

MANNAR THIRUMALAI NAICKER COLLEGE

(Founded by the Tamilnadu Naidu Mahajana Sangam)

An Autonomous Institution, Affiliated to Madurai Kamaraj University
A Linguistic Minority Co-educational Institution/ Re-accredited with 'A'

Grade by NAAC

PASUMALAI, MADURAI – 625 004



POLICY ON CODE OF ETHICS

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Mannar Thirumalai Naicker College is dedicated to ethical and legal conduct in all activities at the college level. All members of the college are required to comply with the relevant laws, rules, and regulations. Mannar Thirumalai Naicker College has an Ethics policy in place to ensure and foster an inclusive campus. Mannar Thirumalai Naicker College is an institution dedicated to fairness, integrity, professional excellence, respect, trustworthiness, and kindness among its employees and among the student fraternity.

Equity - The institution will conduct itself in an impartial and equitable manner in all of its decisions and activities.

Empathy - At the college, everyone is treated with courtesy, compassion, and respect.

Professional Integrity - Every member of the college is expected to live up to the highest standards of ethics and morality. Every person is expected to be transparent, open-minded, and honest.

Trust - It is a key to creating a positive atmosphere on campus. All ethical practices are supported and upheld.

Respect for Environment- In all feasible ways, we expect everyone in the college to make a positive impact on the environment.

CODE OF THE ETHICAL CONDUCT POLICY DOCUMENT

Mannar Thirumalai Naicker College is dedicated to preserving a trustworthy environment for learning and the greatest degree of academic performance. By doing this, the organization hopes to keep the confidence and support of both the public and the College community.

Administrators, staff members, and students are required to carry out their duties for the College with diligence and professionalism and to uphold the highest values of justice, honesty, and fairness. This includes, but is not

limited to, respecting others' rights and being truthful in all interactions with both members of the College community and outside parties; maintaining the confidentiality of sensitive information; and abiding by all relevant laws, rules, and regulations. Representatives of the College must avoid acting improperly at all costs; they must not put their personal interests ahead of the College's best interests.

Scope

All administrators, staff members, and students are subject to this code of ethics. It is not meant to replace any specific College policies that have been enacted in the past or that might be adopted in the future, but it may be reinforced by them. The various administrative bodies of the College may occasionally amend or add to this Code.

Purpose

The College has always maintained the advanced and highest standards of ethics, fairness, and integrity in all its dealings and will do so in the future. To that end, the purpose of this code of ethics is to: Highlight the college's sincere commitment to moral behavior and legal compliance.

- Establish fundamental guidelines for ethical behavior.
- Provide channels for reporting the most obvious or suspected ethical or legal infractions; and
- Strengthen commitment, uphold honesty, and make college activities more socially responsible.
- Aid in preventing and identifying misconduct

Background

As a set of formal regulations describing the acknowledged ethical and moral norms and values as well as the professional codes of conduct that all members of the profession must adhere to, the college's Code of Conduct.

Administration of the Code of Conduct and Professional Ethics

The Code of Conduct and the Code of Professional Ethics are to be published in the form of separate handbooks for Students, Teachers, Administrators and other Staff. The Code of Ethics should be published on the college's website. The College's Vision and Mission are to be posted in all classrooms and common learning spaces such as laboratories, library etc.

Discipline Committee

Composition of Discipline Committee

Chairman	Principal
Convener	Senior Faculty Member
Members	Heads of the Departments

Role of the Discipline Committee

- Collect all complaints pursuant to the Code of Conduct
- Evaluate whether a complaint is justified and try to resolve a complaint in an amicable manner
- Whenever possible arrange all disciplinary hearings to decide on a complaint once the disciplinary proceedings are concluded
- consult with the management and legal counsel in cases where a respondent is an employee

CODE OF CONDUCT FOR PRINCIPAL

The Principal of a college has a wide range of roles to play and has to take on these multilateral responsibilities with the characteristics of patron, guardian, supervisor, administrator, evaluator, protector, and inspirer and so on. The Principal remains responsible for adhering to certain ethical codes of conduct in his/her capacity as the Academic and Administrative Head of the Institution.

