



# J.N.N COLLEGE OF ARTS & SCIENCE

Affiliated to University of Madras | ISO 9001 :2015 Certified Institution

## CODE OF CONDUCT FOR PRINCIPAL

The principal is the academic and administrative head of the institution and works for the development of the institution.

1. The Principal shall ensure the seamless conduct of academic activities, the compliance of the college with Anna University regulations, and the effective functioning of various committees.
2. The Principal shall convene academic council meetings in accordance with the established norms.
3. The Principal shall administer disciplinary actions fairly and impartially to staff, students, and other stakeholders.
4. The welfare of students is the paramount priority. Failure to provide adequate supervision on and off campus constitutes a complete disregard for the position held.
5. The Principal shall maintain the highest standards of integrity and avoid making careless decisions that result in legal violations.
6. The Principal shall coordinate all faculty, administrative authorities, and supporting staff to ensure their effective roles.
7. The Principal shall closely monitor the admission process, as instructed by higher authorities.
8. The Principal shall supervise various academic activities, including curricular, extracurricular, and co-curricular activities.
9. The institution maintenance cell shall operate under the direct supervision of the Principal.
10. The Principal shall empower all staff members and students to attain their full potential.
11. The Principal shall consistently uphold honesty, fairness, law-abidingness, objectivity, supportiveness, and protection, even when such actions are not desired by students.



# **J.N.N COLLEGE OF ARTS & SCIENCE**

**Affiliated to University of Madras | ISO 9001 :2015 Certified Institution**

## **HANDBOOK ON CODE OF CONDUCT [For Teaching/Non-Teaching Staff]**

**90, Ushaa Garden, Kannigaipair,  
Chennai - Periyapalayam Highway, Tamil Nadu 601102  
Phone Number: 044 2762 9618**

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**RESPONSIBILITIES OF THE FACULTIES &  
SUPPORTING STAFF MEMBERS**

1. Faculty and staff members must be present on the college premises at least five minutes prior to the warning bell.
2. All faculty and staff members are required to sign the attendance register in the morning and afternoon.
3. No faculty or staff member may leave the college without informing the principal during teaching hours or free hours.
4. Faculty and staff members may be granted half-day leave under exceptional circumstances and emergencies.
5. The use of mobile phones during class time is strictly prohibited. Violators may have their mobile phones confiscated for the entire day.
6. Personal relationships or friendships with students are not permitted on college premises. Only the parent, spouse, child, or sibling of a staff member may visit the staff member in the college office at the principal's discretion.
7. Faculty and staff members intending to resign or leave the college for any reason must notify the college management at least three months in advance.
8. All faculty and staff members are expected to perform their duties with honesty and dedication. Laxity in performance will not be tolerated, and disciplinary action may be initiated.
9. Faculty and staff members are responsible for completing their courses within the stipulated time frame. The teaching progress will be monitored and evaluated by the management.
10. Faculty and staff members are expected to cooperate fully in all college-related activities.
11. Faculty and staff members are required to participate in invigilation duties, examination answer book evaluations, and other related tasks on a regular basis. These tasks are an integral part of their duties.
12. All new appointments are temporary and will have a maximum duration of one year. After assessing the individual's performance, behavior, and conduct, the principal may extend the appointment for an additional three months and then consider permanent appointment.
13. Faculty and staff members are expected to dress in simple and appropriate attire. Fashionable or inappropriate clothing will not be permitted.
14. During class time, only English language will be used for teaching and communication.

## **DRESS CODE**

### **FACULTY:**

Following is the dress code for the faculty of Institution.

For male: Tucked in shirts and shoes

For female: Well draped saree and sandals.

## **TIMING AND OTHERS**

- Attendance must be signed before 8.30 A.M every day and must be signed at leaving college regularly.
- College regular timings are from 8.30 A.M to 1.45 P.M.
- For all Staff/Faculty members the food and transport are provided free of cost.
- It is mandatory for students and Faculty/Staff members to display ID cards at all times when they are in campus.

## **COURSE FILE**

- Every Faculty/Staff member must maintain the course file and logbook diligently throughout the semester.

The course file and logbook should contain the following details:

- Syllabus
- Lecture Plan
- Lecture notes for each period
- Date and time of preparation
- Date and time of delivery

## **MASTER ATTENDANCE**

- Faculties must take attendance at the beginning of every hour.
- Latecomers should not be permitted to attend the class and instead need to report HOD.
- Trouble makers in the class rooms must be reported to the HOD/ Principal for further action.

