



NADAR SARASWATHI COLLEGE OF ARTS AND SCIENCE, THENI, TAMILNADU

Service to Humanity

Code of Conduct

IQAC

**NADAR SARASWATHI COLLEGE
OF ARTS & SCIENCE, THENI**

www.nscollege.org.in



Code of Conduct



NSCAS	Quality System Manual	Doc. No : QSM / I
	Responsibilities & Authorities	ISO CL. No: 5.5.1.
	Rev. No:05	Issue No : 01



Principal

Responsibility & Authority

- ❖ Formulation of strategic planning for the expeditious implementation is the responsibility.
- ❖ Principal is responsible for the conduct of all academic activities, which includes
 - a) Adhering to the norms of State Government, University and other Regulatory bodies.
 - b) To collaborate with the management in policy is making and decision making on goal achievement.
 - c) Setting priorities for short term and long-term goal.
 - d) To act as the MR of the college.
 - e) To prepare Quality System Manual and approve Quality System Procedures and documents.
 - f) To define the Quality Objectives and monitoring periodically.
 - g) To define the responsibility and authority of all teaching and non- teaching staff.
 - h) To assist the secretary in staff selection.
 - i) Controlling and direction of the effective execution of quality system in the functioning of the College.
 - j) Respond positively to all queries on the operational effectiveness of the quality system.
 - k) Standardizing and Stream lining all the procedures to implement Quality Management System.
 - l) Marching towards the Quality Policy, with prime importance to specific objectives, discipline and quality education.
 - m) Responding readily to all quality improvement programmes.
 - n) Exploring the possibilities of introduction of new courses.
 - o) Admitting students as per norms.

 Prepared By	 Approved By	Page 4 of 36
---	---	---------------------

NSCAS	Quality System Manual	Doc. No : QSM / I
	Responsibilities & Authorities	ISO CL. No: 5.5.1.
	Rev. No:05 Issue No : 01	Rev. Date : 06-07-16
<p>p) Planning and implementing various welfare measures for faculty, staff and students.</p> <p>q) Delegating H.O.Ds to accord sanction and approval for specific requirements and documents.</p> <p>r) Identifying and conducting various in-house programmes for the value addition of faculties and students.</p> <p>s) Working towards fulfilling the requirements to obtain ISO 9001, NAAC Accreditation norms and UGC norms.</p> <p>t) Establishing global contacts with industries, institutions and research & development organizations, leading to MOU.</p> <p>u) Conducting both internal and external examinations as a chief superintendent.</p> <p>v) Coordinating with the College Secretary and Hostel Secretary in managing hostel as the warden.</p> <p>w) To Conduct Management Review Meetings.</p> <p>x) To coordinate and streamline the activities of all the committees as a chief coordinator.</p> <p style="text-align: center;">Vice Principal</p> <p>Responsibility & Authority</p> <ul style="list-style-type: none"> ❖ Assists the Principal in all academic activities. ❖ Acts as a Principal in the absence of Principal. <p style="text-align: center;">HOD</p> <p>Responsibility & Authority</p> <ul style="list-style-type: none"> ❖ Affiliating the activities of faculty and the non-teaching staff in the department towards achieving the institutional goals and department objectives. Systematic, Planning and Supervision of overall activities with special reference to: <ul style="list-style-type: none"> a) Setting of time frame for syllabus coverage, internal examinations and dates for closing and reopening of semester. 		
 Prepared By	 Approved By	Page 5 of 36

NSCAS	Quality System Manual	Doc. No : QSM / I
	Responsibilities & Authorities	ISO CL. No: 5.5.1.
	Rev. No:05	Issue No : 01
		Rev. Date : 06-07-16
<p>b) Fulfill departmental requirements like staff, equipments, books, class rooms and other learning materials.</p> <p>c) Preparation and submission of annual departmental budget to the Principal.</p> <p>d) Installing, up-keeping and improving the existing laboratories.</p> <p>e) Conducting departmental staff meetings periodically.</p> <p>f) Planning, implementing and monitoring department association activities.</p> <p>g) Act as a facilitator, motivate high achievers and encourage slow learners.</p> <p>h) Explore the opportunities for staff development programmes including projects and research.</p> <p>i) Coordinate with the Principal in the administration of the College.</p> <p>j) Reporting to the Principal regularly regarding academic activities.</p> <p>k) Co-ordinate with the University in curriculum up gradation.</p> <p>l) Enroll faculty members in professional organizations.</p> <p>m) Allocate and share workload evenly among the faculty.</p> <p>n) Delegation and decentralization of staff and Power.</p> <p>o) Fix deadline for the assigned work.</p> <p>p) Identifying and offering suitable special courses to the students.</p> <p>q) Conduct class committee meeting involving student representatives.</p> <p>r) Identifying and organizing counseling programmes for the students through the Student Counselor / Tutors.</p> <p>s) Equip the faculty and students for accessibility to the National and International resource materials.</p>		
 Prepared By	 Approved By	Page 6 of 36

Theni Melapettai Hindu Nadargal Uravinmurai
NADAR SARASWATHI COLLEGE OF ARTS & SCIENCE, THENI



Accredited by NAAC with 'A' Grade
Approved under 2(f) and 12(B) Status of UGC
Permanently Affiliated to Mother Teresa Women's University, Kodaikanal
An ISO 9001:2015 Certified Institution