- Maintain and support academic programs in the College through all existing pathways and thus promote the development of new pathways for further academic pursuits.
- To ensure the fundamental principles of social justice are upheld and preserved for the benefit of all stakeholders regardless of their caste, religion, race, gender, and so on as per the Indian Constitution.
- To ensure, maintain and enforce discipline in the behaviour of all the institution's stakeholders to maintain campus-level tranquility required for academic purposes.
- To ensure the functions of various committees' performance.
- To create a space for academic conversations that are focused on research and thus support research efforts in the institution to add more knowledge.
- To encourage and sustain the practice of extracurricular activities among students and other staff of the institution to contribute to the social dynamic.
- To Ensure that all teaching staff and non-teaching staff (both Aided and Self-financing) are aware of the relevant job description, responsibilities and authority, and that the same information is communicated.
- Responsible for Students admission in accordance with the rules and regulations.
- To connect people from different industries and organizations, leading to the creations of Memorandum of Understanding through the academic departments, Research dean and placement cell.
- To attain academic excellence, the head of the institution needs to collaborate with the managing committee to develop and implement policies and decisions.
- To implement provisions to maintain campus clean and green.
- To meet the standards set by UGC, Government and University Managing Committee, NAAC, IQAC, NIRF and AISHE in addition to other statutory and non-statutory bodies.

CODE OF CONDUCT FOR FACULTY MEMBERS

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, ignite and instill them a love of learning among the students. Besides, the teachers have to

- Report to duty at least 10 minutes in advance.
- Adhere strictly to the laws and regulations of the college.
- Remain on duty during college hours.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Uphold the honor and dignity of the teaching profession.
- Provide an innovative and quality education to pupils.
- Be impartial and discriminative against students.
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Be good counselors and facilitators.
- Help, guide, encourage and assist students in their learning.
- Avoid social networking sites such as Facebook, WhatsApp, Twitter, Instagram etc during the working hours.

CODE OF CONDUCT FOR NON-TEACHING STAFF

The following traits are expected from the Non-teaching staff. He / She must

- Report to duty at least 10 minutes in advance.
- Remain on duty during college hours.

- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, WhatsApp, Twitter, Instagram, etc during the working hours.

CODE OF CONDUCT FOR STUDENTS

- Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
- During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
- The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.
- During leisure hours, students are advised to use the library, and internet browsing center.
- During leisure hours women students should go to the ladies waiting hall or library. They should not stay in the classrooms.
- When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
- Late comers are forbidden from entering the classrooms.

- Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
- Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
- Defacing the blackboards of walls will be severely dealt with.
- Students should handle the furniture and other properties with care. Damage to the furniture will lead to a penalty or suspension from college.
- Students should stay away from any anti-social activities.
- Students should wear their identity cards inside the campus daily.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- Ragging in any form is a serious offense and it will be dealt with severely.
- Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- Visitors are not allowed to meet the students in the classrooms.
- Students should take care of their belongings. The institution will not be responsible for any loss.

DUTIES AND RESPONSIBILITIES FOR ADMINISTRATIVE HEADS

REGULATORY BODIES

- The governing body shall contribute to the growth and development of the Institution with objectivity, accountability, honesty, integrity, leadership, selflessness, and transparency.
- The governing body shall decide to approve the institution's mission and strategic plan, as well as its long-term academic goals and objectives, and make sure they're in line with the interests of students, the local community, Government and other stakeholders.
- The governing bodies shall ensure that the statutes, regulations and provisions governing their institution are adhered to, including those of statutory bodies such as the Union Government College of India

(UGC), as well as those of the State Government and affiliated universities.

- The governing body shall ensure that the Institution adheres to State and National Government regulations for seat reservations and staff positions, as well as providing the necessary assistance to minority groups.
- The governing body has to make sure that everyone has equal opportunities, both employees and students.
- The governing body shall ensure the institution's performance and quality assurance measures.
- The governing body shall ensure the quality of faculty and management system by approving the various development activities.

DIRECTOR (SELF-FINANCING WING)

- The director of Self – Financing Programmes has to perform his/her duties with the assistance and guidance from the college management and Principal of the Institution. He/She is responsible
- To monitor the admission processes of the students and discipline among the students.
- To promote a healthy atmosphere among the teaching and Non-Teaching faculty members for the smooth conduction of academic and administrative activities.
- To address the grievances from students and faculty members
- To Recommend and forward academic and administrative communication to the authorities.
- To execute any other qualitative and quantitative work for the welfare of the institution.