- Students with improper dress code must not be permitted to attend Classes, Laboratories and libraries.
- Staff/Faculty members are denied to decide on the punishment given to students like making them stand inside or outside of the classes.

### **CASUAL LEAVE**

- Prior information (one day before) needs to give to the HOD regarding their (staff/faculty member) leave.
- Faculties must alter the classes properly so that no alteration problem arises during their absence.
- Must submit leave form prior or after the leave.

### **INVIGILATION**

- At least 30 minutes before the commencement of Examination the invigilator, must report to the Chief Superintendent and collect the seating arrangement, examination stationery and be present in the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination.
- Please ensure that the candidate should not carry any material except the Hall Ticket, ID card and non-programmable calculator into the examination hall.
- In case of any malpractice, kindly report immediately to the Chief Superintendent / AUR.
- Collect all the answer scripts before the student leaves the Examination Hall.

### **NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS**

- The examination must be started after the External Examiner arrives in the respective Laboratories/Workshops/Drawing Halls only.
- The mark allocation needs to be done based on the norms given by university.
- Internal and External examiners need to assess the students for 50% of the grade/score assigned for practical's.

- Grade/Score must be noted on the answer sheets clearly indicating the Grade/Score awarded for each component of the practical activity.
- Both the Examiners must sign on the Answer Sheets and Attendance Lists.

### **RESPONSIBILITIES OF THE HOD**

- HOD is responsible for conducting the Academic Programme of the Department as per the norms of the affiliating University.
- HOD should ensure that faculties are present in the lecture hall earlier 5 minutes.
- HOD'S should verify the student attendance registers every weekend to check for proper maintenance of attendance and implementation of lecture plans.
- HOD'S should ensure faculties utilize the class time properly.
- In case of Faculties absence HOD's need to make sure if the classes are properly altered and utilized.
- HOD'S should monitor students' development and problems through feedback and counseling.
- HOD's must maintain minutes of meeting and pass on the information to faculties regarding the Principal/Management meeting.
- Every month class committee meeting should be conducted in front of HOD.
- HOD's need to ensure proper evaluation of student's performance while taking remedial action to improve the performance of slow learners.
- HOD's must monitor the relation between students and faculty for maintaining discipline.



# **J.N.N COLLEGE OF ARTS & SCIENCE**

**Affiliated to University of Madras | ISO 9001 :2015 Certified Institution**

## **HANDBOOK ON CODE OF CONDUCT [For Students]**

**90, Ushaa Garden, Kannigaipair,  
Chennai - Periyapalayam Highway, Tamil Nadu 601102  
Phone Number: 044 2762 9618**



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## **1. VISION AND MISSION STATEMENTS**

### **Our Vision**

Empower students through transformative education and holistic development to become leaders, innovators, and global citizens dedicated to making a positive impact on society.

### **Our Mission**

- ❖ To create a dynamic learning environment that fosters academic excellence, critical thinking, and creativity.
- ❖ To instil strong ethical values and social responsibility in students, preparing them to contribute meaningfully to their communities.
- ❖ To promote interdisciplinary learning and research in Commerce, Science, Language and Management.
- ❖ To provide students with the skills and knowledge necessary for professional success and lifelong learning.
- ❖ To collaborate with industry, academia, and other institutions to enhance educational experiences and facilitate the transfer of knowledge.
- ❖ To support the personal and professional growth by encouraging leadership and entrepreneurship.

### **ABOUT OUR INSTITUTION**

J.N.N Arts and Science Women's College, established in 2017, was founded with the vision of inspiring students to evolve into dynamic leaders and empathetic individuals. This noble initiative was undertaken by the Alamelu Ammal Educational Trust, which proudly opened the doors of J.N.N Arts and Science Women's College to its inaugural batch of students. The Trust, which oversees a number of esteemed educational institutions collectively known as 'J.N.N Institutions' has consistently demonstrated a strong commitment to providing high-quality education, fostering the intellectual and personal growth of the nation's future leaders.

The college is officially approved by the Government of Tamil Nadu and is affiliated with the University of Madras, one of the most prestigious universities in the region. J.N.N Arts and Science Women's College initially launched with three undergraduate programs, laying a solid foundation for academic excellence. In 2018, the college expanded its academic offerings by introducing six additional programs, responding to the growing demand for diverse and comprehensive educational opportunities. This expansion signified the institution's dedication

to broadening its academic horizons and catering to the varied interests and aspirations of its students.

