



BON SECOURS COLLEGE FOR WOMEN THANJAVUR



CODE OF CONDUCT

It's the right thing to do....

The sisters of the congregation of our lady of Bon Secours inspired by the example of Jesus Christ's love of the poor, committed themselves for the transformation of the poor and marginalised especially the women through the ministry of education. The long cherished dream of the elders of the congregation was well realised in the establishment of Bon Secours College for Women at Thanjavur in 2002. The institution stands for human values and strives hard to promote and maintain these values in the young minds. The students are made to understand and uphold the rich tradition and culture of the land. The college campus is a sylvan setting instils in the students appreciation and love for nature. The institution ultimately is a place for nourishing and nurturing love, peace and fraternity.

The institution policy on code of conduct and ethics holds good for all its stakeholders.

■ Core Values:

(i) HUMAN RESOURCE DEVELOPMENT AND NATIONAL BUILDING

The college stands for promoting social and cultural values with social justice and equity among students and staff. The College also spins up avenues for personalized education to develop their capacity in the arena of Higher education and contributing for national development.

(ii) FOCUSED DISCOVERY AND EXCELLENCE

We value the process of personalised discovery through learning, teaching, research, scholarship, and innovation to progress the College's mission striving with integrity for excellence. We prepare the students with knowledge, skills and competencies of demand to be inventive, creative and entrepreneurial in their approach.

(iii) MORAL, CULTURAL AND SOCIAL VALUES

The College fosters value based education among students to inculcate moral, cultural and social values by providing them continuous opportunities and conducive environment. It works towards the all-round formation of students with love, truth, and justice to ensure respect for the rights, differences and dignity of others.

(iv) TECHNOLOGY ENABLED LEARNING

The College promotes technological advancement as an integral part of the teaching, learning and assessment process. The technology enabled blended learning activities that connect content to context for promoting experiential learning through Learning Management System, smart classrooms, online resources, virtual laboratories, soft wares and tools, e-contents, webinars and MOOCs.

(v) ACADEMIC EXCELLENCE/ EDUCATIONAL EXCELLENCE

The College stands for providing personalised education with knowledge and skills through sustained inquiry and learning excellence. The academic/educational excellence is achieved through demonstration of knowledge and skills for the overall development of higher education in the country.

■ Ethics and Conduct

This Code of conduct shall apply to all kinds of conduct of the students including on-campus and off-campus activities, functions hosted by the institution and other recognized student organizations that has or may have serious consequences or adverse impact on the interest of the Institution or reputation. At the time of admission, each student must sign a statement accepting the policy on Code of conduct and ethics and by giving an undertaking that a) She shall be regular and complete her studies in the Institution. b) In the event, a student is forced to

discontinue studies for any legitimate reason; such a student may be relieved from the Institution on written direction of the Principal. c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and the fees of the Institution if any.

The Institute believes in promoting a safe and efficient environment by enforcing behavioural standards. The students should uphold academic integrity, respect and uphold the dignity of all persons and their rights and property and safety of others; etc.

All students must abstain from indulging in any and all forms of misconduct including partaking in any activity which can affect the interests and reputation of the institution substantially.

■ **Academic Integrity**

As Academic integrity is essential for the success of the Institution and its missions, violations of academic integrity constitute a major offence. The Institution is committed to impart values on intellectual, ethical and environment based principles of academic integrity. Academic Integrity encompasses honesty, responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institution affirms that in all academic work, the ideas and contributions of others must be appropriately acknowledged.

1 (a). Scope and Purpose

This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institution and is required to adhere to the said policy. The purpose of the Policy is to explain the principles of academic integrity, and to provide examples of dishonest conduct and violations of academic integrity. Failure to uphold these principles of academic integrity threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every member of the Institution therefore stands responsible for ensuring the highest standards of academic integrity are sustained.