CONTROLLER OF EXAMINATIONS

- To guarantee the privacy, confidentiality, and protection of all examination-related records.

- To prevent the questions from being leaked before the exams, extra care must be taken to preserve the question papers and to take all necessary precautions.
- To follow all security procedures while creating mark statements and degree certificates.
- To avoid violation/unethical behaviour of staff members
- To ensure that all of the entries in the mark-statements are accurate, full, and error-free.
- To ensure that his personal and professional interests do not collide.
- To guarantee the confidentiality, security, and safety of all examination-related documents.
- To ensure proper Question Paper audit is done.
- To ensure that a proper examination paper audit is performed.
- To ensure proper care to dispose of answer scripts correctly.
- To inform the awards committee of the results of the final semester exams to periodically assess test results and send findings there from to the Academic Council and the Governing Board
- To guarantee that convocation takes place on time.

ADDITIONAL CONTROLLER OF EXAMINATIONS

- Supporting the Controller of Examinations to do the above stated targets.

IQAC COORDINATOR

- To gather all the data with supporting documentation for the events conducted by all the departments and various committees regularly.
- To create awareness among faculty members about the parameters of NAAC by conducting various Workshops and Faculty Development Programs.
- To prepare and submit Annual Quality Assurance Report to NAAC on before the stipulated time period for every year.
- To prepare and submit Autonomous Report and Self Study Report on time.

- To review the institution's quality development and approving the college's annual quality assurance report.
- To ensure the profiles of the faculty members are updated periodically and uploaded on the website.

ADDITIONAL IQAC COORDINATOR

- Supporting the IQAC Coordinator to execute the above stated targets.

DEAN OF ARTS

- Accountable for the creation of new courses, their affiliation and approval, as well as the renewal of their connection with existing courses.
- To take responsibility for planning and conducting board of Studies (BoS) for the departments of Humanities and Arts.
- To prepare documents for additional Strength Approval
- To ensure that the authorized curriculum is distributed uniformly across the departments Humanities and Arts.
- To prepare the syllabus grid for all programmes of Humanities and Arts

DEAN OF SCIENCE

- Accountable for the creation of new courses, their affiliation and approval, as well as the renewal of their connection with existing courses.
- To take responsibility for planning and conducting board of Studies (BoS) for the Science departments.
- To prepare documents for additional Strength Approval
- To ensure that the authorized curriculum is distributed uniformly across the Science departments.
- To prepare the syllabus grid for all programmes of Science.

DEAN OF RESEARCH, UNIVERSITY AFFAIRS AND UGC AFFAIRS

- The Dean of Research, University Affairs and UGC Affairs should follow the rules and regulations framed by UGC and University for Autonomous Colleges. His / Her duties and responsibilities are given below:
- To accumulate track of current research programmes, fellowship programmes, etc.
- To recommend new research centers, if they meet certain university criteria and are responsible for the renewal of existing research centers.
- To encourage faculty members to apply, obtain and register patents.
- To Update and keep a record of all Seminars, Conferences, and Workshops related to Intellectual Property Rights (IPR) and Research.
- To keep a record of Research article publications done by the faculty members, scholars and Students.
- Providing the updated UGC Care listed journals to the Heads of the Research Centres to ensure tranquil publication of research articles.
- To encourage the faculty members to apply for Institution funded Projects and to send research proposals to various funding agencies.
- He/She is responsible for UGC and University affairs like sending proposals and further follow up related to UGC and University queries

DEAN OF ALUMNI AFFAIRS

- The Dean of Alumni Affairs should follow the rules and regulations framed by UGC and University for Autonomous Colleges. His / Her duties and responsibilities are given below:
- Liaison officer between the institution and alumni.
- Making the students as members of the alumni association.
- Creating an official website and an exclusive mobile app for alumni
- Online registration of Alumni
- Forming department alumni chapters
- Opening chapters in major cities and countries
- Identifying ionic and distinguished members

- Identifying members for special membership as patron members, standard members and life members.
- Identifying prominent alumni industrialists for execution of MoU's and Internship.
- Conducting reunion meets regularly.
- Creating endowments and subscriptions.
- Tapping financial and academic contributions.
- Creating scholarships to adopt students.
- Creating a web page, and accounts on Facebook, Twitter, Instagram, WhatsApp and other Social Media to connect alumni.
- Conducting virtual meetings if necessary.
- Rendering financial support for augmentation of infrastructure.
- Coordinating various alumni engagement activities.
- Offering intensive training to students through alumni.
- Developing effective policies and procedures.
- Documentation, maintenance and submission of records.
- Other innovative initiatives.

