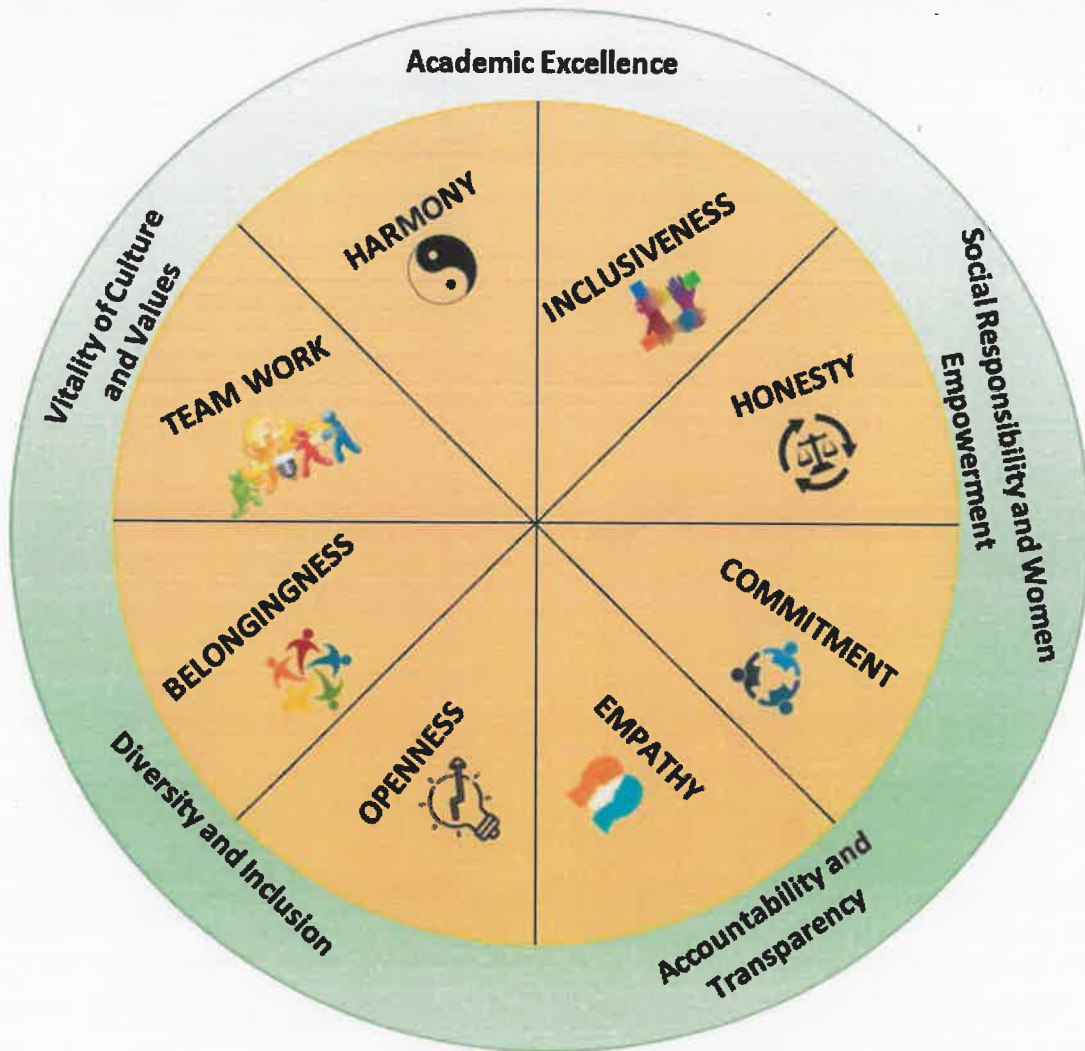




Avinashilingam Institute for Home Science and Higher Education for Women
Coimbatore - 641 043, Tamil Nadu, India
(Deemed to be University under Category 'A' by MHRD)
Re-accredited with 'A++' Grade by NAAC
Recognised by UGC under Section 12B

