

Nazareth College of Arts and Science

Affiliated to University of Madras

Re-accredited by NAAC with 'B' grade

7.1.10 Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.

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STAFF WELFARE POLICY @ NAZARETH COLLEGE

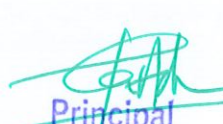
The policy is to provide benefits, facilities, and services to the employees. The activities are undertaken by the management to ensure that the employees have a comfortable and ethical working environment. Welfare activities enhance employees' morale. They create a loyal and satisfied workforce in the organization. Besides, they develop an improved image of the company in the employees' minds. The efficiency of the employees increases when the employees can achieve satisfaction from their workplace.

When the employees are satisfied with their personal life, they are sure to give their best to the organization. This policy expresses the organization's willingness to work for the betterment of the workforce and provides the range of facilities that the organization offers. Ensure that the employees have a safe, secure, and comfortable working environment with the help of our Employee Welfare Policy.

STAFF WELFARE COMMITTEE

- Secretary
- Principal
- Vice Principal
- Dean's
- HOD's




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TEACHING STAFF

- I. Seed money are collected and maintained in staff welfare fund
- II. Salary advance is given when they are in need of money.
- III. Two sick leave are given in an academic year and can be availed once in a semester
- IV. Staffs can avail personal loan provided by the management
- V. Free accommodation in hostel for teaching staffs who are coming from faraway places.
- VI. Sick leave can be availed once in a semester
- VII. Two 1 hour permissions per month are provided to do their essential work

NON-TEACHING STAFF

- I. Fee concessions are given to wards of non-teaching staffs in Nazareth institutions.
- II. Cash awards are given whose performances are above expectation.
- III. Cash awards are given for those who come regularly and secure full attendance.
- IV. Free lunch for non teaching staff
- V. Organizing personality development trainings.
- VI. Gifts are given on occasions of teachers day and women's day
- VII. Sick leave can be availed once in a semester
- VIII. Clinic is available in the campus to provide first aid




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7.1.10 Code of conduct of Student's

GENERAL RULES & REGULATIONS

Students are subject to rules and code of conduct framed by the authorities of the College. It shall be the duty of every student to conduct himself / herself with decorum in all places and circumstances.

1 It is mandatory to wear ID inside the campus and class failing which a fine will be levied.

- | | | |
|---|-----------------------------|-----------|
| a | First time | Rs. 100 |
| b | Second time | Rs. 500 |
| c | Third time | Sent home |
| d | Continuous
3 days absent | Sent home |

2 Every student must earn a minimum of 80% attendance to appear for the University Examination.

3 In case of absenteeism because of sickness or accident or any other reason, a leave letter should be submitted with parent's signature.

4. Nazareth is a mobile free campus for students. Using mobile is prohibited.

5. Using cigarettes and narcotic substances and alcohol is strictly prohibited. Any student found consuming alcohol/ smoking/ using tobacco in the campus will be expelled from the college.

6 Every student should maintain decorum both within and outside the campus of the college.

7 Every student should show respect and be courteous to all Management staff, Administration, Visitor and support staff and also their fellow students.

8 Student safety is our primary concern. Student entering the college either by two / four wheeler must possess the driving license.

9. Students are not permitted to invite strangers inside the campus/ class room in case of violation, strict disciplinary action will be taken.

10. Ragging is strictly prohibited and is punishable.

11. The college has the right to take action against students who misbehave with fellow students.

12 Students are warned not to involve in any criminal offence and if found guilty, TC will be issued.

If God be for us, who can be against us (Romans 8:31)

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13. Students should take prior permission from the Vice Principal's office to stay back in the college.
14. Damaging property belonging to the college / fellow student/ Other employees of the College will be regarded as violation of the code of conduct and disciplinary action will be taken.
15. Students violating the rules and regulations of the College will be expelled from the college.
16. No subscription / donation of any kind shall be collected by students without a written request to the Principal.
17. Any misbehavior or unlawful activities inside campus will be deemed as violation of the code of conduct.
18. Student must be present in all the Department and College function.
19. Students are restricted from giving any news and interviews to any newspaper, magazine, Radios and TV channels without obtaining proper consent from the Principal.
20. Students are not permitted to receive letters, Parcels and visitors in college or use the college address for their personal communication.
21. A fine of Rs.500/- will be collected from students who fail to report on the first day after the Semester Exams, Christmas and Pongal holidays and Rs.100/- for every subsequent days of absence. Request from parents for extension of holidays due to personal reasons will not be entertained.
22. Students misusing the facilities in campus, destroying college property and indulging in writing graffiti on the walls and furniture will be duly fined.
23. Important information to students will be put up on notice Boards in College Website. It is the responsibility of every student to check the Notice Boards regularly.