1 (b). The principles of academic integrity necessitate that a student:

1. Properly acknowledges and cites use of the ideas, results, material or words of others.
2. Properly acknowledges all contributors to a assigned duties and responsibilities.
3. Makes sure that all work submitted for course and academic activity are original without the aid of impermissible materials or collaboration.
4. Obtains all data or results by ethical means and reports them accurately without repressing any results inconsistent with her interpretation or conclusions.
5. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without infringement and does not obstruct others academic progress.

■ Students:

The student should undertake that she is aware of the academic guidelines of the Institution. Students are expected to follow all rules and regulations as laid down in the handbook.

1. Students are expected to attend classes regularly and be in the classroom before the first bell at 8.20 a.m.
2. The day begins with a common prayer for which all should be present and participate with due reverence and strict silence.
3. Every student should wear her identity card while on campus and bring the college calendar every day.
4. When representing the college for various activities off campus.
5. Tampering with/misuse of identity cards or bus/train passes will result in withdrawal of these facilities.
6. All students must be present on the reopening day of each semester. If absent, necessary actions will be taken.
7. Every student is expected to be neatly and modestly dressed. The college mandates that girl students wear saree / half saree / salwar kameez / long skirts with modest shirts and stole / patyala / churidhars, long gowns / (Jeans with kurthi tops (below hip) or shirts with shrug or stole while on campus only during special days). Sleeveless attire / T-Shirts / Leggings with slit tops / Net sleeves

and net leggings / 3/4 pants and skin fits are not permitted. Students who do not abide by the prescribed rules will be penalized.

8. Students must strive to create an atmosphere of friendliness and good cheer in the college. They are expected to maintain a cordial relationship with the staff and other students.
9. Every student is encouraged to grow with responsibility and discipline. Every student shall honor and respect the reverend Sisters and teachers of the institution, parents and every person they meet in their daily life. The student will abstain from using offensive or derogatory language either for friendly conversation or to speak ill of others.
10. Attendance is taken at every lecture or practical as prescribed in the College time-table. Attendance requirement (75%) must be fulfilled by every student in each course.
11. Students can check their attendance on the College website through their student login. Any discrepancy may be reported to the course teacher.
12. No student is allowed to leave the classroom during the lecture without the permission of the lecturer.
13. Students should not be loitering in the campus during the class hours.
14. A student applying for sick leave for more than five days or any student absent for the CIA and Pre-semester examinations on medical grounds, need to produce a medical certificate from a registered practitioner.
15. Absentees without leave applications are liable to buy a book worth Rs.100/- to the department. Leave applications should be endorsed by the Parents/Guardian/Warden.
16. Students are not permitted to leave the college during the working hours. In case of an emergency, permission must be obtained from the Principal through the Head of the Department.
17. Students are expected to follow the entire academic programme, write all the tests and submit the assignment given for each course on time. A student cannot absent herself for quizzes, seminars and assignments. Any malpractice during the tests / Examinations will result in their cancellation. In the case of End Semester examinations, the student will also be debarred from writing the rest of the examinations of the semester.

18. Students are expected to read notices on the college notice board regularly. Claiming ignorance of any notice will not be accepted as an excuse for failing to comply with it. Those who tamper with the notices will be punished severely.
19. Students are expected to keep the classrooms and college premises neat and clean and treat the college property carefully as their own. Any student violating the above will be levied a heavy fine and is liable for punishment.
20. Student shall report to the college office whenever they change residence. Failure to report within three days will be regarded as a serious breach of discipline.
21. Students are not permitted to do any of the following without the prior permission of the Principal: give interviews/publish any material/participate in any live modelling shows/fashion shows/ participate in any radio or television shows.
22. Cell phone is not allowed in campus. Students are not permitted to use cell phones at any time or in any place in the college campus. Violation of this rule will result in confiscation of the phone and payment of a fine.
23. Students should not post negative statements about the institution/ faculty /staff/other students on social media websites. Violation of this will result in severe punishment, including dismissal from college.
24. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall be punished with imprisonment for a term which may extend to two years and shall also be liable to fine which may extend to ten thousand rupees. When a complaint of ragging is made to have abetted such person shall be deemed to the offence of ragging and shall be punished as provided for in Section 4 of TNPR Act, 1997.
25. Inviting/ meeting strangers or unauthorized person(s) inside the campus is not permitted. Prior permission in writing must be obtained from the Principal/Vice Principal.
26. Smoking, consumption of alcohol, possession/use of drugs or drug peddling is strictly forbidden. Students found guilty of substance abuse or in possession of drugs will be suspended/ dismissed from the College.
27. Protests strikes on campus by students are banned. Students participating in them are liable to be suspended / dismissed from the College.

