

**MUTHURANGAM GOVERNMENT ARTS COLLEGE (AUTONOMOUS)
VELLORE- 632 002.**



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**7.1.10. POLICY DOCUMENTS ON CODE OF ETHICS FOR THE ACADEMIC YEAR
2023-2024**

CODE OF CONDUCT FOR STUDENTS

INTRODUCTION

Muthurangam Government Arts College (Autonomous) (MGAC) is committed to maintain and to create motive among the students for exhibiting the excellence, social responsibility, intellectual openness, justice, integrity, respect and equity. In this regard, the expectation of MGAC from all those who enroll themselves in any study programme, they are all strive to set and practice high standard of ethics. The code of conduct is necessary to mark the boundaries of this needed discipline and obedience for their future life. Students continue to be subjected to the laws of the land while being at the campus, and violations of those laws may also constitute the break of the code.

RESPONSIBILITIES OF STUDENTS

- Have to be followed by the students for reading, understanding and to complying to the institute authority,
- Support for the institution that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

STUDENT COMMITMENT

- Shall be in time to the institution.
- Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
- Follow the instructions of the teacher carefully in the classrooms.

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- Maintain perfect order and strict silence inside the lecture hall, Libraries and/or laboratories.
- Assignments of projects, records and required documents should be submitted in time,
- Abide by the rules of various laboratories/libraries and not damaging the equipment's.
- Awareness to the habit of looking to be made at the notice boards of the institute/department every day.
- Attend all counselling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
- Maintain silence in the library and utilize its resources and space without causing damage.

ACADEMIC MISCONDUCT

- To follow the principles of progressive discipline and to avoid the violence inside the campus, destruction of the properties inside the institution, manhandling of a person in the campus, and misbehaviour with girl students will be viewed and dealt seriously.

DISCIPLINARY MISCONDUCT

- To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences.
- Avoiding purposefully, the various events like seminars, workshops and conferences organized by the institution is not admired and unfair.

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- Student non-participation in all academic activities of the institution by the student are treated to be the misconduct of the students.

BASIC DISCIPLINES OF THE STUDENTS

- Communicate between students should be fair and honest.
- Students turn-out should be very civilized and respectable and not awkward.
- The personal hygiene should be maintained in the campus by the students,
- Wearing the ID card is mandatory for all the students
- Resources and facilities of institutions may be used by the students lawfully and right sense,
- Avoid use of android mobile phones inside classrooms,
- Students should not indulge in any mob clash or individual clash
- 75% attendance enables a student to avail the Government scholarship as well as for attending the examination,
- The students are asked to prevail the situation in the institution to be safe for learning lesson and students to be in practice for obtaining good health which is the policy of the institution.

PUNISHMENT AND PENALTIES

Warning, suspension, monetary fines, dismissal, upholding of degree are the basic steps of actions which may be taken against the students when they violate the code of conduct of the college.

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CODE OF CONDUCT FOR TEACHING STAFFS

INTRODUCTION:

MGAC(A) is striving for academic excellence and progress of the college. Education and research have been conducted at the level equal to the National standard and priorities to the research is given for achieving the mission, objectives which in turn contribute to global needs. Teachers are fundamentally enjoying their civic rights and professional independence in the campus which indicates the 100 % democracy of the country.

THE BASIC RULES FOR CONDUCT

- The duties of teachers are to make the students ever interested in reading and to imply in day today life,
- A teacher should be very generous among the students community to bring harmony inside the campus to eradicate the discrimination within the students to get away from religious, regional and linguistical fanaticism.
- The teachers should be punctual both in the class and to the institution.
- Teachers character should be well refined and civilized.
- Teachers should come with the lesson plan for each and every hour.
- The Teachers should ensure one hour class and syllabus coverage 100 %.

THE RELATIONSHIP BETWEEN TEACHING AND LEARNING COMMUNITY

- First of all, a teacher should encourage and instigate the students to make him a reader and writer.
- The responsibilities of the teacher are to generate more number of good citizen

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to the country.

- The teacher should have the necessary documents for their classes to which the respective teachers ensuing tutorship regarding model question papers, assignments and corrected answer script of internal assessment of current and previous years.
- The teachers should be impartial with all the students of various departments of the college.
- The teachers should be always supervising and monitoring the students in all the academic matters as well as in moral character.

THE BONDING OF TEACHERS AND PARENTS

- Teachers have the more responsibilities to have queries from the parents of the respective students. In particular, the clarification of the doubts, students freedom and framework of the institution should be rectified to the extent of satisfaction of the parents being acted as the representation of the institution.

PERSONAL CONDUCT AND HABITS OF TEACHERS:

- A teacher should be very honest in his character. Also, as looking admirable and civilized in hair style and wearing neat dressing and ornaments without imitating and attracting others. untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears and also maintain personal hygiene at all times.
- Teachers should not be untidy and should follow the personal hygiene exhibiting the illustration to the students and others.
- A teaching staff should have professional ethics and should accomplish their work honestly and punctually for their own department and for

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college.

