



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)  
Re-accredited with 'A++' Grade by NAAC. Recognised by UGC Under Section 12 B  
Coimbatore-641 043, Tamil Nadu, India

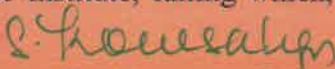
***CODE OF CONDUCT***  
***TEACHING & NON-TEACHING STAFF***  
***AND STUDENTS***

*S. Koushalis*

Registrar  
Avinashilingam Institute for Home Science  
and Higher Education for Women  
(University Estd. u/s 3 of UGC Act 1956)  
Coimbatore - 641 043

## I. Maintenance of Code of Conduct, Discipline among the Employees of Institute (Teaching and Non-Teaching Staffs)

1. Every employee shall at all times maintain absolute integrity; show devotion to duty; and do nothing which is unbecoming of an employee of an Institute.
2. An employee who commits a breach of the Bye-laws/ Regulations of the Institute or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interest of the Institute or in conflict with the instructions, commits a breach of discipline or is guilty of any act of misconduct shall be liable to punished.
3. The Central Civil Services (Conduct) Rules, 1964 Chapter IX S.No.22 and S.No.88 shall apply *mutatis mutandis*, to both the Teaching and Non-teaching staff of the Institute posted under UGC (Appendix II).
4. Part IV (Suspension), Part V (Penalties and Disciplinary authorities), Part VI (Procedure for Imposing Penalties), Part VII (Appeals) and Part VIII (Revision and Review) of the Central Civil Services (Classification, Control and Appeal) Rules 1965 shall *mutatis mutandis* apply to the employees of the Institute.
5. Component authority shall exercise the disciplinary powers and the Vice chancellor shall be the appellate authority can approve/ratify the decision with the consent of the Board of Management.
6. In the case of the teachers and staff, above the cadre of Assistant Registrar of the Institute, the Vice Chancellor be the /Disciplinary Authority and the decision of BOM is final.
7. In the case of other technical and non-teaching staff of the Institute, the Registrar shall be the Disciplinary Authority and the Vice Chancellor shall be the appellate authority.
8. In respect of the Central or State Government employees borrowed by the Institute, the Provisions of the Rule 19, 20 and 21 of CCS (CCA) Rules-1965 shall apply.
9. The CCS (CCA) Rules of Government of India as and when amended shall apply *mutatis mutandis* to the employees of the Institute.
10. In case of any grievances, the employee shall approach the Immediate Higher Officials and shall not directly approach the Higher Authorities of the Institute, failing which, he/she is liable for disciplinary action.




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## II. Code of Conduct for Maintenance of Discipline among the Students

All students shall abide by the rules and regulations laid down for their discipline and development.


1. Students are required to be neatly dressed in Salwars / Sarees in keeping with Indian culture and in White Khadi uniform sarees for special occasions.
2. Costly jewels should not be worn in the campus. The Institute is not responsible for any loss.
3. Students are required to participate in assembly prayer and in all the activities and functions of the Institute and observe order at all times. Absenting on such occasions will be considered as misconduct.
4. Organising meetings, entertainments and collecting money for any purpose in the campus without the permission of the Registrar are prohibited.
5. Students should read the notice boards carefully every day.
6. Visitors are not allowed during working hours.
7. Students and parents should not tip the workers of the Institute. If they desire, they can deposit their gifts in the Workers' Fund maintained in the Office.
8. All students are expected to be in the premises of the Institute during the working hours.
9. Day scholars should not undertake any transactions on behalf of students in the hostel. They are not permitted in the hostel premises.
10. The Institute does not entertain any letter or other postal transactions on behalf of the day scholars.
11. Discipline needs to be observed in class rooms and campus.
12. Complement the efforts of the teachers in maintaining the conducive and positive learning environment for all students.
13. Students must have put in a minimum of 75 percent attendance in all subjects put together to be eligible to appear for all the papers of the semester examination.
14. All applications for leave must be submitted to the Deans one week 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 Deans through the Head of the Department by the end of the week.

  
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15. When a student represents the Institute in Sports, NCC, NSS, Academic related activities etc., during the test period and thereby misses any test, the average mark for the tests performed will be taken, provided she submits the permission letter in time.
16. Parents will be informed about the class performance and behaviour of their wards, as and when the need arises. They are required to write to the Registrar acknowledging receipt of all the communications, explaining the steps taken by them to rectify the situation.
17. All requests for seasonal and other educational travel concessions by train or plane from bonafide students must be made to the Deans during the period which will be specified on the notice board. Request for signing concession forms will not be entertained during any other period. Concessions are available only for journeys to and from the home address specified in the application forms for admission. The outward journey should be undertaken only after the date of completion of the examinations.
18. Parents and Guardians must notify changes in their address promptly. They must inform the Registrar within two weeks when their wards discontinue their studies.
19. 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
20. Students who leave after the first semester will be required to pay tuition and other fees due for both the semesters.
21. The Registrar has the right to ask any student to leave the Institute and issue Transfer Certificate at any time during the course of the year for indiscipline, unauthorised absence and non-payment of fees and dues.
22. Disciplinary action will be taken if a student involves in malpractice during Continuous Internal Assessment Tests and Comprehensive Semester Examinations.
23. The students should keep the campus ragging free.

#### **Rules and Regulations for using Mobiles and Laptops inside the Institute Campus:**

1. Mobile phones, laptops must be used only for the purpose of education.
2. Use of phones, cameras, etc., is prohibited during the class hours inside the campus. If found in contravention, they will be confiscated.
3. Mobile phones are strictly prohibited inside the library and examination hall.

  
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4. The students should not use mobile phones while attending meetings, workshops, functions and other activities of the Institute.
5. Laptops must be used as a tool for education. If used for any other purposes like watching movies, surfing social sites, immediate action will be taken.
6. Mobile phones must remain in silent mode inside the Institute premises. (not even vibrating mode). Mobile phones can be used during lunch hours (12.45 p.m. - 1.30 p.m.).
7. Mobile phones must not be charged inside the classrooms.
8. The following list gives examples of sort of materials or activities that will be regarded as unacceptable by the usage of laptops, mobile phones.
  - Bullying / Harassment
  - Personal insults, attacks / abuse
  - Games, entertainment
9. If mobile phone is lost or stolen, the phone cannot be claimed back or disconnected and the Institute will not be responsible.
10. Under disciplinary actions, the Vice-Chancellor is empowered to fine, suspend or even expel a student from the Institute in the interest of the Institution.
11. The Institute lays a great emphasis on decent behaviour from every student.
12. Any breach of this policy will be treated as a potential disciplinary issue and dealt with through Institute's disciplinary procedure.



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