28. Before submitting a thesis/dissertation to the department, the student is responsible for checking plagiarism by using software that is available in the University or Research and Development Cell of the institution. If a student observes or becomes aware of any violations of the academic integrity policy he/she is liable to report the misconduct if any in a timely manner.

CODE OF CONDUCT FOR TEACHERS

■ Faculty:

Faculty members should make sure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and documented for future reference. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity.

Any Teaching/Non-Teaching/Administrative staff appointed at BSC shall be on probation for a period of one year from the date of joining duty.

The institution may, for reasons to be recorded in writing, extend the period of probation to a further period of one year.

Rules regarding leaving service/termination of services.

A staff who is on probation, desirous of leaving the college may do so either by giving the institution one month's notice in writing or by paying the college one month's salary in lieu of such notice.

A staff who has completed his/her probation, desirous of leaving the institution may do so either by giving the college three months' notice in writing or by paying the college three months' salary in lieu of such notice.

For terminating the service of a staff who is on probation, the institution shall give one month's notice or one month's salary in lieu of such notice. For terminating the service of a staff who has completed his/her probation, the institution shall give three months' notice or three months' salary in lieu of such notice.

Leave Rules

1. A staff is eligible for 12 days CASUAL LEAVE in one calendar year.
2. Any staff availing himself /herself the casual leave facilities should do so with the prior permission of the Principal.

■ TEACHERS AND RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers be calm, patient and communicative by temperament and amiable in disposition.

Teachers should,

- i. adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. manage their private affairs in a manner consistent with the dignity of the profession;
- iii. seek to make professional growth continuous through study and research;
- iv. express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge;
- v. maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- vii. co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as; assisting in appraising applications for admission advising and counseling students as well as assisting in the conduct of university and college examination, including supervision, invigilation and evaluation; and

viii. participate in extension, co-curricular and extracurricular activities including community service.

■ **TEACHERS AND THE STUDENTS:**

Teachers should,

- i. respect the rights and dignity of the student in expressing his/her opinion;
- ii. deal justly and impartially with the students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. recognize the difference in aptitude and compatibilities among students and strive to meet their individual needs;
- iv. encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. be affectionate to the students and not to behave in the vindictive manner towards any of them for any reason;
- vii. pay attention to only the attainment of the student in the assessment of merit;
- viii. make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. aid students to develop an understanding of our national heritage and national goals and
- x. refrain from inciting students against other students, colleagues or administration.

■ **TEACHERS AND COLLEAGUES:**

Teachers should,

- i. treat other member of the profession in the same manner as they themselves wish to be treated;
- ii. speak respectfully of other teachers and render assistance for professional betterment;
- iii. refrain from lodging unsubstantiated allegations against colleagues to higher authorities;

iv .refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

■ **TEACHERS AND AUTHORITIES:**

Teachers should,

- i. discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- ii. refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interface with their professional responsibilities.
- iii. co- operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. co- operate with the authorities for the betterment of the institutions keeping view the interest and in conformity with dignity of the profession;
- v. should adhere to the conditions of contract;
- vi. give and expect due notice before a change of position is made and
- vii. refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

■ **TEACHERS AND NON-TEACHING STAFF:**

Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.