CODE OF CONDUCT AND ETHICS POLICY – CODE OF PRACTICE
AND STANDARDS TO REINFORCE ACADEMIC AND
ADMINISTRATIVE ETHICAL CONDUCT



S. Gowdalan

Registrar
Avinashilingam Institute for Home Science
and Higher Education for Women
(University Estd.u/s. 3 of UGC Act 1956
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**CODE OF CONDUCT AND ETHICS POLICY – CODE OF PRACTICE AND
STANDARDS TO REINFORCE ACADEMIC AND ADMINISTRATIVE
ETHICAL CONDUCT**

1. Preamble


In order to uphold and promote Avinashilingam Institute's reputation for academic and administrative integrity, the Board of Management has promulgated this Code of Ethical Conduct, which all members of the Institute – Trustees, BoM members, Permanent, Temporary and Contractual Teaching and Non-teaching members, Officers, all Statutory and Non-statutory Committee members, Students as well as Scholars adhere towards the achievement of Mission as enshrined in the Vision Statement of the Institute. This document has taken inputs from UGC's guidelines (MULYA PRAVAH:2019) HRD's Quality Mandate and Bye-laws of the Institute which specify Institutional policies and procedures and generally accepted code of ethical conduct in educational institutions. The Institute follows the great ideals of Sri Ramakrishna, Holy Mother Sri Saradamani Devi, Swami Vivekananda and Mahatma Gandhi and upholds a life of purity, discipline and service. The foremost qualities of empathy, harmony, belongingness, tolerance, commitment, respect for others, cleanliness, courtesy, democratic spirit, spirit of service, respect for public property, scientific temper, liberty, responsibility, pluralism, equality, and justice both in academic and administrative endeavours underpin the policies and principles of the Institute. With the growing importance of education for a better living, the Institute strives to ensure value orientation and ethical practices in achieving quality higher education. The Vision and Mission Statements are inter-woven with value-based components portraying its commitment towards building sustainably equitable and vibrant India.

2. Vision

Self-development and empowerment of women through Modern, Scientific and Value-based education to enable them to lead a purposeful life filled with Moral and Spiritual values.

3. Mission

The Mission of the Institute is to provide quality education of global standards on a strong foundation of Indian values and traditions to women students based on current advances in Science, Technology and Societal demands with the emphasis on Commitment to Social Progress, Peace, Harmony and National integration.



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4. Core Values

Academic Excellence: Our Institution strives to meet the highest standard of excellence in virtual and ICT enabled teaching learning methodology, research, continuous in-house and outbound Faculty Improvement Programmes; ensures continuous engagement in the scholarly activities in the pursuit of leveraging innovation, creativity and excellence. Brings up to date changes in academic activity to implement systems and navigate the functions to in order to meet the sustainable education standards and practices. Our research activities and outcomes continue to have global significance and meaningful impact.

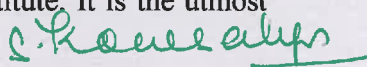
Social Relevance and Women Empowerment: Promotes National Integration among the students through implementing the policies by means of NCC, NSS, CSS, Yoga, Sports and encourage students to be participative in all intra and inter competitions and social awareness programmes. Imparts skill - based education and learning in empowering women to venture into start-up businesses, encourage women to hold leadership roles and facilitate in sourcing their dream career by extending relevant training and industry awareness programmes.

Accountability and Transparency: Issues in internal governance of the institution in terms of the processes connected with admissions, registration, examinations, evaluations, payment of fees and a host of other functions are addressed with close attention in ensuring quality and transparency. It promotes continuous improvement and take responsibility for professional growth and development of the students, staff and institute, by e-governance and digitalization where its use, make all the stake holders of the institute to work at ease.

Diversity and Inclusion: Upholds the highest ethical values, integrity and professionalism by fostering inclusive environment, where everyone can develop their full potential and contribute to the interest of the society as a whole and perform well in their careers. Ensures non-discrimination and promotes inclusion in all levels of education.

