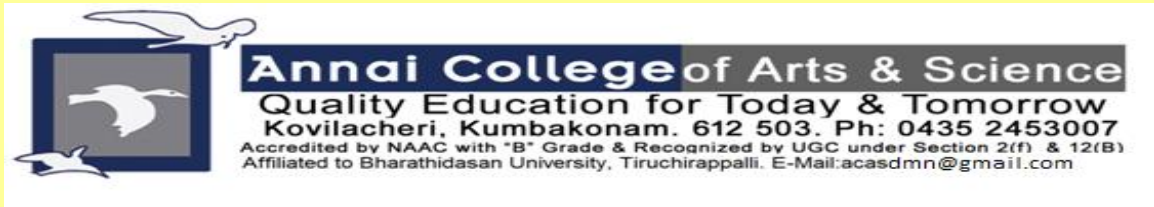
An employee can take three permissions per month for one hour, with the approval from the respective Departmental Head and Principal. More than three permissions will be considered as half-a-day leave.

Compensatory Offs

An employee who has worked on a holiday is eligible for a Compensatory Leave. However, this has to be approved by the Head of the Department, with appropriate justification for such extra work.

Scholarship for Research

In accordance with the Vision of the Management, they have allocated liberal sums of money for promoting research and encouraging innovative educational products. The liberal management has helped many researchers with financial support to pursue their Ph.D Programmes. They also pay travel fare and registration fee for participating in seminars and workshops. Similarly they also incentivize any faculty who comes up with any classroom innovation.



Marriage Leave:

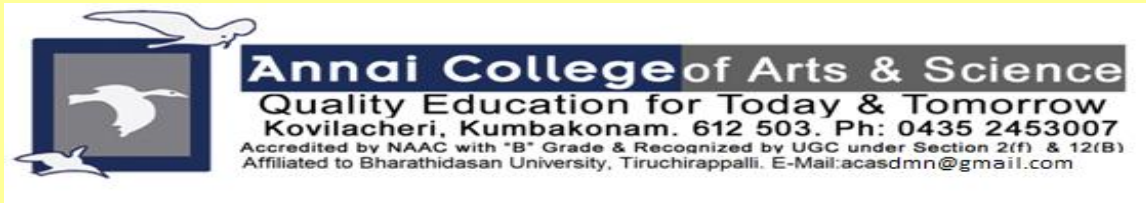
All the employees are eligible to avail five days special leave for their own marriage.

Sabbatical Leave

Sabbatical Leave is defined for 30 Days of paid leave, to undertake research or other appropriate study related to an individual's academic or professional field. Employees have to work for a year in the same institution and they have to show proper attendance with outstanding performance in order to claim this Leave. The employee will be eligible to do Ph.D only in reputed university. Sabbatical Leave can be availed by the staff when he/she agrees to continue service for three years after completing the research degree.

Training Programs

The management periodically arranges special coaching classes for the faculty members to appear for the SLET/NET examinations. Tie ups have been made with leading agencies especially for this purpose.



Code of Conduct of Governing Body

Integrity:

Honesty is expected from everyone in every situation. Even the appearance of conflict of interest will be avoided. Successful long term relationships depend on trust and open communication.

Respect for others:

Each person is treated with respect and dignity in all situations and shares the responsibility in all aspects.

Quality and Continuous Improvement:

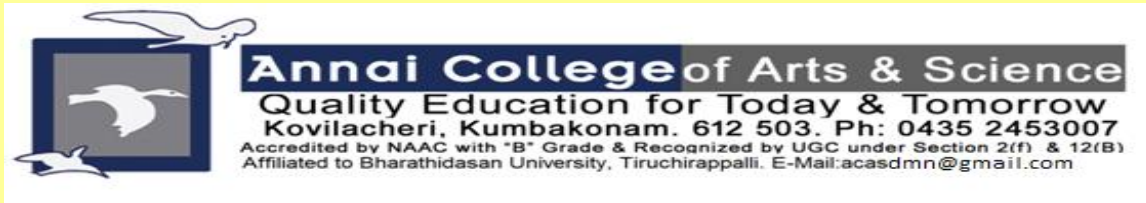
College Strives for continuous quality improvement in all areas and will measure its progress, with appropriate standards.

