



THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

A Minority Institution Sponsored by Seethakathi Trust, Chennai.

Ministry of Science and Technology, Govt. of India.

An Autonomous Institution Affiliated to Alagappa University, Karaikudi.

Accredited by NAAC with "A" Grade [CGPA:3.16] & ISO 9001:2015 Certified Institution.

Recognized by UGC under 2(f) & 12 (B).

Kilakarai – 623517, Ramanathapuram District

CODE OF CONDUCT

The college has established a code of conduct for students, faculty and other staff members.

CODE OF CONDUCT FOR STUDENTS

1. All the communications are routed through the college website www.thassim.ac.in. Students are requested to check the website daily.
2. Students are encouraged to adhere to a formal dress code and uphold decorum while within the college campus. Students are required to be neatly dressed in salwars (loosely fitted, 3/4th sleeves with shawls pinned on both sides) /sarees, in keeping with Indian culture and in uniform chudithar for special occasions. Muslims students should wear hijabs.
3. First-year undergraduate students are required to participate in the Student Induction Programme as per UGC regulations for the designated duration, during which they will receive guidance to familiarize themselves with all the facilities provided by our college.
4. Students are strongly instructed to wear their identity cards at all times.
5. Mobile phones are strictly prohibited on campus. Individuals found misusing their phones will be reported to their respective Heads of Department (HOD) by staff members, and their mobile phones will be seized and will not be returned.
6. Wearing costly jewels shall be avoided in the campus. The institute is not responsible for any loss.
7. Students are required to participate in the daily morning assembly and in all the activities and functions of the institute and observe order at all times. Absenting themselves on such occasions will be considered as misconduct.
8. Requisition letters intended for the principal if any must be routed through the respective faculty member or Head of the Department associated with the matter.
9. Attendance is mandatory, and students with insufficient attendance will not be allowed to sit for End Semester Exams. Absentees without prior notice will be fined.
10. All the applications for leave must be submitted to the class teachers two days in advance except in case of illness or other unforeseen causes. Leave applications should be written in the prescribed format and duly attested by parents/guardians/warden and they should be submitted to the head of the department before avail the leave or at the time of reporting the college.



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11. Parents and guardians must notify changes in their address promptly in office. They must inform the HODs/ERP within two weeks when their wards discontinue their studies.
12. Candidates are requested to take sufficient number of attested copies of their certificates before submitting the originals in the office. After admission the original certificates will be returned to the students in the first week of August.
13. Disciplinary action will be taken if a student involves in malpractice during continuous internal assessment tests and End semester Examinations.
14. Students who are absent for the first hour will be marked absent for the first hour and their parents will be intimated for the same through SMS.
15. Students are not supposed to leave the classroom without the permission of the faculty member or until the faculty member leaves the class.
16. During class hours, students are prohibited from loitering around the campus or in the verandas.
17. Students are not permitted to go to the college office during class hours.
18. Habitual negligence of college work, dishonesty, and obscenity in deeds, words or any other acts of misconduct will lead to severe disciplinary actions.
19. Students are forbidden from attending or organizing any meeting / celebration in the college. They should not collect money for any purpose without the permission of the Principal. They should not circulate any notice or petition among themselves or paste it anywhere in the college premises without the written permission from the Principal.
20. Students are not to deface the furniture, the walls or any part of the college premises and should not spill ink anywhere or litter the classrooms and grounds with papers.
21. Any damage done to the college property will have to be set right by those who are responsible for it.
22. Visitors are not allowed during working hours.
23. Fine amount if any must be paid within due date, if not it will be collected from the students along with "No Dues" at the end of the academic year.
24. Students engaging in communal or political activities will face severe consequences.



