



★ **PIONEER** ★

College of Arts and Science

Affiliated to Bharathiar University & Accredited by NAAC
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**Code of Conduct
for
Students, Teachers,
Non Teaching staff, Administrators**

Rules and regulations of the institution

Students

1. Abide by acts, Statutes, Ordinances, Rules, Policies, and Procedures of the college and respect its ideals, vision, mission, cultural practices, and traditions.
2. Preserve harmony among students belonging to different socioeconomic statuses, communities, caste, religions, or regions.
3. Observance of prayer every day.
4. Students must conform to the high standards of modesty maintained by the institutions.
5. Students should maintain a clean campus and surroundings.
6. Students should not bring discredit to the college or to themselves in any form including social media.
7. Students should be regular and punctual in attending the classes and all activities connected with the college.
8. Class timings should be strictly followed.
9. Visitors are not allowed to meet the students in the classroom.
10. Students are not permitted to go out of the campus during the lunch break.
11. During leisure hours students are advised to use the Library and Computer labs.
12. Behave with dignity and courtesy with all staff members and fellow students.
13. Maintain a conducive classroom culture ensuring a positive learning environment for fellow students and teachers.
14. The students should stand up and wish the teacher when he/she enters the class. They should take their seats only after the teacher takes his/her seat or instructs the students to do so.
15. Students should wear the Identity Card.
16. They should wish all the teachers irrespective of their departments.
17. Strict silence should be maintained during class hours in the Classrooms, Library, Laboratory, Examination halls, and on the College premises.
18. Use of books, magazines and other materials not approved by the principal will not be permitted in the college campus.

19. Students should take care of their belongings. The institution will not responsible for the loss. All the lost property should be brought to the college office.
20. Students are expected to take care of the college property.
21. During campus activity, students should take care of Institutional values and ethics.
22. Maintain good health and be away from any kind of addiction.
23. Students are forbidden from organizing any meeting on the college premises or collecting money for any purpose without the permission of the principal.
24. Students are not permitted to entertain the visitors in the college during working hours.
25. Students should not enter the office room, staff room, or computer lab without permission.
26. Monthly tests and model examinations are part of the curriculum and students should be sincere in taking these tests. They should not indulge in any kind of malpractice during examinations or tests.
27. The students should earn at least 75% of attendance to appear for university exams.
28. Eve-teasing is strictly prohibited.
29. Adhere to campus to Anti-Ragging norms.
30. Be sensitive to gender issues and societal needs.
31. Students must abide by the rules and regulations in force as well as other rules prescribed by the college from time to time. Thus, in the interest of the students, strict discipline has become the watchword of the college.
32. PIONEERCAS-Student council members would support the Administration in the right decision-making.
33. Students who do not follow the college rules and regulations will be expelled from the college.
34. Students coming by two-wheelers are instructed to wear helmets. They should possess a valid driving license. The vehicle must be parked in the allotted space only.

Teacher

1. Act as a role model to the students with good conduct, dress code, and proper speech and behaviour.
2. Act as a friend, Philosopher, facilitator, mentor, counsellor, and guide to the students.
3. Help the students to identify their strengths and weakness.
4. Be a source of motivation to the students and fellow teachers.
5. Maintain and promote a good teaching-learning environment.
6. Implementation of Innovative practices in teaching-learning.
7. Be punctual and sincere in all the duties assigned.
8. Refrain from harassment of the student in any form.
9. Appreciate equality and accept diversity and act with fairness with all students.
10. Active participation in institutional development.
11. Promote teamwork among fellow peers to contribute towards the development of the Institution and the Nation.
12. Uphold national integrity and communal harmony.
13. Avail leave with prior official approval.
14. Contribute to satisfying the needs of society and development of the society.
15. Abide by acts, Statutes, Ordinances, Rules, Policies, and Procedures of the college and respect its ideals, vision, mission, cultural practices, and the traditions

Administrators

1. Should be honest, fair, supportive, objective, protective, and law-abiding.
2. Work towards the achievement of vision and mission.
3. Should be interactive with students and staff members.
4. Ensure that the rules, policies, and procedures of the institutions have reached the stakeholders.
5. Should be fair while taking disciplinary actions.
6. After receiving the stakeholder's feedback the follow-up actions are to be taken.
7. The welfare of the students and the institution has to be kept in mind and planned accordingly.
8. Should encourage the staff and students to reach their maximum potential.
9. Should be a good source of communication inside and outside the institution.
10. Should have a social responsibility and work towards the upliftment of society.