In 2021, the college further diversified its curriculum by introducing a Master of Commerce (M.Com.) in General Commerce, a significant milestone that provided students with advanced studies in the field of commerce. Continuing its trajectory of innovation and responsiveness to the evolving educational landscape, J.N.N Arts and Science Women's College introduced a cutting-edge Bachelor of Science (B.Sc.) program in Computer Science with a specialization in Data Science in 2023. This program was designed to equip students with the necessary skills and knowledge to excel in the rapidly growing and highly competitive field of data science, addressing the contemporary demands of the global job market.

Through its progressive approach to education and unwavering commitment to excellence, J.N.N Arts and Science Women's College has established itself as a beacon of learning and empowerment for women. The institution strives to create a nurturing and inclusive environment where students are encouraged to pursue their passions, achieve their academic goals, and develop into well-rounded individuals.

## **Mission Goals**

1. Equip students with skills and attributes to meet the changing global demands.
2. Design and implement highly transparent, fool-proof evaluation system.
3. Produce high quality technocrats, scientists, entrepreneurs, leaders and other professionals.
4. Develop sense of responsibility among students on ecology and environment.
5. Enhance capacity and improvement of infrastructure which can attract and facilitate the retention of the students from rural and backward areas as well as disadvantaged and marginalized social groups.
6. Deliver academic programs mainly through application-driven innovative and student centric methods using ICT.
7. Design, develop and deliver faculty talent promotion programs including the use of ICT to enhance the competence of teaching fraternity.
8. Build character and develop value orientation among students.
9. Establish linkages with various academic, industrial and other organizations to collaborate in the areas of academics, research, consultancy, training, employment and extension.

10. Undertake research in contemporary and emerging areas of national priorities and international concerns.
11. Contribute to community development through field-based research.
12. Provide training and consultancy services to various organizations.
13. Focus on Science, Arts, Technology and management disciplines with in- built specialization.
14. Contribute to community development through extension activities.

## **2. PROFESSIONAL ETHICS AND CONDUCT**

This Code shall be applied to all kinds of conduct of students who are studying in our premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's Interests or Reputation.

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
  - He/she shall be regular and must complete his/her studies in this Institution.
  - In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institution subject to written consent of the Principal and Chairman.
  - As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined on a scholarship, the said grant shall be revoked.
2. The Institution believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
3. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institution's interests and reputation substantially.
4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion, language, disability, marital or family status, physical or mental disability, gender identity, etc. shall be viewed seriously.

5. Intentionally damaging or destroying the Institution's property or property of other students and/or faculty members will be viewed as a misconduct.
6. Any disruptive activity in a class room or in an event sponsored by the Institution will be viewed as a matter of indiscipline.
7. Unable to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security guards will be viewed as a reason for temporary ban from the campus due to security reasons.

## **RULES AND REGULATIONS OF OUR INSTITUTION**

### **GENERAL**

Parents and visitors are permitted to meet their children/wards only after taking permission from the Principal. Students are expected to use courteous and polite language with members of the staff and maintain decorum in the campus and outside. They are expected to conduct themselves in such a way, so as to bring a good name for the college wherever they are.

- College will normally work for 8 hours beginning 8.30 a.m.
- Students are required to be regular and punctual to the classes.
- Students should be seated in the lecture halls 5 minutes before the commencement of the class.
- Students should maintain perfect order and strict silence inside the lecture/drawing halls / labs / workshops at all times.
- Movement outside the classroom in between lectures should be minimum and for valid reasons only.
- Students should bring calculators every day along with drawing instruments and charts whenever needed. They should avoid borrowing them in the college from other students or try to procure them after coming to college. Observation notebooks should be brought to the laboratory classes.
- Record of experiments done in a particular class should be submitted in the next laboratory class.

### **ACADEMIC STANDARDS:**

- A minimum of 80% attendance is expected, in each semester, necessarily to enable a student to appear in the University examination.
- Students are not allowed to take leave of absence for more than 5 days in a semester.
- Students who absent themselves without permission will be treated to have been absent for 2 days. Continuous absence from class on medical grounds will be permitted only after submission of medical certificate and letter from parent.
- Names of students who are absent continuously for more than 12 days on any account with or without permission will be struck off the rolls. They should seek readmission by paying a readmission fee.
- Internal Assessment Marks will be awarded only based on the IAT I, IAT II, Model Exam and Attendance Percentage Calculation.

