



# **VIVEKANANDHA**

## **College of Arts and Sciences for Women**

**(Autonomous)**

(Affiliated to Periyar University, Approved by AICTE, Recognized u/s 2(f), 12(B) of UGC Act, 1956)  
Elayampalayam-637 205, Tiruchengode, Namakkal Dt., Tamilnadu.



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**7.1.10. The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

Code of ethics policy document

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## CODE OF CONDUCT FOR STUDENTS

### Purpose and Scope


Vivekanandha College of Arts and Sciences for Women (Autonomous), Elayampalayam, Tamil Nadu is committed to the pursuit of excellence in teaching, learning and research, and to societal engagement. This code sets out the VICAS expectations of students concerning their academic and personal conduct and outlines the College's responsibilities to students.


This Code relates to student behavior and sets expectations that the College has for its students in the three key areas such as (i) Academic integrity, (ii) Equity, respect, and fairness and (iii) The use and care of College resources and reputation.

### Context

Our vision is to empower women by imparting Quality Education, Skill Development, and value-based education and to make them self-reliant, competent, and socially responsible.



It seeks to realize its vision and fulfills its mission by enhancing and developing the creative, academic, professional, and spiritual potential of our students and staff across all the disciplines and programs. This overarching orientation is informed and underpinned by four core values: (i) Innovation and Creativity, (ii) Scholarship, (iii) Service to the Society, and (iv) Life long Learning. The College aspires to embed these four core values, in word and deed, in all aspects of institutional life and culture.

  
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## Students

All students and staff of the College are expected to:

- Conduct themselves in a manner consistent with the College's vision, mission, and values;
- Maintain our commitment to excellence (including moral and spiritual excellence) in all areas of College life and practice;
- Accept their shared responsibility for maintaining a harmonious, productive and respectful learning environment; and
- Seek to enhance and extend the College's reputation as a quality higher education provider.

## Definitions

- Student means all students of the College
- Staff means all employees of the College (including full-time and part-time)


## The Code

- Students should inform themselves of the College rules affecting them.
- Students must ensure their contact detail in the automation section of the College are up to date.
- Students must identify themselves truthfully when required by a College staff (both teaching & non-teaching) member and produce their ID card on request.

## Academic Integrity

Students are expected to:

- Conduct themselves honestly and in compliance with College policy.

  
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- Conduct themselves in a manner conducive to the proper functioning of the College, which is dedicated to the pursuit of academic excellence.
- Actively participate in the learning process.
- Attend scheduled course teaching activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise.
- Ensure their academic activities are conducted safely and do not place others at risk of harm, including abiding by all ethical requirements about teaching – learning and research.
- Comply with the conventions of academic scholarship and ensure the proper use of copyright material.
- Not engage in plagiarism or other academic misconduct.
- Be familiar with the programs and resources available to assist them in conducting their studies and research appropriately, including resources to help students avoid plagiarism and comply with research's ethical requirements.
- Not behave in any way which impairs the reasonable freedom of other persons to pursue their studies, work or research or to participate in the life of the College.
- Behave ethically, avoiding any action or behavior that would unfairly disadvantage or advantage either themselves or another student.

## 2. Equity, Respect, and Fairness

Students are expected to:

- Treat all college staff, other students, and visitors to the College with courtesy, tolerance and respect. This extends to teaching staff in on-campus and online venues, and supervisors and others involved in workplace placements, fieldwork, and other practicum's.

  
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- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.
- Respect the rights of others to express political and religious views and not engage in obscene, dangerous, or could reasonably be considered offensive to others.
- Not engage in unlawful, discriminatory, harassing, or bullying behavior.
- Not engage in behavior that could be perceived as threatening or intimidating or causes any person to fear their safety or wellbeing.
- Not behave in a way that disrupts or interferes with any teaching or academic activity of the College or any cultural, social, or sporting gathering conducted by the College or authorized to be held on the VICAS campus.
- Avoid any activity or behavior that would unfairly advantage or disadvantage another student or staff member in any way.

