



**K. S. RANGASAMY COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS), TIRUCHENGODE – 637 215**

CODE OF ETHICAL CONDUCT



A handwritten signature in blue ink, appearing to be 'A. S. Rangasamy'.

**PRINCIPAL
K. S. Rangasamy College of Arts & Science
(Autonomous)
TIRUCHENGODE - 637 215
Namakkal-Dt. Tamil Nadu, INDIA**

K.S.Rangasamy College of Arts and Science (Autonomous), Tiruchengode

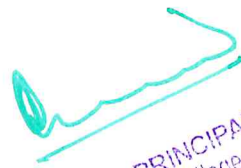
CODE OF ETHICAL CONDUCT POLICY DOCUMENT

As an institution dedicated to maintain the apt ambience for learning and the highest level of academic performance, through its motto “ KNOWLEDGE IS POWER”, KSR Arts and Science is committed to excellence and integrity in all its endeavors. In this way, KSR Arts and Science aim to maintain the trust and confidence of both the College community and the public.

K.S.Rangasamy College of Arts and Science (Autonomous) administrators, employees and students are expected to undertake their responsibilities on the College’s behalf with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness. This includes, but is not limited to, being respectful of the rights of others and forthright in all dealings with members of the College community as well as third parties; protecting the privacy of confidential information; and compliance with all applicable laws, rules, and regulations. College representatives should not place their personal interests above the best interests of the College; even the appearance of impropriety must be avoided.

A. SCOPE

This Code of Ethical Conduct applies to all administrators, employees and students of the KSR Arts and Science. It is not intended to replace, and may be supplemented by, specific College policies that have been adopted in the past and that may be adopted in the future. This Code may be amended or supplemented from time to time by the various administrative bodies of the College.


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B. PURPOSE

K.S.Rangasamy College of Arts and Science (Autonomous) has always upheld and will continue to uphold the highest levels of ethics, fairness and integrity in all its affairs. To this end, this Code of Ethical Conduct serves to:

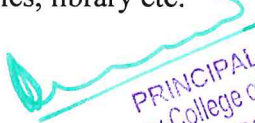
1. Emphasize the College's commitment to ethical conduct and compliance with the law;
2. Set forth basic standards of ethical behavior;
3. Provide reporting mechanisms for known or suspected ethical or legal violations; and
4. Help prevent and detect wrongdoing. Given the variety and complexity of ethical questions that may arise in the course of carrying out the College's business, this Code can serve only as a general guide.

C. BACKGROUND

The Code of Conduct for the various Stakeholders of KSRCAS is guided by the Vision of Education enunciated by the Founder Dr. K. S. RANGASAMY, MJF. The Hall marks of KSRCAS is the strong base for the Personal and professional molding. The Code of Conduct of the college is prescribed as a set of written guidelines, which details the recognized ethical norms and values and professional standards of conduct to which all members of a profession must adhere.

D. ADMINISTRATION OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS

1. The code of conduct and professional ethics is to be stated in the form of independent handbooks for students, teachers, administrators and other Staff.
2. The Code of ethics should be displayed on the college website.
3. The inscriptions and the teachings of the founder are to be displayed on the college corridors.
4. The Vision and Mission of the College is to be displayed in all the class rooms and other common learning facilities like the laboratories, library etc.


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E. CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE

The members of the Committee will comprise of:

1. Principal
2. Executive Director
3. Librarian
4. Hostel Warden
5. HoDs All Academic Departments
6. Office Superintendent
7. IQAC Coordinator and Convenor
8. Code of Conduct Committee -Convenor
9. Software development wing in charge

F. RESPONSIBILITIES OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE

1. Identifying the code of Conduct for the following stakeholders

- Students
- Teachers
- Administrators
- other staff

2. Incorporating the code of Conduct for the various stakeholders on campus in the form of dedicated Handbooks.

3. Reviewing the Codes at specific intervals and reprinting the Handbooks whenever necessary.

4. Monitor adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc.

5. Assist the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of Conduct.

6. Plan and organize in coordination with the IQAC professional ethics programmes for students, teachers, administrators and other staff.