Student learning and student development:

College is a student centric Institution will try hard to provide educational experiences of exceptional quality for students' professional and personal development.

Institutional Integrity and Community:

Colleges continuously try for long-term relationship based on Honesty, fairness and respect by providing a safe environment that supports freedom of inquiry, protects diversity and foster a sense of well being.



Ethics:

College cultivates a learning environment that promotes responsible, principle behavior which respects the dignity of all members of the Community.

Abide by Rules:

College try to ensure that grievance redressal committee members shall respond to inquiries, requests and concerns in an appropriate and timely manner.

Quality:

Provide educational programs that lead to the acquisition of Knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership and service to the community.

To ensure program quality, the College assesses practices, policies and procedures by ongoing basis to strengthen the overall effectiveness of curriculum, instructional delivery and operations.

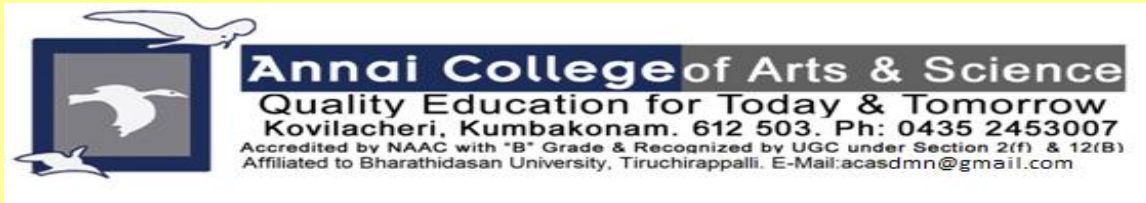
Service to Society:

College distinctly focus the service to the society through our service club like NSS, NCC , YRC, Leo club, Rotaract Club, Red Ribbon club, Nature Club and so on..

In Annai New Revolution (ANR) scheme, each student voluntarily contribute one rupee per day to educate the students who are economically in downtrodden and unable to remit tuition fees.

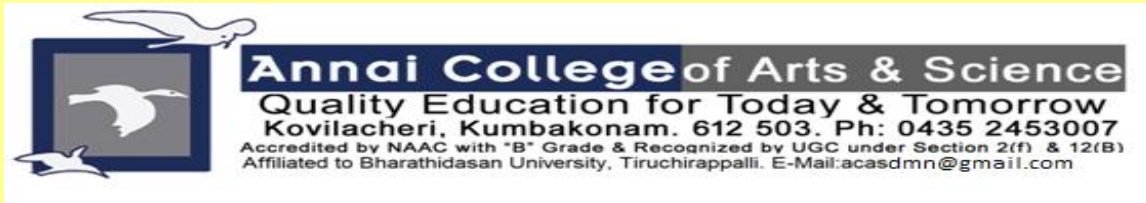
Code of Conduct for Administration:

1. The administrator should provide the effective academic and administrative leadership to the institution.
2. The principle of decentralization and participative management should be followed in the institutional practices.
3. The administrators should look after the effective implementation of e-governance in the different areas of administration.
4. The administrator should give proper representation considering social inclusiveness.
5. The college administrators shall fulfill their lawful duties and obligations to the government and institution with integrity and loyalty.
6. The administrator should ensure welfare of staff and students.
7. The administrator should strictly follow the strategy of mobilization and optimal utilization of funds.
8. The college administrators should respect the rights of the colleagues and the students while performing his duties.
9. The college administrators shall take responsible action to protect students and staff from conditions harmful to health and safety.
10. The college administrators should perform his duties in non-discriminatory manner.
11. The college administrators should maintain financial transparency and delivery.
12. The college administrators should make the utmost efforts to develop the institution in versatile manner.
13. The college administrators shall take responsible action to maintain educational ambience.
14. The college administrators should keep the interest of institute above the personal.