Vitality of Culture and Values: Our Institution embraces cultural values across the institution and treat people with dignity and encourage feelings of importance in all. All festivals and its values are celebrated with all its pomp and glory. Traditional values and prayers are followed. Gandhian principles and Dr.Ambedkar's thoughts are shared and adopted.

All members are expected to adhere to follow in their day today activities and be well acquainted with this Code, which can be also found on the official website of the Institute. It is the utmost


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responsibility of all members to follow the shared values and conform to the standards prescribed to maintain highest professional standards.

5. Ethics Policy

The policy is devised across two major areas of –

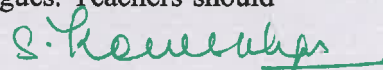
- A. Academic
- B. Administrative

A. Academic

Avinashilingam Institute has a rich academic community committed to create an empowered and supportive learning environment in pursuit of students' development. By choosing to become members of this academic community, both teaching and non-teaching members prove their commitment to the philosophy, ethos and values and understand the responsibility placed upon them. The activities of the members of the academic fraternity will be guided by the following broad principles of ethics:

1. Teaching Faculty

- 1) Teachers should update their knowledge and skills in their respective profession and areas of interest so that they can be catalysts of building knowledge repository and dissemination. This should also be reflected in the curriculum frame work and syllabi. The teachers should aim to achieve the outcomes of each Course and apply best efforts to create graduate attributes.
- 2) Teachers to ensure that they conform to the stated contact hours and work for the credit of the course offered as well as guide students with sincerity otherwise it ends up in wilful subversion of the very spirit of CBCS.
- 3) Teachers have great responsibility to undertake examination related processes at different levels and capacities. Sanctity of the examination process has to be strictly maintained. Teachers should exercise utmost care in the evaluation of the students so that students can understand their performance and lead to improvement in the forthcoming assessments.
- 4) Teachers are expected to maintain dignified relationship with colleagues and other members of different departments and offices and will refrain from any acts of omission or commission that may lead to harassment and discrimination of colleagues. Teachers should



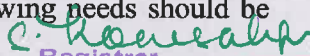
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not engage in making unsubstantiated accusations to the higher authorities regarding their colleagues.

- 5) Teachers should promote inclusive environment and differences in the name of Community, Caste, Religion, Language, Identity, Gender, Personal preference among fellow colleagues as well as students is totally refrained and should focus on professional accomplishments.
- 6) Teachers should contribute to the growth and development of the Institute that ranges from Curricular to extra- curricular activities or as might be insisted by the Institute.
- 7) Teachers shall, without fear or favour, express themselves for the betterment of the Institute's growth. They should abide by the rules and regulations of the Institute, they have the right to disagree and can express their opinions and can suggest change of the rules and regulations within the boundaries of the established due practices and norms of the Institute.
- 8) Teachers shall work towards their primary duty of effective teaching and research in current industrial needs. Teachers should be active members of professional bodies and consistent efforts to be taken to bridge the gap between Academia and Industry.
- 9) Teachers must avoid unnecessary conflicts of interest especially in matters relating to examination and disclose the same.
- 10) Teachers shall avoid engagement in works or activities not related to their profession, within duty hours, if not directed to do so by the higher authorities since this would lead to misuse of the time provided for the fulfilment of the primary duty of meaningful teaching and research.
- 11) Teachers will extend their full cooperation with the authorities in various capacities as members of different committees and group work in order to accomplish the assigned task in an efficient manner.
- 12) Teachers will motivate students to feel themselves as independent thinkers and active learners by providing effective counselling and able guidance which is not necessarily restricted to only class room contact hours.
- 13) Teachers will recognize the individual difference of interest and capabilities of the students and scholars and try to actively engage with them to take them to next level of progress.
- 14) The academic community should have zero tolerance policy in matters related to any form of harassment and should not be vindictive to the students.