### **RESPONSIBILITIES OF THE STUDENT:**

- Be punctual and regular to college, the college gate will be closed by 8.25 A.M.
- Treat everyone, irrespective of age and position with respect and courtesy.
- Maintain a dignified code of conduct.
- Avoid using inappropriate language in the college, home and outside.
- Avoid bullying or teasing fellow students in the college or in the bus.
- Avoid fancy accessories and footwear that is not part of the dress code.
- Wear the ID card to college every day. An ID card is part of the identification in times of emergency.
- Dress in a clean, neat modest and dignified manner to the college.
- Avoid taking leave for frivolous reasons.
- Take care of your personal property and also ensure that you do not for any reason use other student's belongings without their permission or knowledge.
- Permission to leave early must be requested for by the parent or guardian only in cases of emergency. A gate pass from the office after getting permission from the HOD is compulsory.
- Mobile phones and any other electronics equipment is not permitted in the college.
- Remain honest always. Avoid any form of malpractice during tests and examinations.
- Conserve electricity. Make sure that fans and lights are switched off when not in use.
- Avoid carrying too much cash to the college. Have just enough money for emergencies.

- Parents are welcome to meet the Class advisors / HODs/Principal. Make sure they fix an appointment and meet them.
- Payment of fees is your responsibility. Remind your parents to do so on time.
- The College trains you to be disciplined and orderly, this will groom you into a responsible citizen who can take the country forward.
- We look forward to your support and cooperation in ensuring that the present generation of youngsters grow up to be responsible and disciplined adults.

### **3. ACADEMIC INTEGRITY**

As a principal institution for advanced education and research, the Institution values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institution and its research missions, and hence, violations of academic integrity constitute a serious offence.

### **4. ANTI – RAGGING**

Ragging in any form, in any place or time is a cognizable offence that will attract severe punishment including summary expulsion from College/Institution/University as guided by Tamil Nadu Prohibition of Ragging Act 1997 and as per the institutions of Anna University Vide UGC, New Delhi, Lr. No: F1-8/2006[CPP-II] dated 16-05-2008. If any compliance in this regard contacts the following officials. 044 – 2762 9613

### **5. SEXUAL HARASSMENT**

Sexual harassment is a gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

- Adequate counselling services for students are provided about the effects of sexual harassment.
- Workshops and Training programs are conducted at regular intervals.

- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines on a regular basis.
- Approaching the Internal Complaints Committee to deal with cases relating to Sexual harassment.

## **6. STUDENT GRIEVANCE REDRESSAL CELL**

Any student of our Institution aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at our Institution. Further, any student who is aware of any violations must report the same to the Cell. This Cell consist of committee members as appointed by the Principal. The grievance can also be registered through online link provided below and should be made within 60 days from the day of the alleged violation. The Online Complaint Grievance Cell (OCGC) shall take cognizance of the grievance and inform the Committee Squad formed to enforce this Code, in cases of any sexual harassment complaints.

The following weblink can be utilized for booking complaints regarding any acts of sexual harassment or ragging “[jnncollege.edugrievance.com](http://jnncollege.edugrievance.com)”.

## **7. STUDENTS PARTICIPATION IN GOVERNANCE**

As students are the members of the Institution, they have a substantial interest in the governance of Institution. The code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making.

Student participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institution and who are going to be enrolled in the Institution are advised to uphold the policy and inform the Institution of any violations and assist individually and collectively to improve the quality and effectiveness of this code and appended policies.

## **8. LIBRARY RULES AND REGULATIONS**

1. Complete silence is to be observed inside the central library.



2. Faculty/Students must enter their visit in the Gate Register.
3. Usage of cell phone is totally prohibited inside the library.
4. Users must keep their belongings at the “Property Counter” before entering the central library. However, they are advised not to leave valuable things like cell phones, purse etc. outside the central library.
5. Personal books, files, lab coat/apron and articles will not be allowed inside the library. The students are requested to take care of their belongings.
6. Underlining, scribbling, tearing of pages or any other type of mutilation of books, journals etc., as well as mishandling or misuse of computers will attract appropriate punishment.
7. Any book / journal that is brought out of the library without proper entry with the librarian will attract serious action.
8. Competent authority will take necessary action against the users who violate the library rules and regulations.

## **9. COMPUTER LABORATORY RULES AND REGULATIONS**

### **A. Before Entering Laboratory**

- a. Visitors are allowed to enter the lab, only when prior permission from the appropriate authorities are received.
- b. Students are required to sign the register at the time of entry and exit from the computer laboratory.
- c. Students should be dressed formally to gain entry into the lab during working hours.
- d. Wearing footwear inside the laboratory is strictly prohibited.
- e. Students shall not carry any storage devices such as CD’s, Pen drive’s, Hard Disk’s etc., without prior permission from the authorized personnel.

