

C.Kandaswami Naidu College For Women-Cuddalore-1

CODE OF ETHICAL CONDUCT POLICY

Introduction

This Policy indicates the standard procedures and practices for appropriate Ethics and Conduct for the entire Faculty as employees and all the Students who have enrolled in this Institute to study various Programs. They are expected to strictly adhere to and follow this Code of Ethics and Conduct including the rights and responsibilities including the restrictions . This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is made available in both the forms- soft and hard. All the stakeholders are expected to be well conversant with the Code of conduct and academic ethics, which can also be viewed on the official website of the Institute.

Core of the Policy

The staff and students of C.Kandaswami Naidu College for Women,Cuddalore-1 are expected to undertake their responsibilities according to their cadre as Administrators, employees and students with diligence and professionalism. They have to comply with the highest standards of honesty, integrity, and fairness. This includes, but is not limited to, being respectful of the rights of others and forthright in all dealings with members of the College community as well as third parties; protecting the privacy of confidential information; and compliance with all applicable laws, rules, and regulations. College representatives should not place their personal interests above the best interests of the College.

Scope

This Code of Ethical Conduct applies to all administrators, employees and students of the C.Kandaswami Naidu College for Wommen,Cuddalore-1. This Code may be amended or supplemented from time to time by the various administrative bodies of the College.

Purpose

The purpose of a code of ethics is to inform those acting on behalf of the organization how they should conduct themselves. It should promote

- Integrity.
- Objectivity.
- Professional competence.
- Confidentiality.
- Professional behavior

Administration of the code of conduct and professional ethics

1. The code of conduct and professional ethics is to be stated in the form of independent handbooks for students, teachers, administrators and other Staff.
2. The Code of ethics should be displayed on the college website.
3. The inscriptions and the teachings of the founders are to be displayed on the college corridors.
4. The Vision and Mission of the College is to be displayed in all the class rooms and other common learning facilities like the laboratories, library etc.

Monitoring Committee(for Adherence to Code of Conduct and professional ethics) Members

I.Dr. Mrs. L. Kulandai Terese Fatima, Associate Professor, Department of English
- Member Secretary.of Anti-Ragging Committee

II. Dr. S. Jancy Sophia, Assistant Professor, Department of Chemistry - Member Secretary
of Antisexual Harassment cell.

III.Members,Secretary and Coordinator of IQAC.

- 1.Dr.Mrs.S.Shafina Banu,Associate Professor & Head,Department of Economics
- 2.Dr.Mrs.L.Kulandai Terese Fatima, Associate Professor,Department of English
- 3.Dr.Mrs.S.Kalpalatha, Associate Professor & Head,Department of English
- 4.Dr.Mrs.Geethakrishnan, Associate Professor,Department of English
- 5.Mrs.M.Sumalatha,Assistant Professor & Head,Department of Computer Science.
- 6.Dr.R.Ramya,IQAC Secretary, Assistant Professor, Department of Chemistry
- 7.Dr.S.Jancy Sophia, IQAC Co-ordinator, Assistant Professor, Department of Chemistry

Responsibilities of Monitoring Committee (for adherence to code of conduct and professional ethics)

1. Identifying the code of Conduct for the following stakeholders
 - Students
 - Teachers
 - Administrators
 - Other staff

2. Incorporating the code of Conduct for the various stakeholders on campus in the Handbooks.
3. Reviewing the Code at specific intervals and reprinting the Handbooks whenever necessary.
4. Monitoring the adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc.
5. Professional ethics programs for students, teachers, administrators, and other staff have to be planned and organized in association with IQAC.
6. Monitoring the implementation of the orientation programme for students, Inviting Alumni for student interaction programs.
7. Monitoring the Annual Strategic Planning Exercise and Induction Programme for the New Faculty Members and other staff.
8. To support students in their learning process and assist with their overall well-being in Post-Pandemic Period

Reviewed on 16.08.2021

Principal i/c