2. Students

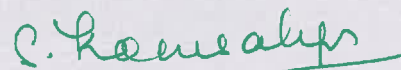
Avinashilingam Institute recognizes that the student community is a primary stakeholder of the Institute and always strives to create a better learning ambience. Other stake holders of the Institute are in full cognition that their basic amenities, concerns, and growing needs should be


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effectively addressed. However, while enjoying their rights, students are also expected to adhere to rules, regulations, codes of conduct of the department, library, computer labs, play grounds, auditorium, health centre, canteen and other premises of the Institute as well as social spaces outside the premises since they are ambassadors of the values held by the Institute. Students would make the best use of their campus life by offering their energy for learning and developing a complete personality.

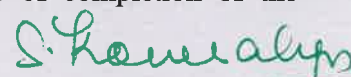
All students shall abide by the rules and regulations laid down for their discipline and development -

- 1) Abide by Act, Statutes, rules, regulations, policies, procedures of the Institute and respect its Vision, Mission, Core values, Campus cultural practices and the traditions.
- 2) Remain punctual, highly disciplined and attend classes regularly.
- 3) Display modesty in their overall appearance and behaviour.
- 4) Behave with dignity and respect with teachers, staff and peer group members.
- 5) Act as a role model for the junior students by displaying the highest level of values and morality.
- 6) Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
- 7) Observe proper behavior during outbound activities (educational tour/visit or Industrial visit).
- 8) Strive to keep campus ragging free.
- 9) Be sensitive to gender issues.
- 10) Be responsible to societal needs and development.
- 11) Maintain good Mental and physical health.
- 12) Students are required to be neatly dressed in salwars / sarees in keeping with Indian culture and in White Khadi uniform sarees for special occasions.
- 13) Costly jewels should not be worn in the campus. The Institute is not responsible for any loss.
- 14) 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.



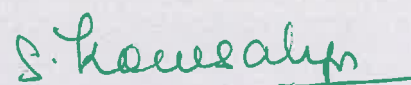
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- 15) Organising meetings, entertainments and collecting money for any purpose in the campus without the permission of the Registrar are prohibited.
- 16) Students should read the notice boards carefully every day.
- 17) Visitors are not allowed during working hours.
- 18) 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.
- 19) All students are expected to be in the premises of the Institute during the working hours.
- 20) Day scholars should not undertake any transactions on behalf of students in the hostel. They are not permitted in the hostel premises.
- 21) The Institute does not entertain any letter or other postal transactions on behalf of the day scholars.
- 22) Discipline needs to be observed in class rooms and campus.
- 23) Complement the efforts of the teachers in maintaining the conducive and positive learning environment for all students.
- 24) 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.
- 25) 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.
- 26) 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.
- 27) 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.
- 28) 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.



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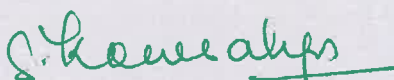
- 29) Parents and Guardians must notify changes in their address promptly. They must inform the Registrar within two weeks when their wards discontinue their studies.
- 30) Candidates are requested to take sufficient number of attested copies of their certificates before submitting the originals in the office. After admission the original certificates will be returned to the students in the first week of August
- 31) Students who leave after the first semester will be required to pay tuition and other fees due for both the semesters.
- 32) 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.
- 33) Disciplinary action will be taken if a student involves in malpractice during Continuous Internal Assessment Tests and Comprehensive Semester Examinations.
- 34) The students have the right to seek redressal of their grievances in compliance with procedures of the codes of conduct. In the process of their demand to redress their grievances, they should not indulge in activities that may damage the morality of the Institute.
- 35) The students shall adhere to high standards of integrity, honesty, truthfulness and shall avoid fabrication or misrepresentation of data and results for papers, assignments and reports. Students must not indulge in plagiarism of any form.
- 36) The students shall have a zero tolerance for any form of ragging, intimidation or coercion of fellow students which would be detrimental for the learning environment and leaves individuals in mental trauma.
- 37) They shall be dignified in their behaviour to other members of the University community; they shall be gender sensitive and shall refrain from passing lewd remarks, forcing sexual advances and sexual harassment of other members of the University.
- 38) As Students are members of the Institution, they have a significant interest in the governance of the Institute. The involvement of students in governance in both administrative and academic areas is pivotal. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. They should collectively work for the implementation of the code of conduct.