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7. Monitor the implementation of the Induction week for students, Inviting of Alumni for student interaction programmes, Departmental grooming sessions, Placement Orientations and conducting of Exit Interviews.

8. Monitor the Annual Strategic Planning Exercise and Induction Programme for the New Faculty Members and other staff.

RULES AND REGULATIONS

2. WORKING PATTERN

WORKING DAYS

Policy: The College should work for a minimum of 90 days every semester. In case of closure in between, the dates given below will get changed.

TOTAL WORKING DAYS

(JUNE -17 TO OCTOBER-17)

(DECEMBER-17 TO APRIL-18)

S.No	Month	No. of Working Days
1	June	14
2	July	25
3	August	21
4	September	21
5	October	09
TOTAL		90

S.No	Month	No. of Working Days
1	December	21
2	January	20
3	February	22
4	March	23
5	April	04
TOTAL		90


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DAY SYSTEM

- Under the semester pattern, the college shall work for 180 days in a year. Each semester has 90 teaching days. (6 periods in a day).
- The college follows the Day order system and the time table is followed accordingly.

CLASS HOURS

- The Working day is divided into two sessions. The forenoon session has 3 periods (9.00 a.m to 12.25 p.m) and the afternoon session has 3 periods (1.30 p.m to 4.00 p.m)
- At the stroke of the first bell before each session, students should go to their respective classes and take their seats.

2. ATTENDANCE

- The guidelines of attendance requirement issued by Periyar University are adopted by the college.
- Attendance shall be considered semester wise (not annually).
- A candidate will be permitted to appear for the Autonomous examinations in any semester,
 - If he/she secures not less than 75% of attendance in the total number of working days during the semester. If they are in lack of attendance they will not be permitted to attend the examinations.
 - If the absence of a student in a semester exceeds 22 ½ days he/she will not be permitted to that semester examination. (The working days for a semester will be 90 days).

In case a student has been absent for more than 22 ½ days in a semester but less than or equal to 45 days, he/she will not be permitted to appear for the semester examination. However, that student will be permitted to go to the next semester wherein he/she has to compensate the previous semester's lack of attendance. (That is the number of days of absence during both the semesters should not exceed 45 days). In such case the student will be permitted to write both semester examinations at the end of that semester.

3. CONTROLLER OF EXAMINATIONS

A special feature of the college is its Examination section with Controller, Assistant Controller and supporting faculty members. This section conducts continuous assessments and end semester examinations and declares the results of the students.

4. EXAMINATIONS

- Students having a minimum of 75% of attendance in the practical classes alone will be eligible to submit their record note books and appear for the Practical examinations. Students shall be permitted to appear for the Practical Examinations only with the submission of bonafide records.


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- Hall Tickets will be issued to students in their respective departments, a week before the commencement of the Autonomous Examinations.
- During Examinations Candidates should bring the following without fail: Hall Ticket and ID card. Those who fail to bring the above shall not be allowed to enter the examination hall.
- Candidates shall be permitted to enter the Hall till 30 minutes from the commencement of the Examination. After 30 minutes, no student will be permitted to enter the Hall.

5. MALPRACTICE IN EXAMINATION

- Copying inside the Hall is strictly prohibited. Anyone found copying will be punished in accordance with the Periyar University rules.
- Besides the rules of malpractice in the Autonomous examinations which are already in existence, the following are the modified rules
- Candidates found in possession of material in the form of printed/ Xeroxed/cyclostyled/handwritten or in any other means. i.e. written on paper, cloth, scale, anywhere in the body, furniture etc., but not found to have copied from that above.
- Candidates found copying from the incriminating materials owned or borrowed in any form or from the answer book of another candidate or abetting another candidate to copy.


6. LIBRARY RULES

The Staff and Students should sign in the register as and when they enter the library.

- Personal belongings should be left on the rack provided at the entrance of the library.
- Strict silence should be maintained in the library.
- The library is fully computerized and has the OPAC (Online Public Access Catalogue) Facility.
- Students must obtain a NO DUE certificate from the librarian at the end of the course.
- Usage of cell phone is prohibited inside the library.

