



# V.V. VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University

Re-accredited with 'A' Grade (3<sup>rd</sup> Cycle) by NAAC

VIRUDHUNAGAR - 626 001. (TAMIL NADU)



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## POLICY ON CODE OF ETHICS

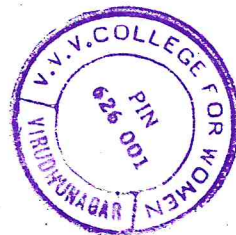
<b>Name of the Policy</b>	: Code of Ethics Policy
<b>Policy Reference Number</b>	: VVVC/IQAC/PRN/5/2023/1.0
<b>With Effect From</b>	: April 2023
<b>Responsible Office</b>	: Office of Internal Quality Assurance Cell
<b>Validity Period</b>	: 5 Years

### I. Policy Statement

Ethics are the moral principles that are internalized in day to day practice ennobling one's spirit and thought on a regular basis. The Code of Ethics policy is designed in a way that the Students, Teaching faculty, Non-teaching faculty and Academic Administrators of V.V.Vanniaperumal College for Women, Virudhunagar realize their responsibilities and discharge their respective duties true to their conscience, best of their ability and thereby uphold the morale and achieve the vision and mission of the Institution.

### II. Objectives of the Policy

- To ensure that all individuals are treated with respect and courtesy irrespective of caste, creed, religion, ethnicity, gender and socio-economic background.
- To habitualize discipline and decorum in all circumstances.
- To strengthen the value system inherent in the college for positive impact on society.
- To ensure smooth functioning of the college grounded on sound ideals.



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## PROCEDURE FOR THE FRAMING AND IMPLEMENTATION OF CODE OF ETHICS

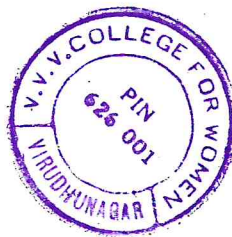
### 1. Code of conduct Principles

1.1 The Students, Teaching faculty, Non-teaching faculty and Academic Administrators of the Institution are expected to comply fully with the Institutional Code of Conduct Principles.

### 2. Integrity Monitoring Committee

- 2.1 The Integrity Monitoring Committee of the College is responsible for the Institution's strict adherence to the Code of Conduct Principles.
- 2.2 The Integrity Monitoring Committee shall bring about the required changes in the Code of Conduct Principles as and when needed to suit the trends in the Higher Education scenario.
- 2.3 If there is a violation of the prescribed Code of Conduct Principles by the student, necessary action will be taken by the Discipline Committee and the Enquiry Committee of the College.
- 2.4 Due remedial measures will be taken to reform the students by providing personal counselling and guidance through a professional counsellor in the campus.
- 2.5 In case of violation of the Code of Conduct Principles by either the Non-teaching staff or Teachers or Academic Administrators, the Managing Board shall decide upon the course of action, as demanded by the circumstance.

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### 3. Code of Conduct Principles internalized in the Institution

#### 3.1 The Students of V.V.Vanniaperumal College for Women, Virudhunagar should

- 3.1.1 Display a responsible attitude towards the welfare of the college.
- 3.1.2 Give due respect to all authorities in the college.
- 3.1.3 Wear ID cards inside the campus.
- 3.1.4 Follow the dress code prescribed by the college
- 3.1.5 Avoid engaging in personal celebrations inside the campus.
- 3.1.6 Avoid involving in anti-social activities.
- 3.1.7 Stand up in their respective class rooms and repeat the common prayer.
- 3.1.8 Be on time for all theory and practical classes.
- 3.1.9 Maintain strict discipline during the meetings organized in the college campus.
- 3.1.10 Avoid loitering in the campus during class hours.
- 3.1.11 Develop the habit of speaking in English.
- 3.1.12 Ensure proper handling of the learning resources.
- 3.1.13 Keep the campus clean and tidy.
- 3.1.14 Maintain cordial relationship with fellow students.
- 3.1.15 Avoid scribbling on walls, doors and furniture.
- 3.1.16 Nurture the green environment in the campus.
- 3.1.17 Avoid entering and leaving the campus during the working hours. Entry and exit at unusual hours shall be allowed only with the permission of the concerned authority.
- 3.1.18 Strictly avoid using mobile phones inside the College campus.
- 3.1.19 Refrain from any activity that leads to ragging of fellow students.
- 3.1.20 Follow the rules for class attendance:
  - 3.1.20.1 Attendance will be taken at the beginning of each hour.
  - 3.1.20.2 Absence during one hour will be regarded as an half a day leave.
  - 3.1.20.3 Applications for leave duly signed by the parent or guardian or Deputy Warden should be submitted to the Head of the Department before availing the leave.