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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
- 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. (Off means off-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



B. Administrative

The Governing Body of the Institute is the Board of Management, administrators and other employees should perform their respective duties and responsibilities in way that are suitable to the achievement of the goals of the vision statement.

1. Governing Body

The function of the governing body is to ensure that the organization fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would

1. Contribute in the best interest of the HEI.
2. Show great involvement in carrying out their responsibilities.
3. Act honestly and in good faith at all times in achieving institute's intended outcomes.
4. Maintain utmost confidentiality of any information.

2. Administrators

It would include Vice-chancellor, Registrar, Asst. Registrar, Deans of Various Faculty, Heads of Departments, Directors, Finance Officer, Controller of Examinations, Statutory Bodies, etc.

The authority would

1. Be responsible, as the principal academic and administrative officers, to oversee that the provisions of Acts/Statutes/Ordinances and Regulations of the HEI are duly observed and the institutional activities are carried out in strict adherence thereto.
2. Comply with laws, rules, and regulations of the Government/ Statutory Bodies applicable to the HEI.
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, effective implementation, better utilization of human resources and concern for environment and sustainability.
4. Shall ensure the recruitment of the most suitable candidate so that he/ she should be an asset for the University in whatever capacity he or she may be appointed. Any kind of undue favoritism or any form of personal preference or indulgence in nepotism or in acts that work against the larger interest of the Institute will be strictly avoided.

S. Koushal
Registrar

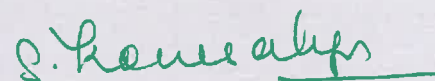
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5. Apply accountability, transparency, fairness, honesty, openness and participatory decision making that is in the best interest of the Institute.
6. Shall not use his/ her position or authority improperly for seeking any personal advantage.
7. Act as catalyst for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of Institution to the greater extent.
8. Avoid any undue delay of any work and thus refrain from harming or obstructing any work that represent the interest of the students, teachers, researchers and employees.
9. Maintain the confidentiality of the records and other sensitive matters.
10. Promote an Institutional culture and ethics that brings about quality, equality, professionalism, satisfaction to all stakeholders.
11. Refrain from any embezzlement of financial and other resources.
12. Avoid using Institutional property for personal benefits.

3. Other Employees

All employees would

1. Maintain absolute integrity; show devotion to duty; and not indulge in any activity which is unbecoming of an employee of the Institute
2. Carry out official duties faithfully and impartially, seeking to attain the highest quality in the performance.
3. Encourage the staff to maximise their efficiency.
4. Create a team environment.
5. Act timely to readdress the genuine grievances.
6. Maintain the confidentiality of the records and other sensitive matters.
7. Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
8. Care for the institute's property.
9. Facilitating congenial environment.



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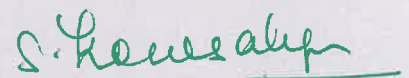
10. Avoid any form of discrimination.
11. Refrain from collecting bribes or indulge in any corrupt practices.
12. Make every effort to complete the assigned work in a time-bound manner.
13. An employee who commits a breach of the bye-laws/ regulations of the Institute or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interests 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 be punished.

4. External Experts/Invitees as member of Various Committees

External experts/Invitees would

1. Share knowledge and expertise to support decisions with an acceptable approach
2. Take the right decision based on facts and impartial views
3. Consistently support all endeavors to attain highest quality and standards.

All the members of the Institute shall be guided by these ethical norms and principles in their official and disciplinary transactions. The Disciplinary Committee duly constituted by the Vice Chancellor shall look into the matters relating to the assertions of violations of ethical norms and principle.



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