7. BEHAVIOUR AND DISCIPLINARY CODE

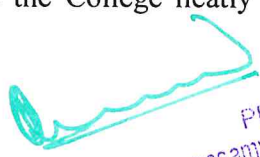
- Students should wear their I.D. card every day. Students should display their I.D card prominently, while they are within the campus and travelling in the College bus. The security staff will not permit any student inside the campus without their identity card.
- Students should not leave the College premises during class hours without written permission of the HOD / Principal.
- Any requisition or letter written by the student to the Principal should be sent through the HOD / Class Teacher.


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- Students should not conduct any meetings or collect any money from other students without proper permission from the HOD/Principal.
- Absolute silence should be maintained while moving from classroom to laboratory/library/auditorium and also coming back to class rooms.
- Students should refrain from participating themselves in any political or religious activity inside the Campus.
- Use of Mobile phones, Cameras, etc., are prohibited inside the campus, during College hours, from 9 a.m to 4 p.m. If found in contravention, they will be confiscated.
- Students should not sit on the parapet walls or on the steps or staircases.
- Students are forbidden from writing, scribbling, or painting on the walls, desks, etc.,
- Students will be responsible for all equipment entrusted to them. Students should not cause any damage to any property, equipment, instruments, tools etc., of the College. Students found guilty of damaging, destroying college property should replace the same at their own cost.
- Students are solely responsible for their own personal belongings. The College will not be responsible for any loss of such belongings.
- Students found guilty of using foul language or behaving rudely towards the staff members, will be expelled from the college immediately.
- Smoking and consumption of intoxicant is prohibited inside the campus. Consumption of any intoxicants or drugs is totally prohibited, and will lead to immediate dismissal from the College.
- Ragging in any form is totally banned and is punishable as per the Government Order. If any student is found to be indulging in any sort of ragging or harassment to juniors or other fellow students, inside or outside the campus, bus, hostel, he/she will be dismissed immediately from the College, and criminal action will be taken against them as per the rules. Eve-teasers will be dismissed from the college.
- Two wheelers and four wheelers owned by the students should be parked at the appropriate place (Vehicles Parking Shed) at the main entrance.
- 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.
- The students should adhere to the rules and regulations that may be issued from time to time.

8. DRESS CODE

- Students are expected to attend the College neatly dressed keeping with the approved etiquette.


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- Girls shall attend the college by wearing sarees or chudithar. They shall not come to the college in any other dress.
- Boys shall attend the college wearing properly ironed and Tucked-in shirt and pant, belt, shoes with socks. Shirts should be buttoned properly. T-shirts, casual wears, banians, are not allowed.
- Proper hair dressing and well shaven face is expected from boys.

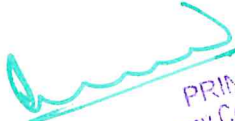
9. RAGGING

- **Ragging is an offence.** Any student found guilty of ragging will be dismissed from the college.
- **Tamil Nadu Prohibition of Ragging Act, 1997**
- **Section 4: Penalty of ragging:** Whoever directly or indirectly commits, participates in, abets or propagates “ragging” within or without any educational institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
- **Section 5: Dismissal of Student –** Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution.
- **Section 6: Suspension of student**
 - Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head of an Educational Institution or to any other person responsible for the management of the educational institution he / she shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.
 - The decision of the Head of the Educational institution or the person responsible for the management of the Educational Institution that any student has indulged in ragging under sub-section (1) shall be final.
- **Section 7: Deemed abetment**

If the head of the educational institution or the person responsible for the management of the educational institution fails or neglects to take action in the manner specified in sub-section (1) of section 6 when a complaint or ragging is made, such person shall be deemed to have abetted the offence of ragging and shall be punished as provided for in Section 4.

10. HOSTEL

The Hostels are under the direct control of the Principal, who is the Chief Warden. The Warden will be assisted by Deputy Wardens, Residential Tutors, Hostel Superintendent and Hostel Staff.


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