

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

AN AUTONOMOUS INSTITUTION



Affiliated to Madurai Kamaraj University and Re-accredited with B+ Status by NAAC
TVR Nagar, Aruppukottai Road, Madurai 625 022, TamilNadu

Landline : 73977 88615



e-mail : slcs@slcs.edu.in

website : www.slcs.edu.in

Code of Conduct for the Principal

- Lead the entire team in implementing the college's vision and mission.
- Take necessary measures to uphold discipline in the institution in accordance with regulatory authorities.
- Execute directives from the Competent Authority, including the development plans of the College and academic programs through relevant bodies and committees.
- Ensure compliance with act, statutes, ordinances, regulations, rules, and orders issued by the UGC, University authorities, regulatory bodies, and the Management.
- Function as the Chief Superintendent of Examinations to regulate examination activities as per the Academic Calendar.
- Adhere to prescribed working hours.
- Cultivate an environment conducive to academic discussions, professional development and promoting research activities within the institution.
- Uphold, enforce, and maintain discipline in the behavior of all students, teaching and non-teaching staff to ensure a serene campus atmosphere conducive to academics.
- Encourage and maintain the practice of extra-curricular activities among students and other members of the institution.
- Act with fairness towards all faculty, non-teaching staff, and students.
- Ensure the effective implementation of long-term and short-term development plans for academic programs through relevant authorities,



Principal
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bodies, committees, and their members.

- Improve the academic performance of students and strive hard to acquire high grades and ranks in Autonomy, NAAC, NIRF, AISHE etc.,
- Monitor the smooth conduction of Academic related activities such as Graduation Day, Annual Day, Sports Day, Alumni meet, and extra-curricular events and functions.
- Encourage students and faculty members to extend their service to the community through NSS, RRC, YRC and UBA.

MANAGEMENT EXECUTIVE



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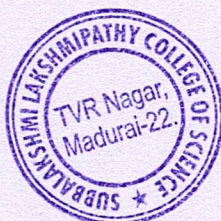


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Code of Conduct for Teaching Staff

- Efficiently discharge the duties and comply with the rules and regulations of the college.
- Follow directives from the Competent Authority, involving tasks such as preparing lesson plans, setting question papers, and evaluating answer papers.
- Take on responsibilities related to cells, committees, and curricular duties.
- Adhere to the working and contact hours based on the directives of the Head of the Institution.
- Maintain integrity, strict honesty and impartiality in all official dealings.
- Maintain punctuality and be present in the respective classrooms before the scheduled class time and alter the class in advance if availing leave.
- Foster positive interactions with students, adhere to institutional rules, ensure students safety, coordinate with fellow teachers, and serve as facilitators.
- Organize extra remedial classes to support and enhance the learning experience for students who may require additional assistance in academics.



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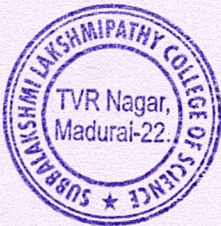


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- Maintain professionalism and refrain from using inappropriate or unparliamentary language when addressing students
- Extend support to the students as Mentors for their Curricular, Co-Curricular and Extra-Curricular Activities.
- Ensure the physical (professionally groomed) and emotional well-being of the students.
- The performance of teaching staff will be under constant review.
- All teaching staff members are expected to wear uniform and identity card issued by the institution.

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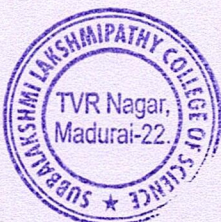
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Code of Conduct for Non-Teaching Staff

- Adhere strictly to the rules and regulations of the college.
- The hierarchy in the department and administration to be followed *for the smooth functioning.*
- Maintain honesty, integrity, and fairness in all activities.
- Exercise self-discipline and restraint at all times when dealing with staff, students, and the general public.
- Obtain official approval and alter their duty in advance if they are availing the leave.
- Working and contact hours must be adhered based on the directives of the Head of the Institution.
- Demonstrate loyalty to the College through punctuality and reliability.
- Uphold professionalism by maintaining proper interactions, professional boundaries, and dignity with students and staff.
- Ensure the safety and maintenance of equipments, accessories in the labs and studios.
- All non- teaching staff members are expected to wear uniform and identity card issued by the institution.

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Code of Conduct for the Students

- Practice integrity on and off the campus, for avoiding actions that may hinder the reputation of the institution.
- Maintain regular class attendance and uphold discipline in classrooms, on campus, and during college events.
- Ensure a quiet environment in the library, and refrain from causing any damage to books or periodicals.
- Wearing the uniform and ID card is mandatory to ensure equality and uniformity in appearance.
- Maintain the cleanliness and hygiene standards of the campus.
- Avoid damaging college property, including writing on walls or furniture, as it is a serious offense which will lead to penalty.
- Reading and respecting notices posted by the college is mandatory.
- Be responsible for the safety of personal property, including money, jewelry, and electronic gadgets.
- Refrain from loitering on campus during class hours.
- Specific rules apply to mobile phone and laptop usage for Hostel students during study hours.
- During the college working hours, use of mobile phones on campus is strictly prohibited.
- Late comers are forbidden from entering the classrooms. Latecomers will also be recorded as absent.



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- Strict silence should be observed inside the class room.
- Prohibition extends to smoking, alcoholic consumption, and substance abuse.
- Hostel Students should adhere to the college hostel rules and regulations.
- Hostel students need prior permission to come to college during holidays.
- Entertaining friends from other colleges inside the campus and participating in any anti-social activities or communal riots is prohibited.
- Ragging in any form is strictly prohibited, and severe action will be taken against defaulters.
- Punishments, including suspension or dismissal, will be enforced on the students found violating rules.
- Strict discipline, punctuality, and decorum are emphasized in the college campus.

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