Non-Teaching Staff members

1. Abide by acts, Statutes, Ordinances, Rules, Policies, and Procedures of the college and respect its ideals, vision, mission, cultural practices, and traditions.
2. Maintain honesty, integrity, and fairness in the Administration.
3. Maintain good rapport with staff, students and parents.
4. Avail leave with prior official approval.

Hostel Rules

1. Maintaining and preserving hostel property is a must.
2. Any student who is removed from the college will automatically cease to be a member of the hostel.
3. Day scholars are not permitted to enter the hostel for any reason.
4. Students should not paste any posters/pictures etc on the walls and doors, windows and shelves.
5. When students go out of their rooms during the night for a fairly long duration, they should switch off the lights and fans.
6. Ragging in any form is totally prohibited.
7. Students who join the hostel will not be permitted to vacate until they complete the course, failing which they will abide by the action taken by the principal.
8. Only authorized persons (including parents) are permitted to visit their wards. For this purpose, visiting cards with photos of the authorized persons affixed and attested by the warden are given to the inmate.

Special Request to Parents/Guardians

1. Parents are specially requested to contact the college authorities periodically to get first-hand information about the attendance, academic progress, conduct, etc..., of their wards.
2. Parents are reminded that they are not absolved of their responsibility in the education of their children once their daughters/sons are admitted to college. They should follow the student's progress in studies and her/his general conduct in and outside the college. Their co-operation is solicited especially to ensure regular attendance of classes.

Lab Rules

1. Silence should be maintained inside the computer lab.
2. Playing games and chatting are prohibited.
3. Students should work only in their assigned systems and they are responsible for the given system.
4. Eatables are not allowed inside the lab.
5. If a student damages the system i.e. software or hardware component, the expense will be collected from him/her.
6. Students should get permission while entering & leaving the lab.
7. Students should get permission to use (Pendrives /CDs) inside the lab.
8. Students should bring observation notebooks without fail.
9. Scribbling on the walls or computer tables is not permitted.
10. While leaving the students should confirm that their systems are logged off/ Shutdown as instructed.
11. Chairs should be arranged properly before leaving the lab.

College Library Rules

1. The library is kept open on all the working days for all the students and staff of the college from 9.00 am to 5.00 pm.
2. Students and staff should make an entry in the gate register before entering the library.
3. Each UG student can borrow two books for a semester using their ID card.
4. Students will be entitled to keep the borrowed books for two weeks from the date of issue. At the end of the period, they shall return the books to the library
5. A student failing to return a book on the due date will be fined Rs. 5 per each day of delay.
6. ID card is not transferable.
7. The librarian can recall any book at any time even if the period of loan has not expired.
8. A student who has to pay a fine or any other charge to the library will not be allowed to borrow books.
9. Absence from the college will not ordinarily be accepted as an excuse for delay in the return of books.
10. Reference books will not be lent out.
11. Students are expected to use all the books with care.

12. If a book is lost or damaged, the borrower has to replace the book or pay double the cost of the book.
13. All marking, underlining, or annotating of books whether already soiled or not is forbidden.
14. The last borrower using a book shall be held responsible for all effects which he/she did not point out at the time of his/her taking it.
15. No renewals of the books will be allowed after two weeks.
16. The library will be closed during vacation.
17. Strict silence and decorum should be observed in the library.
18. All complaints and suggestions should in the first instance be made to the librarian who will, if necessary, refer them to the principal.
19. Students must return all the library books and the cards at the end of the course or at the time of leaving the college whichever is earlier. All dues should be paid.
20. Students are not allowed to bring any printed matter, notebooks, or files inside the library.
21. The librarian's decisions are final in the matter of issue, and collection of the books from the students.