

HINDUSTHAN  
EDUCATIONAL AND



CHARITABLE TRUST

**HICAS**

**Hindusthan College of Arts & Science**

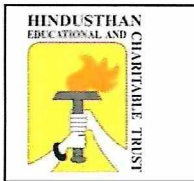
**POLICY DOCUMENT**

**ON**

**CODE OF ETHICS/CONDUCT**

  
**PRINCIPAL**

Hindusthan College of Arts and Science  
Hindusthan Gardens, Behind Nava India  
Coimbatore - 641 028.



## POLICY DOCUMENT ON CODE OF ETHICS

The Students, Teachers and the Principal are the key persons who play vital role in the development of the college. The Students and the Teachers are administered by the Principal of the college whereas the Principal is administered by Board of Management. From the point view of the college, the Teachers and Students have to necessarily follow the Code of Conduct / Ethics which only determine the smooth functioning of the college. Though, the Principal is the Head of the Institution, he need to follow Code of Ethics for the betterment of the college. The Code of Conduct for the Students, Teachers and the Principal are explained in the following lines.

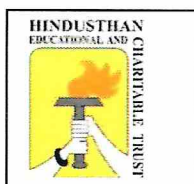
### Code of Conduct for Students

- Students shall come clean, tidy and neatly dressed.
- Students to be in their seats in the respective classes before the first bell. Students coming late will not be permitted to attend the class.
- The class hours for U.G and P.G courses will be from 9.30 AM to 3.45 PM.
- Girls shall attend the college wearing sarees or in traditional salwarkameez. Boys shall come to the college in the formal dress.
- Sitting on the parapet walls, gathering in groups at the entrance and exit pathways and playfields, gardens and gateways are strictly forbidden.
- Students must bring their ID card every day. The ID card must be produced on demand.



## POLICY DOCUMENT ON CODE OF ETHICS

- In case of cancellation of classes students may go to library and not be found loitering around the campus.
- Students shall walk silently and in an orderly manner while moving from class to class.
- No outsider shall be permitted to call the students without the written permission from the Head of the Department or Principal.
- A student shall not be absent from the class without a leave letter, which shall be sent to his/her class tutor well in advance.
- Students who are found using drugs, smoking or found in a drunken state in the college premises will be summarily dismissed from the college.
- The use of tobacco products is banned inside the college premises.
- Students found guilty of using obscene language or behaving rudely towards the staff members will be expelled from the college.
- The Discipline Committee is empowered to question any student of any department if found indulging in indisciplinary activities.
- The Principal has the undisputed authority to penalize and dismiss or suspend any misbehaving student.
- Students are advised not to use cell phones, during class hours.
- Eve teasing and Ragging are strictly prohibited. The students found guilty of these activities will deal in accordance with **The Tamil Nadu Prohibition of Ragging Act. 1997.**
- Students shall park their vehicles only in the place allotted for parking.



## POLICY DOCUMENT ON CODE OF ETHICS

### Code of Ethics for Teachers

Teachers are important resources for the development of the college. It is not only important that teachers to acquire required qualifications and also to follow the code of ethics strictly and remain accountable. This becomes essential for the fact that teachers should always be a role model to students and the society. The responsibility of teachers is too big that they have to full fill not as a single entity but to serve the larger section of the students and there by become an inspiration to the young minds who are the future builders.

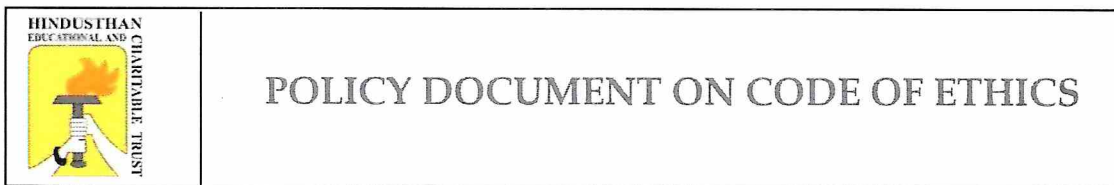
In fulfillment of their obligation in the teaching profession and to the society the teachers are expected to follow the code of ethics as given below

- Engaging themselves as learners and involve in continual professional development.
- Be truthful always when they are making statement about their qualifications and competencies.
- Contribute to the implementation of the educational plans in the college.
- Contribute to the promotion of professional culture in the educational scenario of the college.
- Maintaining conducive relationship with fellow colleagues and students on the academic front.