### **3. The Use and Care of College Resources and Reputation**

Students are expected to:

- Use and care for all College resources, such as buildings, equipment, and grounds, library, information, and communication technology resources, lawfully and ethically, mindful of the need for resources to be shared by all members of the College.
- Appropriately conduct themselves while on any College-facilitated placement or overseas study program or unit, complying with relevant academic standards and protocols.
- Ensure their actions or inactions as a student do not harm or bring into disrepute the College's reputation or good standing.
- Not engage in behavior that is detrimental to College property, including the Library collection, equipment in laboratories, computing centers, display units, etc.,

  
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- Not use, possess or supply any prohibited drug, substance, or weapon on Campus.
- Not misuse library, computing or communications facilities in a manner that is unlawful or which will be detrimental to the rights and properties of others.
- Not use college resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission
- Without prior permission, not use college resources for private gain or the gain of a third party, or private business or commercial purposes.
- Not engage in any fraudulent or corrupt conduct that would potentially bring the College into disrepute.

### Sanctions and Discipline

Behavior contrary to the student code of conduct may result in College sanctions and disciplinary action being applied to a student, including (but not limited to) suspension, expulsion, or other exclusions and withholding results. Students should appreciate that serious offenses such as assault, theft, willful damage, and other unlawful activities are highly likely to attract a suspension or even expulsion.

For a severe offense, suspension of study may be applied immediately, obviously impacting on the student's ability to continue or complete their studies. For minor breaches of the Code of conduct students will receive a warning asking them to rectify their behaviour. This warning may take the form of a verbal reminder of the expected behaviour or an official written warning. Sanctions may be applied, including suspension, for consistent minor breaches of the Code of conduct.

Students should be aware that where a student's conduct breaks the law, the matter will be reported to the police, in addition to any action taken by the College for the same offense.

  
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## CODE OF CONDUCT FOR TEACHERS

### Purpose, Scope and Status

The Code sets out the key principles of good conduct and practice for teachers in VICAS. It is intended to guide teachers' practice judgments and decisions and inform parents and trust these standards. It also informs members of the trust of the standards expected of teachers. It is not, however, a definitive or exhaustive guide. Neither should it be read as a blueprint to be followed unreflectively by teachers. As professionals, teachers are to constantly engage with the principles outlined critically, taking into account the educational value of the particular relationships with persons within particular teaching and learning situations and processes.

The Code is intended to encourage teachers to adopt an informed approach to their teaching and its contexts and to reflect on the good and correct practices as professional teachers.


A teacher shall endeavor to be a role model and shall act within the community to enhance the prestige of the Profession and the Institution.

### 1) Maintain Trust in the Profession

Members of the Teaching Profession shall:



- Base their relationship with students on mutual trust and respect;
- Have regard to the safety and wellbeing of students under their responsibility;
- Respect the uniqueness and diversity of the learning community they are part of ;
- Work collaboratively with colleagues and other professionals;
- Develop and maintain good relationships with parents, guardians and career;
- Act with honesty, integrity and fairness;
- Be sensitive to the need for confidentiality where appropriate;

  
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- Take responsibility for maintaining the quality of their professional practice;
- Uphold public trust and confidence in the teaching profession; and
- Create learning experiences which engage, motivate and challenge students in an inclusive setting with a lifelong learning perspective.

## 2) Maintain Professional Relationships with Students


Members of the Teaching Profession shall:

- Maintain professional boundaries while inside and outside the College,
- Avoid improper physical contact, avoid inappropriate communication via any form of media and avoid inappropriate relationships with students.
- Be duty-bound and are ultimately responsible for maintaining a professional distance;
- Refrain from taking advantage of professional relationships with students for their benefit, including by giving private tuition or who are under their administrative responsibility, against payment, whether monetary or in-kind;
- Act appropriately towards students exercising care in their language, gestures, and attitudes, ensuring that they do not act in such a manner that is embarrassing or disparaging and ensuring that they do not use abusive language or offensive names or make inappropriate remarks; and
- Act with a professional attitude and behavior at all times