The Management and Principal are authorized to expel any student who violates the rules and regulations given from point 1 to 23 in the Student hand book.



[Signature]
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LIBRARY

LIBRARY TIMING : Morning 8.00A.M to Evening 5.30P.M

TOTAL No. Of Books : 7482

TOTAL No. Of Title : 4868

TOTAL No. Of Volume : 7482

No. Of Journal : 49 (National 39 Nos, International 09 Nos.
and State level 1 No.)

DETAILS OF LIBRARY CARDS ISSUED

S.NO	MEMBERSHIP	NO.OF LIBRARY CARD ISSUED	PERIOD TIME	FINE
01	U.G. STUDENT	2 Nos	7 Days	Rs.10/- per day collected after over the due date
02	P.G. STUDENT	3 Nos	14 Days	Rs.10/- per day collected after over the due date
03	STAFF	6 Nos	6 MONTHS	NO FINE COLLECTED

General Rules & Regulations

- 1.The Library has been equipped with more than 7000 quality books on general fields and subjects.
- 2.Students should handle the books and papers very carefully.
- 3.Do not mark anything on the books / papers / periodicals.
- 4.Failure to return books in time will entail a fine of Ps.10/- per book per day.
- 5.Books on demand will be issued in the order of the date of requisition letters.
- 6.Reference books and periodicals will not be issued.



[Signature]
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7.1.10 Code of conduct of Student's

7. No due certificate from the library will be issued only after surrendering the library card.
8. Books should not be lent to anyone inside or outside the College.
9. Books will not be issued without library card. Only one book will be issued against a library card.
- 10 Students are expected to maintain silence in the library otherwise disciplinary action will be taken against misbehaviour.
11. Kindly replace the referred materials in the respective places after use.
12. Do not move tables and chairs from its place.
13. Books must be replaced if it is lost.
14. A fine of Ps.50/- will be collected per card if it is lost.




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7.1.10 Code of conduct of teachers

18. Refrain from inciting students against other students, colleagues or administration.
19. Treat other members of the profession in the same manner as they themselves wish to be treated;
20. Speak respectfully to other teachers and render assistance for professional betterment;
21. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
22. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
23. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
24. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities during college hours.
25. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
26. Cooperate through the organizations the formulations of policies and other institutions and accept offices;
27. Cooperate with the authorities for the betterment of the institutions keeping in view the interest and inconformity with dignity of the profession.
28. The teacher Should adhere to the conditions of contract and HR policy.
29. Give and expect due notice before a change of position is made; and
30. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
31. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative understanding within every educational institution.




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7.1.10 Code of conduct of teachers

CODE OF PROFESSIONAL ETHICS

1. The teacher has the obligation to conduct himself / herself in accordance with the ideal of the Profession.
 2. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.
 3. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
 4. Manage their private affairs in a manner consistent with the dignity of the profession;
 5. Seek to make professional growth continuous through study and research.
 6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
 7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
 8. Participate in extension, co-curricular and extra-curricular activities including community service.
 9. Respect the right and dignity of the student in expressing his/her opinion.
 10. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
 11. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs,
 12. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare,
 13. Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace,
 14. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason,
 15. Pay attention to only the attainment of the student in the assessment of merit;
 16. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
 17. Aid students to develop an understanding of our national heritage and national goals;
- and

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7.1.10 Details of the Monitoring Committee composition for the Academic Year 2023-2024.

The College discipline committee exists to ensure the students are consistent with the discipline policy of the college

MEMBERS:

- I) Secretary
- II) Principal
- III) Vice Principal

CO-ORDINATORS:

- I) Dr. M. Thyagaraj (Dean of Students Affairs)
- II) ALL HOD's
- III) Department level class in charges




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