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25. Students should read the notice board carefully every day.
26. Inviting strangers and unauthorized persons inside the campus without any written permission from the Principal is not allowed.
27. The following actions are strictly prohibited and any violation of the mentioned rules will result in dismissal/suspension of the student from the college.
 - Ragging of any kind and magnitude inside or outside the college campus.
 - Any kind of wild, noisy, disturbing behaviours and celebrations on the campus.
 - Tampering with the contents, misuse of the college identity cards.
 - Loud and noisy consultations, discussions and animated conversations inside the college and library during the working hours.
 - Any kind of malpractice like cheating, bribing, gambling, copying in examinations, giving false declaration, spreading rumors, unfounded accusations, writing, and printing, distributing, displaying unauthorized notice of any kind on the campus or anywhere else.
28. In accordance with the Government of Tamil Nadu's Prohibition of Eve Teasing Act of 1998, stringent measures will be implemented against students engaging in eve teasing.
29. Drug consumption is strictly prohibited in the college campus and those found using drugs will be immediately dismissed from the college.

CODE OF CONDUCT FOR TEACHERS

i) Service Agreement

1. Teachers should abide by the rules and regulations prescribed in the code of conduct pamphlet.
2. Teachers appointed in the college will be on probation for a period of two years from the date of joining in the college.
3. Full authority lies with college Management in terminating the service of teachers who are not found compatible to the mission of the college.

ii) Responsibilities of a Teacher

1. Teachers are expected to check the college website daily for updates.
2. The teachers are expected to maintain confidentiality of college and students until legally or legitimately demanded.



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3. The teachers are expected to carry out all the tasks assigned to her by the Head of the department / Co-ordinator on time.
4. Teachers will be held responsible for completing the syllabus on time and producing good results in their subjects.
5. Teachers are responsible for preparing questions for three CIA tests, answer script valuation and maintenance of marks in the department records.
6. Teachers are expected to monitor and guide the students under the mentor- mentee system.
7. The teachers are expected to participate in all the activities of the college apart from classroom teaching.
8. Teachers shall carry out all other tasks assigned to them in their respective committee on time.
9. Organizing anti – institutional activity, promoting, assisting or motivating any groupism or unhealthy activity is strictly prohibited.
10. Teachers should report for duty in their department 15 minutes prior to the working hours.
11. Teachers are restricted to from any association without the permission of the College Management.
12. Teachers must comply with any instructions issued by the authority by way of Circulars from time to time.
13. Teachers are expected to wear their identity cards during work hours in the college premises.
14. Teachers should not carry or use mobile phones to the class room.
15. HODs are responsible for good maintenance of all the college properties made available in their department. Any loss or damage to the department property must be reported to the Principal.
16. Teachers should maintain decency in behavior, attire and language on campus.
17. Teachers must follow the code of ethics at all times.
18. Teachers are expected to develop personal growth through continuous update of knowledge.
19. The teachers are expected to comply with the TBAKC HR POLICY.



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CODE OF CONDUCT FOR OTHER SUPPORTING STAFF

1. All the non- teaching staff of the college should report to duty at 8:30 am and should remain in duty until 5:00pm.
2. All the non-teaching staff should respect and maintain the hierarchy in the college administration.
3. The non-teaching staff should wear their ID cards at all times.
4. Laboratory assistants are responsible for maintaining the cleanliness of the lab.
5. Laboratory assistants should maintain stock register for all the articles, equipment, chemicals etc, and Lab entry register should also be maintained. All the registers shall be submitted to the HOD and the Principal at the end of each semester and their signatures must be obtained.
6. Breakage register should also be maintained by the laboratory assistants for articles damaged by the students. Fine amount collected if any shall be handed over to the college office as per the direction of HOD and deposited in the college account.
7. All the department and office assistants should carry out their duties as instructed by the authorities.
8. Non-teaching staff must not involve in divulging of official secrets and forging official documents.
9. Staff members should not be absent from duty without office approval.
10. All the staff members are expected to strictly adhere to the rules and regulations of the college.

Principal
Thassim Beevi Abdul Kader
College for Women, Kilakarai.