## Respect the Uniqueness and Diversity of Students

Members of the Teaching Profession shall:

- Demonstrate respect for diversity, maintain fairness and promote equality irrespective of gender, race, religion, sexual orientation, appearance, age, language, or different needs or abilities;

  
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- Maintain an up to date knowledge and understanding of, implement and comply with current child protection procedures;
- Maintain an up to date knowledge of guidelines issued nationally, by the UGC and the State Government, education authorities in so far as these concern their personal and professional conduct;
- Contribute to the creation of a fair and inclusive collegiate environment by addressing discrimination, stereotyping and bullying; and
- Identify and refer to the competent authorities any issues that might impact students' welfare at the earliest possible stage.

### Work in a Collaborative Manner with Colleagues, Parents and Guardians

Members of the Teaching Professional Shall:

- Work in a collegiate and cooperative manner with colleagues and other professionals who work in multidisciplinary teams officially recognized by the college authorities;
- Respect, support and collaborate with colleagues both in matters concerning the education of students as well as in maintaining relations with colleagues in the highest standards of professional courtesy;
- Be prepared to help junior colleagues and those in training and induction in all possible ways;
- Respect the authority of senior professional colleagues while retaining the right to express professional opinion and dissent;
- Not reprimand, censure, rebuke or criticize any colleagues, or any other member of the teaching profession, in the presence of students or in public;
- Refrain from making public statements which bring the Profession into disrepute;
- Develop and maintain good relationships between home and College, respecting the role that parents, guardians, and careers have in students' education;

  
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- Engage and work positively with parents, as far as possible, openly and respectfully;
- Ensure that their communication with parents, students, and colleagues comply with those policies and procedures issued at College, as well as those educational policies and procedures issued at the national level;
- Demonstrate respect for diversity when dealing with colleagues, parents or guardians in their capacity as partners in the educative process; and
- Make every effort to encourage parents or guardians to interest themselves actively in the education and welfare of student in their care.

### Act with Honesty and Integrity

Member of the Teaching Profession shall:

- Comply with policies and procedures issued at the College or national education level regarding the use of property, facilities, finances, and ICT in their educational setting;
- Conduct assessment and examination-related tasks with integrity and in compliance with official regulation and procedures;
- Represent themselves, their experience, professional position, and qualifications honestly;
- Only disclose confidential information within the parameters allowed by legislation;
- Be mindful of their position as a role model to students; and
- Both in their personal and professional lives, be mindful of their behavior and attitude, as these may impact the Profession they represent.

  
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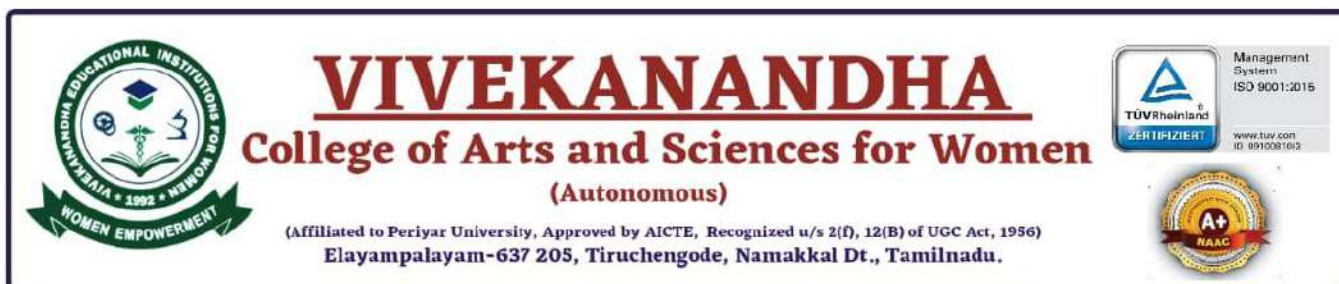


### Keep their Professional Knowledge and Practice Up to Date

Members of the Teaching Profession shall:

- Maintain high standards of practice about teaching and learning, classroom management, planning, monitoring, assessment and reporting;
- Keep their professional knowledge and skills updated throughout their teaching career;
- Keep updated their knowledge of relevant guidelines and educational developments in their teaching post and role and about teaching in general;
- Reflect upon and evaluate their practice as part of their continuing professional development;
- Be open and respond positively to constructive feedback regarding their teaching practices; and
- Seek support, advice and guidance where ever necessary.