Terms and Conditions of Appointment:

- The Appointment of an employee will be made by a written Appointment order duly signed by the Chairman of Annai Group of Institution, stating the nature of Appointment, the emoluments and other terms and conditions of the Appointment.
- The individual should work in the Institution compulsorily for Two years. The services will be regularized only on satisfactory completion of 2 years of service in the same institution.
- No appointee should leave the institution in the middle of the academic year.
- If any appointee decides to leave the institution the appointee should give notice to the Management **3 months** in advance or else, they should remit **3 Month's Gross Salary** in lieu of such notice, before getting relieved.
- The services of the appointee shall be terminated with immediate effect as and when the misconduct or misbehavior against the staff member is substantiated by the Enquiry Committee to the notice of the management.
- At the time of appointment, i.e. before joining duty, the appointee should hand over all the qualified degree certificates in original. Otherwise, the appointment is invalid.
- In case, the above said original certificates are not readily available with them at the time of joining duty, they should remit a caution deposit of **two month's Gross salary** before joining duty. This caution deposit shall be returned as and when the original certificates are handed over to the Management. This caution deposit shall not bear **any interest**.
- The certificates shall be returned to the appointee only on termination or resignation of the job by the staff.
- If any appointee needs the original certificates for any purpose, they may get the certificates on remittance of caution deposit of **Three Month's Gross Salary** which will not bear **any interest**.



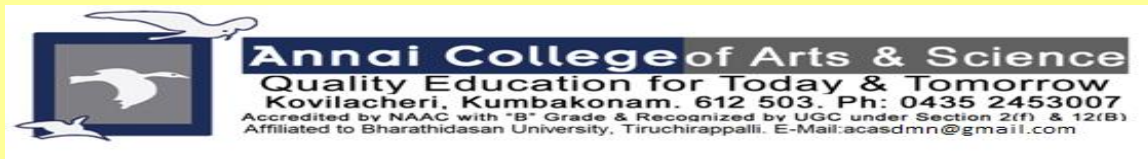
- The appointee is eligible as EPF subscriber as per the EPF rules. The individual PF contribution shall be deducted @12% of his /her Basic Pay and DA or 12% of the consolidated salary as the case may be and remitted to PF Authorities .The management will also contribute at the same rate, subject to a maximum of Rs 1800/- per appointee. The administration of P.F. is as per Govt. rules and the Management has no responsibility in this matter.

Admission and Withdrawal

1. Candidates who are admitted on the basis of qualification obtained from the other schools/universities or bodies should fully satisfy all the prescribed conditions for admission and such admissions are subject to confirmation by the College. The provisional admission is entirely at the risk of the candidate. Candidates with qualifications from other schools/universities or bodies should produce an eligibility certificate issued by the concern authority for consideration during admission.

2. Students who are found to have obtained admission by false information's will be summarily dismissed with the forfeiture of all the fees.

3. A student admitted at any time in the college should pay the whole fee for the academic year. A student who wishes to leave the college will be issued a transfer certificate, after clearing all the dues. If the student leaves the college at the end of the academic year, he will receive an attendance certificate.



Code of Conduct for College Library

The College library is housed in a magnificent building that is constructed almost in the centre of the campus, occupying a carpet area of 1,300 sq.ft. The Library is the nerve centre of knowledge and serves the students and staff members with needed information resources. The Library acts as a vital partner in the collaborative learning activities with a wide range of academic resources such as books, journals, current periodicals, back volumes, e-resources, CDs/DVDs, Question bank and institutional library membership. The library is a fully automated, barcode based system and provides a user – friendly atmosphere. The library is installed with CCTV camera.

Library Timings

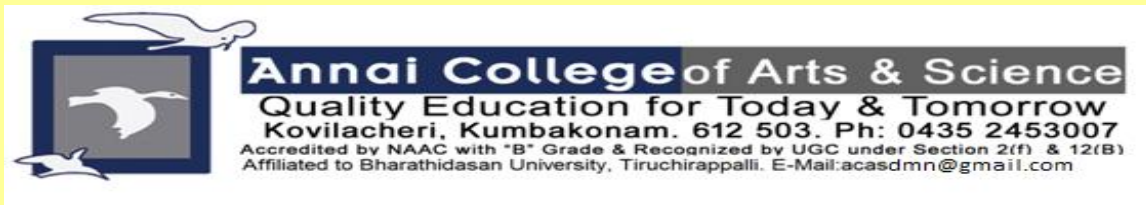
During Working Days	08:30 a.m. to 5:00 p.m
During Vacation	10:00 a.m. to 3:00 p.m.