- The leave rules are strictly followed by the teaching staffs in the college not violating any Government norms. The Principal consent is more important and final for availing any type of leaves (Casual, Medical, Earn, Maternity etc.,).
- Teachers should ensure that the uniform teaching of subject matters to all the students and achieving the goal of academic integrity among the students.
- Research scholars should be equally treated as of normal students of higher standard providing all necessary research facilities inside the campus and motivated on par with the international standard.

TEACHERS AND COLLEAGUES

- A teaching staff have to exercise professional exemplary competence, novelty in teaching, objectivity, collaborative ideas in research and results oriented.
- All the confidential and proprietary information of the institution should be kept secret by the concerned teaching individual and it will not be discussed with the any other associations of private bodies which the concerned individual owing to. The information should be used for legal and official purpose only not against the welfare of the intuition.
- A hard work should be taken to improve the sustainability of the institution being assisted with colleagues of the college. With the help of neighboring staffs or colleagues of the institution, safe environment is made available by the friendly action.

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CODE OF CONDUCT FOR EMPLOYEES

The term employee includes non-teaching staff and other staff which come under this preview.

The following code of conduct applies to all of the employees mentioned below:

1. GENERAL RULES:

- Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability.
- Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviour should be reflected good values.
- Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the college, and may be called upon to perform such duties, beyond scheduled working hours and on closed holidays and Sundays.
- An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.

2. CONFIDENTIALITY

- The confidential, proprietary and private information generated by the Institute should be kept secret from the individual's association with the college. The information will be used for official or legal purposes only

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and not for personal or illegal advantage, during and after the individual's association with the institute.

3. OFFERINGS

- Ensure fairness and honesty in relationships with suppliers for the purchase of articles or instruments for the institution, do not take favours from students in any form and avoid financial transactions and refuse any offering that could place individual or institute in embarrassing position, avoid being biased in dealings with laboratories and other suppliers.

4. COMMERCIAL BUSINESS AND CASH DEALING

- No employee should not entertain any type of commercial business or cash dealing either directly or indirectly with the private companies or with the public to earn extra money from outside other than the service place. If occasion arises, an employee shall get prior permission from the respective higher authority.

5. ATTENDANCE AT MEETING:

- If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to concerned authority in order to ARRANGE A SUBSTITUTION.

6. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS:

- An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college premises.

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7. MISCONDUCT:

- Reporting false information regarding name, age, father's name, qualification, ability or previous service or any other matter relevant to the employment at the time of employment or during the course of employment to the head of the institution.
- Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- Damage to any property of the Institution.

8. CO-GENDER RELATIONSHIP:

In order to create a very honest co-gender relationship in the college the following norms are predominantly brought forth to the all the individual of the institution,

- Physical contact to be avoided.
- Continues oral conversation during working hours.
- Demand of over anticipation with the weaker gender and
- Any type of illegal matters with the co-gender to be prevented.

9. REPRESENTATIONS:

Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel.

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10. INTERPRETATION:

The decision of the Board of Management/institution head is final for all matters and this is taken as interpretation for the matters and no one reserve right for it.

CODE OF CONDUCT FOR ADMINISTRATORS

INTRODUCTION AND PURPOSE

1. **Introduction:** As members of MGAC community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and for the various branches of curriculum, co-curriculum and extra curriculum in which they are involved. The college imposes the values for integrity, honesty and fairness and strives for integrating these values into its teaching, research and extension practices.
2. **Purpose:** In that spirit, this Code (the "Code") is a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps to disseminate awareness to all involved to create an educational environment characterized by training and practice by the academic experts.
3. The institute will not tolerate harassment discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to abide by the institute's Code of Conduct.
4. **Discrimination:** Direct or indirect, under equal opportunity legislation, discrimination occurs when a person, or a group of people, are treated less

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favourably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age, sex (including colour, descent, national or ethnic origin), marital status, pregnancy, or family responsibilities, disability, political or religious conviction and sexual orientation or gender history.

5. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college.
6. **Sexual Harassment:** Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person.
7. Academic Freedom Academic freedom is recognized and protected by college as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.
8. All members of the Institution must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with college policies.
9. Confidentiality Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.

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10. Personal and Professional Responsibility

- i. The college Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at MGAC, clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.
- ii. Ethical Conduct of Research MGAC expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical clearances must be gained where appropriate.

11. Recruit with a commitment to diversity and inclusion.

12. Communicate opinions to others in a fair and constructive manner.

13. A standard of Integrity and Quality MGAC recognizes that it must earn reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.

14. Financial Reporting All University accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

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15. Reporting Suspected Violations: Reporting to Management Members of the MGAC community should report suspected violations of applicable laws, regulations, government contract and grant requirements or this Code. Members should not ignore violation of conduct of others. It is obligatory to report any violation which falls in framework of codes. Cooperation of all employees are expected to cooperate fully in the investigation of any misconduct.

FUNCTIONS:

Code of conduct of MGAC clarifies institute's mission, vision and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in its administrators, staff, students and other employees and, in doing so, defines desired behavior.

Functions of the cell

- To develop self-esteem and dignity among girl students and women faculty members.
- To offer service such as counselling, legal aid in case of atrocities against women.
- To create awareness regarding women rights.
- To avoid and prohibit sexual harassment at workplace.

FACILITY:

Any noncompliance with the code of conduct should be reported to discipline Committee.



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