  
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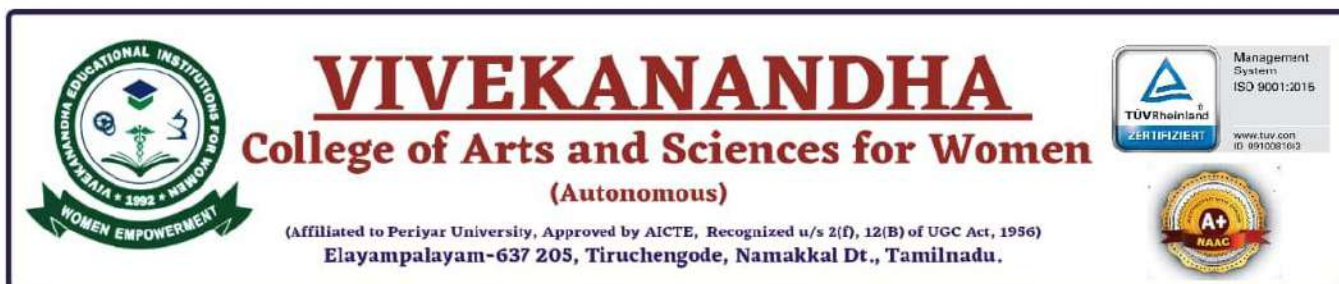


## ANTI NARCORTICS COMMITTEE

Anti Narcotic Committee was established to ensure that the college campus is free of drug usage-related issues.

- Various awareness programmes are conducted to create awareness about the adverse effects of drug abuse amongst students, staff and public.
- The students conducted public awareness on drug and alcohol usage through rallies, street plays, songs, dance, distribution of pamphlets, and display of posters.
- Anti-narcotics pledge is taken on international day against drug abuse.
- Students are encouraged to report the possession or consumption of drugs by their fellow students in the college campus or hostel to the Principal, Vice Principal, or Class in charge.
- If any student is forced to consume drugs by their fellow students, it should be reported to the members of the Anti Narcotics Association.
- Awareness is given on ill effects of Narcotics to the students who decipher the message to drug or alcohol-addicted family members.
- The College provides information regarding rehabilitation facilities to the students.
- The policy details are shared with the students during the bridge course conducted for first-year students.

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## ANTI-RAGGING

Vivekanandha College of Arts and Sciences for women abide by the rules and regulations of UGC, the Court, and the State to ban all sorts of ragging activities on the Campus. An anti-ragging cell was created to prohibit and prevent ragging in the College and hostel. The students can contact the anti-ragging cell at any time if any ragging-related issues occur.

The following measures are taken to make the campus ragging free:

- During the bridge course, the students are instructed to reach out to the anti-ragging cell if they have any ragging-related complaints.
- Faculty members supervise welcome parties for juniors arranged by the seniors to create a friendly ambiance.
- Juniors host a Thanksgiving party to overcome the fear and introversion and for a friendly interaction with seniors in the presence of faculty.
- To overcome the fear and interact with seniors, the first-year students are also made part of the student council.
- The student council members, discipline committee student members, and the concerned staff monitor and prevent ragging.
- If any student is found guilty, strict actions will be taken based on the extent of act.

  
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### **PREVENTION OF SEXUAL HARASSMENT**

The College provides a safe environment for the women in the campus. The College has a sexual harassment prevention cell to ensure the safety of the women along with other safety measures.

Any sexual harassment towards women either by teaching or non-teaching staff in the campus is considered as a serious offence, strict and immediate action is taken

The members of the sexual harassment prevention cell are:

1. The Principal–Chairman
2. Vice Principal
3. Senior Faculty Member
4. President of Student's Council
5. Secretary of Student's Council

  
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