The issue of books is regulated as follows:

- Teaching Staff: 4 Books
- Non-Teaching Staff: 2 Books
- UG Students: 2 Books
- PG Students :2

Issue and Return of Books:

- RAR Y**
1. A student is entitled to keep a book for 14 days from the date of issue. For staff members the period of issue is one semester.
 2. One renewal for a book is permitted and there is no reservations. For renewal, members must bring the book in person.
 3. Reference books, Periodicals and copies of University examination question papers will not be lent.
 4. Members on receiving books shall examine them before leaving the library and report to the In Charge, if any damage is noticed.
 5. Absence from the college will not be permitted as an excuse for delay in returning the books.



6. If a book is not returned within 28 days from the date of issue, students will not be allowed to attend the class.

Loss of Books:

Loss of books should be reported to the Librarian immediately and the person should either replace it with another good copy or pay twice the cost of the book in addition to overdue charges.

Books Reservations:

Members can reserve books and check periodically for their availability.

Code of Conduct for Internal Exam Cell

There is an Examination Cell in the college which takes responsibility to monitor all the examinations related to Continuous Internal Assessment and University Examination. Well qualified and experienced teaching faculties have been given responsibility to take care of this work.

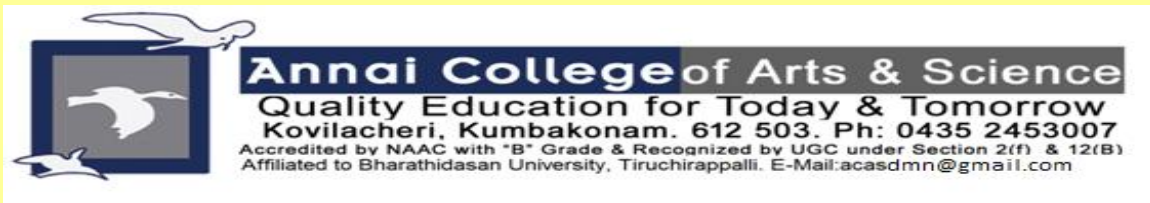
1. Examination Every semester, Two Continuous Internal Assessment Tests and Model Examinations are conducted to evaluate the students Performance. The CIA and Model exam are conducted centrally with defined time table.
2. Printed answer books for CIA and model examinations are provided to the students. Internal Assessment marks are sent to the parents through progress cards with appropriate comments on the students to the parents.



Annai College of Arts & Science
Quality Education for Today & Tomorrow
Kovilacheri, Kumbakonam. 612 503. Ph: 0435 2453007
Accredited by NAAC with "B" Grade & Recognized by UGC under Section 2(f) & 12(B)
Affiliated to Bharathidasan University, Tiruchirappalli. E-Mail: acasdmn@gmail.com

3. The academic performance is monitored by students' performance in the classrooms through Assignments, class tests, unit tests, group discussions, case study analysis and Presentations. The students' performances in University examinations (theory and Practical) are taken into consideration.
4. Result analysis of the students is monitored by the Chairman, CEO, Principal, IQAC Coordinator and HODs. Based on subject wise result analysis, suggestions to the teachers are given by the Principal.
5. Tracking student's academic progression using Progress Card and getting regular feedback from parents.
6. The results are reviewed in relation to University and neighborhood College with regard to pass percentage, number of distinctions, high and low marks other related aspects.
7. Internal Marks are allotted based on the University Rule. The mark split up are given below

S.No	Detailed for Allocation	Mark Split up
1.	Continuous Internal Assessment I & II	05 (Each Carry 2.5 marks)
2.	Model Examination	05
3.	Assignment	05
4.	Attendance	05
5.	Seminar/Class Activity	05



8. The mark split up for Attendance Weightage are given below

S.No	Detailed for Allocation	Mark Split up
1.	95% & above	5
2.	90% to 95%	4
3.	85% to 90%	3
4.	80% to 85%	2
5.	75% to 80%	1
6.	Below 75%	0