Rules and Regulations for the Staff Members

Staff Members are requested to follow the following rules:

1. It will be nice if you reach the College on time.
2. When you are signing in the Attendance Register maintain Silence.
3. Say "Morning Good Wishes" to each other when you enter your department every day.
Be in your Department /Lab/Library during the college time.
4. If you have forgotten to put your signature in the Attendance Register, the column will be filled as C.L. Attendance Register will be on the table only up to 09.30 a.m. in the morning and it will be replaced only at 04.00 p.m. in the evening.
5. For each semester it is compulsory to attend the college on the date of reopening and on the date of closing.
6. Every day it will be good if you enter the department first, and then you can go to the class.
7. Prepare yourself 5 Minutes before hand for going to the Class Room.
8. It will be nice if you leave the class room after the arrival of the staff member who is going to handle the class for the next hour.
9. Every Staff has to take the responsibility to take attendance in their concerned class, but it is to be regretted to make one of the students to mark the attendance in the attendance sheet, It should be strictly avoided.
10. If junior faculty members want to clarify any official / subject matter, kindly discuss the matter with your department senior faculty members.
11. Try to be in your concerned bus stops 5 minutes in advance.
12. Don't make delay in reaching the Bus during the closing hours.
13. If you happened to travel along with the students in the college bus, try to avoid unwanted talks while travelling.
14. Hostel staff members are strictly asked to be in their concerned department 5 minutes in advance both in the morning session and afternoon session.
15. Submit your class attendance sheet before 4.00 p.m.
16. Verify the syllabus of the papers which you are going to handle for each semester.
17. Submit the internal / pre-semester question papers to the HoD on time. Correct the answer papers within the stipulated time and submit the mark statements to the HoD on time.

18. Extent your co-operation at the most to the department activities and also to the general activities of the college like N.S.S. and Fine Arts week celebrations.
19. Internet facility that is available should not be misused on any account. If you are in a position to collect the necessary information related to your studies submit a permission letter to the Principal mentioning the purpose, date and time.
20. Every day before starting the lecture give some moral instructions or guidelines to the students.
21. Follow the leave Rules Strictly:
 - A. Inform in advance if you take C.L. to the HoD.
 - B. Submit your leave letter to the office in advance.
 - C. If any unexpected inconvenience happened, inform the matter to the HoD through mail.
 - D. If you are in need of Medical Leave or Marriage Leave or some educational purpose leave, it is better to inform the matter in advance to the Principal. Sanctioned after the approval by the Secretary.
 - E. For two days CL the HoD can grant the permission.
 - F. If it is more than two days you have to get the permission from the Secretary through the Principal.
 - G. Special Leave will be granted to the staff members if she persuades her higher studies in her own discipline.
 - H. On duty will be granted only for 3 days during valuation period.
 - I. Maternity leave will be sanctioned for 2 months from the date of the delivery of the child.

Resignation Rules:

22. You have to submit 2 months' notice to the secretary before your Resignation. If you happened to submit the resignation at the instant you have to submit 2 month's salary at the Office.
23. Both in the college Library and in the Department Library, you are requested to handle the books safely and return the books on time.

I abide to the above stated Rules & Regulations of our college.

Name of the Staff : _____
Signature of the Staff : _____
Designation : _____
Date : _____

Theni Melapettai Hindu Nadargal Uravinmurai
NADAR SARASWATHI COLLEGE OF ARTS & SCIENCE, THENI



Accredited by NAAC with 'A' Grade
Approved under 2(f) and 12(B) Status of UGC
Permanently Affiliated to Mother Teresa Women's University, Kodaikanal
An ISO 9001:2015 Certified Institution



Rules and Regulations for the Non – Teaching Staff Members

1. All the Non – Teaching Staff members should come to the college at 8.45 a.m. and leave the college at 5.30 p.m.
2. After finishing their concerned department work they should come and share the work in the office.
3. Inform in advance if you take CL to the concerned head if not it will be considered as loss of pay.
4. When you are taking leave, your duty/work must be adjusted with other Non – Teaching Staff.
5. Try to be in your concerned bus stop 5 minutes in advance.
6. Along with your department work you should maintain allotted bus register, get signature daily from Transport Dean.
7. In the evening every Non – Teaching staff has to take attendance for the students of your concerned bus. The bus will be left from the college campus. after taking attendance.
8. All the Saturday will be working day to the Non – Teaching staff members.
9. During the students admission and examination time your assistance for the admission work in necessary.
10. You are permitted to go to canteen during your free hours only.
11. Don't send the attender for personal necessity particularly to the canteen get the thing you yourself.
12. For any clarification on any matter on the office approach the concerned person directly rather than sending messengers.
13. Report in regard of cleanliness of the allotted area has to be reported to the concerned HoD daily.
14. You should extend your cooperation for the students service like
 - ❖ Distribution of hall tickets, and certificates.
15. Your assistance is needed during semester exam time for bus arrangement.

16. The stationery things like papers should be used for the college purpose only. On any account the stationery things should not be used for personal use.
17. Try to avoid taking your kids to the department and you should plan well in advance about the time you can be in the crèche for the child's sake.

Resignation Rules:

18. You have to submit one month's notice to the Secretary before your resignation. If you happen to submit the resignation instantly you have to pay one month salary at the office.

Kindly adhere the above said rules for the development and success of our college.

Name of the Staff : _____

Signature of the Staff : _____

Designation : _____

Date : _____