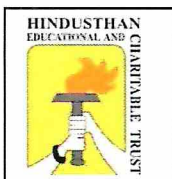


## POLICY DOCUMENT ON CODE OF ETHICS

- Supporting and encouraging the new comers in to the profession and thereby facilitating the team work.
- Maintaining secrecy in the confidential work and work towards professional development.
- Serving always with responsibility and accountability. To be always student friendly but never fail in maintaining the discipline in the college.
- Teachers to maintain at all times absolute integrity and sincere devotion to duty and loyalty to HICAS and shall do nothing that would or is likely to tarnish the image or reputation of HICAS, or adversely affect its interests.
- Teachers to carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.
- No teacher shall use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of HICAS.
- No teachers shall bring or attempt to bring any outside influence to bear upon the Management to further his interest in HICAS.
- Teachers should not misuse the amenities provided to him/her by HICAS for the discharge of his/her official duties.
- Teachers are banned from accepting any gifts, presents, gratis, payments or other favors from students, parents, suppliers, contractors, dealers of the college either directly or indirectly.

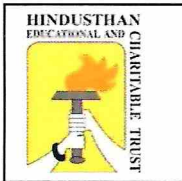


- No teachers shall engage directly or indirectly in any trade or business or avocation or undertake any other employment.
- No teacher shall propagate / indulge in communal or sectarian activity.
- No teacher shall discriminate against persons on the grounds of caste, creed, language, etc.
- No teacher shall indulge in or encourage any form of malpractice.
- No teacher shall accept private tuition.
- Teachers shall abide by the rules and regulations of the Management. Every employee shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he / she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office diligently and as required.
- Every teacher shall take sufficient care of the property, materials, instruments, equipments, machines, furniture, cash etc., of HICAS and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse of an employee, he/she shall be liable for disciplinary action as may be deemed fit by the management. Besides, the management shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.
- Every teacher shall promptly report any occurrence or defect noticed which might endanger lives of persons in HICAS and may result in any damage to the property of HICAS or that of others.



## POLICY DOCUMENT ON CODE OF ETHICS

- Every teacher shall take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Management.
- Every teacher shall check whether the stock procurement and stocking of materials, get out-dated or not. Periodical review should be conducted to identify the materials nearing expiry date, and the Supervisor / In-charge concerned should be appraised and appropriate action taken in consultation with the Management. Great care must be taken to avoid unnecessary inventory holdings.
- A teacher is not supposed to be in the unauthorized possession of any goods, equipments, implements, articles, materials, etc., which are in use in HICAS or kept in stock in HICAS. Any individual possessing such goods by improper means will be found culpable. The management may confiscate such goods and disciplinary action will be taken as deemed fit by the management.
- A teacher who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the HICAS premises forthwith unless required to stay back by the management, such employees shall not enter the HICAS premises without permission.
- Teacher shall not possess or be under the influence of intoxicating drinks / drugs while on duty.
- Teacher shall not be a member of or otherwise associated with any political party or any organization which takes part in politics; nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.



## POLICY DOCUMENT ON CODE OF ETHICS

- Teacher shall not contest, canvass or otherwise interfere or use his influence with or take part in any election to any legislative or local authority, beyond exercising his franchise without prior permission of the management.
- No teacher shall organize or participate in any demonstration on the property of HICAS, which is prejudicial to the interests of HICAS or public order, decency or morality or which involves defamation or contempt of court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.
- No teacher shall, except with the prior permission of HICAS or in the bona fide discharge of his duties, participate in a Radio / TV broadcast/ Social Media, give speech to the public, nor contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of HICAS or detrimental to the image / interests of HICAS.
- No teacher shall criticize the management either in the press or over the radio or on any public platform. However, nothing in this rule shall apply to any statement made or view expressed by any employee in his official capacity or in the due performance of the duties assigned to him.
- No teacher shall, except in accordance with any general or special order of HICAS, or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any of official document or information to any employee or any other person to whom he is not authorized by HICAS.