### **B. Inside Laboratory**

- a. Students have to maintain silence while working in the laboratory.
- b. Students should occupy the computer systems that is provided by the Lab In charge.
- c. Internet facility is provided purely for academic purposes and knowledge acquisition. Students should not use this facility for sending unproductive, provocative emails or illegal activities.

- d. The Lab In charge or System Administrators inside the computer lab are not responsible for the loss of any personal property of the students.
- e. Mobile phones and other electronic devices are strictly prohibited inside laboratory.

#### **10.CODE OF CONDUCT FOR WORKSHOP AND LABORATORY**

1. Students must report to their concerned laboratory and workshop sessions within the stipulated time.
2. Students have to wear lab coats/apron while working in the laboratory.
3. Laboratory Equipment's /Workshop Machineries /Electrical Appliances /Chemicals are to be handled with additional care.
4. Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
5. Students are requested to report to the laboratory/workshop sessions with their record notebooks and must proceed their work silently.
6. Safety shoes are necessary to operate heavy machineries and also to avoid any kind of electric shocks inside the workshops.
7. Any breakage or malfunction of equipment must be intimated to the concerned Faculty or Lab Instructor.



# **J.N.N COLLEGE OF ARTS & SCIENCE**

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## **CODE OF CONDUCT [For Parents]**

**90, Ushaa Garden, Kannigaipair,  
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## **GENERAL RULES AND REGULATIONS OF OUR INSTITUTION**

Parents and visitors are permitted to meet their children/wards only after taking permission from the Principal. Students are expected to use courteous and polite language with members of the staff and maintain decorum in the campus and outside. They are expected to conduct themselves in such a way, so as to bring a good name for the college wherever they are.

- College will normally work for 5.30 hours beginning 8.30 a.m.
- Students are required to be regular and punctual to the classes.
- Students should be seated in the lecture halls 5 minutes before the commencement of the class.
- Students should maintain perfect order and strict silence inside the lecture/drawing halls / labs / workshops at all times.
- Movement outside the classroom in between lectures should be minimum and for valid reasons only.
- Students should bring calculators every day along with drawing instruments and charts whenever needed. They should avoid borrowing them in the college from other students or try to procure them after coming to college. Observation notebooks should be brought to the laboratory classes.
- Record of experiments done in a particular class should be submitted in the next laboratory class.

### **ACADEMIC STANDARDS:**

- A minimum of 80% attendance is expected, in each semester, necessarily to enable a student to appear in the University examination.
- Students are not allowed to take leave of absence for more than 5 days in a semester.
- Students who absent themselves without permission will be treated to have been absent for 2 days. Continuous absence from class on medical grounds

will be permitted only after submission of medical certificate and letter from parent.

- Names of students who are absent continuously for more than 12 days on any account with or without permission will be struck off the rolls. They should seek readmission by paying a readmission fee.
- Internal Assessment Marks will be awarded only based on the IAT I, IAT II, Model Exam and Attendance Percentage Calculation.

### **INSTRUCTIONS TO PARENTS**

- Please ensure that your son/daughter comes to college in the proper dress code, wearing his/her ID card.
- Make your son/daughter respect all elders including members at home, Faculty members, classmates and supporting staff. It gives everyone a feeling of wellbeing.
- Parents are requested to monitor the students learning at home. Regular Studying will make learning easy and effective. Ensure that he/she has a time schedule for every unit taught in the class and does not put off learning for the tests and exams only.
- Parents are requested to ensure that students bring only materials related to their academics learning to the college.
- Expensive electronic equipment like tablets, mobile phones, MP3's, etc. are distracters and if found on the student will be confiscated and levied with fine.
- Avoid giving them too much money.
- Please help your son/daughter come to college regularly and on time. Leave should be applied only for illnesses and absolutely emergency cases. Leave Letters/Information regarding their failure to attend college should be sent in advance.

- Please spend quality time with your son/daughter. Encourage them to confide in you. Monitor the usage of internet, television and telephone.
- Any outing with friends should be carefully monitored.
- Discipline is the most important aspect a student needs to be aware of. We look forward to you working with us to instill this in all our students.
- Please make sure that your student comes to the college with proper dress code, neatly shaved with polished shoes and proper haircut.
- If your son/daughter does not adhere to the above rules he/she will be sent out from the college immediately and the day will be marked as absent.
- We seek your cooperation in all aspects.