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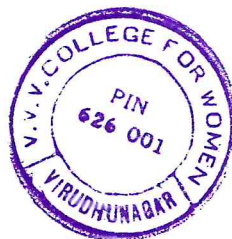


- 3.1.20.4 In case of unforeseen causes, leave form should be submitted the following day.
- 3.1.20.5 Written communication for on-duty leave should be submitted to the respective Head of the Department on time.
- 3.1.20.6 Prior permission should be sought from the Principal in case of long period of absence.
- 3.1.20.7 Lack of attendance will be admitted depending upon the then Examination rules followed in the college.

**3.2. The Teaching Faculty members of V.V.Vanniaperumal College for Women, Virudhunagar are expected to**

- 3.2.1 Work with loyalty and dedication for the development of the college.
- 3.2.2 Comply with the instructions issued by the authority.
- 3.2.3 Report to duty on time and remain in the campus during working hours.
- 3.2.4 Make arrangements for the classes assigned to them while availing a Casual/Restricted leave.
- 3.2.5 Wear identity cards inside the college premises.
- 3.2.6 Adhere to proper dress code and attitude to suit the dignity of the profession.
- 3.2.7 Maintain good rapport and mutual understanding with fellow teachers for healthy relationship.
- 3.2.8 Perform their duties conscientiously in the form of teaching and tutoring for the academic development of the students.
- 3.2.9 Carry out any additional academic or non-academic responsibility that may be assigned to them.
- 3.2.10 Treat the students impartially irrespective of caste, creed, religion and socio-economic background.
- 3.2.11 Maintain decorum both inside and outside the classroom and set a good example to the students.
- 3.2.12 Avoid doing personal work and using mobile phones during class hours.
- 3.2.13 Keep abreast with the current trends in their respective discipline.

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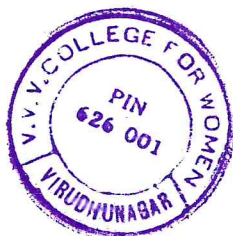


- 3.2.14 Sustain their involvement in research activities and inculcate research attitude in Students.
- 3.2.15 Impart quality education to mould the students into competent individuals.
- 3.2.16 Instill the required skill set in the students for job placements and entrepreneurial ventures.
- 3.2.17 Encourage and assist the students in their curricular, co-curricular and extra-curricular endeavours.
- 3.2.18 Be good counsellors and facilitators in guiding the students for an ethical living.
- 3.2.19 Recognize the difference in aptitude and capabilities of the students and meet their individual needs.
- 3.2.20 Continuously monitor the progress in the performance of their wards.
- 3.2.21 Identify the needs of the students and support them with individual care and other necessary help.
- 3.2.22 Volunteer to extend their support towards the uplift of the society and encourage the students to do the same.

**3.3 The Non-Teaching Faculty of V.V.Vanniaperumal College for Women, Virudhunagar are mandated to**

- 3.3.1 Report to duty on time and remain in the campus during the working hours.
- 3.3.2 Comply with the instructions issued by the higher authorities.
- 3.3.3 Perform duties with loyalty, sincerity and confidentiality.
- 3.3.4 Avoid using cell phone during working hours.
- 3.3.5 Make arrangements for the works assigned while taking leave.
- 3.3.6 Develop a good rapport with fellow staff.
- 3.3.7 Refrain from undertaking any other employment and commitment.
- 3.3.8 Respond to enquiries with concern and ensure all possible help.
- 3.3.9 Treat everyone impartially regardless of caste, creed, religion, political, economic and social characteristics.

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**3.4 The Academic Administrators of V.V.Vanniaperumal College for Women, Virudhunagar are required to**

- 3.4.1 Endeavour towards accomplishing the mission of the institution.
- 3.4.2 Ensure the effective implementation of all policies in the college.
- 3.4.3 Take steps to maintain the existing infrastructure and strengthen the learning resources from time to time.
- 3.4.4 Establish link with Government Organizations, Non-Government Organizations, other Educational Institutions and Industries for academic and non-academic support leading to the welfare of the Institution.
- 3.4.5 Facilitate a two-way communication process among the Management, Principal, Teachers, Non-teaching Staff, Students, Parents and Alumni.
- 3.4.6 Be dynamic and democratic in displaying their respective roles.
- 3.4.7 Be supportive, comforting and friendly to the subordinates while working in teams.
- 3.4.8 Treat the employees impartially regardless of their religion, caste, economic and social status.
- 3.4.9 Monitor the employees to avoid them involving in anti-institutional activities.
- 3.4.10 Assess the performance of the employees every year and steer them towards their career advancement.
- 3.4.11 Ensure that the employees enjoy job satisfaction.
- 3.4.12 Extend their timely help according to the demands of the situation.

*S. M. Ruma Ravi*

**PRINCIPAL**

V.V. Vanniaperumal College for Women  
(Autonomous)  
(Belonging to Virudhunagar Hindu Nadars)  
VIRUDHUNAGAR.

*[Signature]*

**SECRETARY**

V.V. Vanniaperumal College for Women  
Managing Board  
(Belonging to Virudhunagar Hindu Nadars)  
VIRUDHUNAGAR