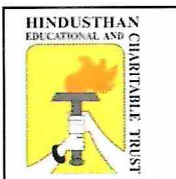
## POLICY DOCUMENT ON CODE OF ETHICS

- No teacher while in service of HICAS or after retirement, resignation, dismissal or discharge shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior permission of HICAS.
- No teacher shall associate himself with the raising of any fund by any individual, firm, association or organization without prior permission.
- No teacher of HICAS shall, without the prior consent of the management either during his service in HICAS or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in HICAS / association with HICAS duties.
- Teachers shall not possess lethal weapons.
- Teachers shall deposit with the appropriate authority any lost and found / unclaimed articles/ cash/ cash valuables in the premises of HICAS.
- Teachers shall observe safety / health norms notified by the management from time to time.
- Distributing or exhibiting inside the HICAS premises, hand-bills, and pamphlets or posters without prior written permission of the management.
- Attending or holding any unauthorized meeting within the HICAS premises.
- Unauthorized disclosure of information about the business or affairs of HICAS.
- Gambling within the HICAS premises.
- Convicted in criminal court.



## POLICY DOCUMENT ON CODE OF ETHICS

- Making false statements on matters related to his employment in HICAS or willful suppression of facts at the time of employment or during the course of service in HICAS.
- Attempting or causing bodily injury or intimidation to any teachers / officer of HICAS in the HICAS premises or in the course of his discharging official duties for HICAS.
- Use of foul or abusive language to misbehave with any officer or teachers or visitors within the HICAS premises or in the course of his discharging official duties for HICAS.
- Refusal to accept a memo or charge sheet or any other communication issued by Disciplinary / Inquiry Authority or Superior(s).
- Carrying on money lending or any other private business within the premises of HICAS.
- Participation in any movement prejudicial to the interests of HICAS.
- Insolvent person.
- Abetment of or attempt at abetment of any act which amount to misconduct.
- Misusing or mishandling any machine, apparatus or equipment.
- Using HICAS facilities in an unauthorized manner for personal gain.
- Not allowing HICAS employees / officers / superiors either to enter or come out of the premises of the establishment or causing damage to the materials or machines of HICAS.
- Arrest / detention in connection with an act of moral turpitude or any other offence under the law of the land.



## POLICY DOCUMENT ON CODE OF ETHICS

- Forging the signature of another employee in the attendance register.
- Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the management.
- Organizing or attending any meetings during the working hours, which are not official and authorized.
- Violation of any service rules / instructions by the appropriate authority.

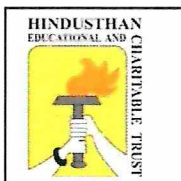
### **Code of Conduct for Non-Teaching Staff**

The following are expected from the Non-teaching staff.

- He / She must report to duty on time.
- Remain on duty during college hours.
- Adhere strictly to the rules and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Maintain self-discipline at all times and interact positively with faculty members, students and the general public.
- Must not divulge official secrets, conceal, alter or forge official documents / receipts.
- Must not involve in the misappropriation of funds.
- Un-authorized absence is not permitted.

### **Code of Conduct for Principal**

- The Principal has to take care of day to day administration of the college.
- It is the responsibility of the principal to create a system where academic and administration goes smoothly.



## POLICY DOCUMENT ON CODE OF ETHICS

- The Principal shall ensure total discipline in the campus and have periodical meetings of staff and students.
- The Principal shall ensure that there is an execution of both short term and long term plans.
- The Principal shall ensure that there is a periodical meeting of statutory and non-statutory committees for effective implementation of the objectives of forming such committees.
- The Principal shall ensure proper coordination with UGC, AICTE, affiliating university, Regional Joint Director of collegiate education and other relevant government bodies.
- It is the responsibility of the Principal to ensure the compliance of the Governing Body of the college and government regulations where ever necessary.
- As the head of college, the Principal has the responsibility of addressing and resolving all issues concerned with the stakeholders.
- The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the college.
- The Principal is the head of the institution under which the leadership and direction are delivered.
- The Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the college.
- The Principal takes the pioneering responsibility in innovations, creativity and research contributions.