■ **TEACHERS AND GUARDIANS:**

Teachers should try to see through teacher's bodies and organizations that institutions maintain contact with the guardians of their students, and reports of their performance to the guardians whenever necessary and meet the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

■ TEACHERS AND SOCIETY:

Teachers should,

- i. recognize that education is a public service and strive to keep the public informed of the educational programme which are being provided;
- ii. work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CODE OF CONDUCT FOR NON-TEACHING AND ADMINISTRATIVE

Every staff employed in the institution shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

- i. It shall be mandatory on the staff employed in the private college to do any work in connection with an examination conducted by the University or any college, which he/she is required to do by the Head of the institution, as the case may be.
- ii. No Staff employed in the institution shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be obtained.
- iii. No staff employed in the institution shall send any application for employment under any other agency, except through the secretary. The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving her/him.

iv. When a staff employed in the institution seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.

v. Any staff employed in the institution when involved in criminal proceedings shall inform the committee of such proceedings.

vi. No staff employed in the institution shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

vii. No staff employed in the institution shall contest or participate in or canvas for any candidate in any election.

viii. No staff employed in the institution shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.

xi. No staff employed in the institution shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in an demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

x. No staff employed in the institution shall indulge in any critics of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.

xi. In pursuance of the general interests of the institution, all staff shall be required to attend duties on any national and festival holidays in case, function to celebrate such occasions are organized by the institution.

■ INSTITUTION ROLES

A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the Institution, and this can lead to various issues. Academic violations should be brought to the notice of the Principal. In the case of a student or a faculty member, the first violation of academic breach will lead to a verbal warning. A repeated offence, if

considered serious, could lead to expulsion. Upon receipt of reports of scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures.

RULES & REGULATIONS

ANTI-RAGGING

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutes, 2009'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutes and Institutes. The said UGC Regulations shall apply mutatis mutandis to **the Institute and the students are requested kindly to follow the codes strictly.**

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) any act of financial extortion or forceful expenditure burden put on a student by other students;
- f) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

g) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;

h) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

■ **ANTI-RAGGING COMMITTEE:**

The Anti-Ragging Committee, as constituted by the Institute and headed by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by the Principal and the Convener shall regulate the affairs along with the members, the senior faculty of the Institute as its members.

⊕ **ANTI-RAGGING SQUAD:** (The Discipline Committee)

To render assistance to students, an Anti-Ragging Squad has also been constituted which consisting of various members of the campus community. The said committee shall keep a vigil on ragging incidents taking place in the campus and undertake round the clock inspection. Students may note that the committee is active and alert at all times and are empowered to inspect places of potential ragging, and also make visits in hostel and other hotspots in the Institution. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Debarring from appearing in any test/ examination or other evaluation process.
- Suspension/expulsion from the institution/ hostel.
- Cancellation of admission.

In cases where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment. The Anti-Ragging

Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging. An Appeal against any of the orders of punishment enumerated hereinabove shall lie to the Principal of the Institution.

PREVENTION OF SEXUAL HARASSMENT

The Policy of the Institution on prevention and prohibition of sexual harassment at workplace, 2016 is intensively followed. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

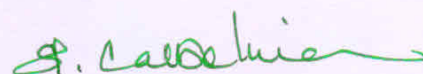
■ STUDENT GRIEVANCE PROCEDURE:

Any student of the Institution aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal Cell at the Institution. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee members to enforce this Code, in cases of any sexual harassment complaints.

■ STUDENT REPRESENTATION & PARTICIPATION IN GOVERNANCE:

As Students are members of the Institution campus, they have a substantial interest in the governance of the Institution. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their

views and advice, for an informed decision making. Student representation and participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all the student of the Institution are informed to uphold the policy and inform the Institution of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.



Principal

BON SECOURS COLLEGE FOR WOMEN
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Bon Secours