DEAN OF STUDENT AFFAIRS

- The Dean of Student Affairs should follow the rules and regulations framed by UGC and University for Autonomous Colleges. His / Her duties and responsibilities are given below:
- Serving liaison between students and administration.
- Developing effective policies and procedures.
- Monitoring the academic progress of the students.
- Coordinating student activities such as sports and cultural events.
- Overseeing disciplinary actions of the students.
- Providing support services to the students.
- Coordinating with class representatives.
- Ensuring student safety on campus.
- Ensuring compliance with higher education rules and regulations.

- Creating a positive culture on campus to attain the student's full potential.
- Collaborating with management, faculty and offices of both the streams for a supportive learning environment for all students.
- Overseeing the management of student records, academic admissions, registrations and financial aid processes.
- Keeping abreast of developments in the field of student affairs and higher education.
- Serving as a resource to parents and families of students.
- Offering personal and academic counseling.
- Nurturing Leadership Skills.
- Performing other duties as assigned.
- Documentation, maintenance and submission of records.
- Other innovative initiatives.

RULES REGARDING ATTENDANCE AND LEAVE OF ABSENCE

- Students have to consistently turn up to all of their classes. If a leave of absence is necessary for unavoidable circumstances, authorization from the Head of the department, Mentor and class Incharge should be requested.
- Students' Leave Application should be countersigned by his/her parent/guardian.
- No student shall be permitted to leave class without the teacher's approval.
- Latecomers may only enter the classroom with the teacher's consent.
- A medical certificate is required to support any leave taken for health reasons.
- At the end of each month, consolidated attendance will be generated and communicated to the students and their parents.
- If a student is absent without authorization for more than 7 days in a row, he/she need to bring their parents/guardian to meet their mentor, class teacher and the head of the department.

- Every semester, each student must have a minimum of 75% attendance. A student loses attendance for half a day if they miss one hour of class.
- A student will forfeit attendance for the entire day if they are absent for two hours or longer.
- Students those who step out the campus for participating in Co-curricular and Extracurricular activities such as debates, seminars, cultural meets, sports, games, NCC, NSS, CCC, and Rotaract will earn attendance, if they obtain permission from the respective faculty-in-charge

HANDBOOK AND ACADEMIC CALENDAR

Academic Year	Aided	Self- Financed
2018-2019	View Document	View Document
2019-2020	View Document	View Document
2020-2021	View Document	View Document
2021-2022	View Document	View Document
2022-2023	View Document	View Document

STUDENTS ATTRIBUTES FACILITATED BY THE INSTITUTION

Mannar Thirumalai Naicker College strives to cultivate desirable attributes in students through the implementation of a Code of Conduct that assists them in both their personal and professional life. The Institution designs the curriculum and assessments based on the learner's attributes. These attributes are a reflection of the Institution understands that students must cultivate attitudes and life skills during their education as well as academic abilities in order to be successful both in the institution and in their professional lives.

1. KNOWLEDGE ENRICHMENT

The college provides **value added courses, certificate courses** and has created a curriculum that includes debates, presentations, demonstrations, and group discussions. These courses are designed to enrich students' knowledge through activities, overcome fears, boost self-esteem, manage time, build organizational and study abilities, and gain insight into their individual strengths and weaknesses.

2. GENDER EQUALITY

The institution ensures gender equality by developing **gender sensitization action plan, various committees** and conducting **gender sensitization programmes**.

3. LIFE SKILLS

To enrich the students' life skill strategies like critical thinking problem solving, communication skill, decision making skill, teamwork and interpersonal relationship skill the institution has various **clubs** such as, **Consumer club, Fine Arts club, Human club, Eco club, Health fitness and Rotaract club**.

4. HUMAN VALUES

The values and principles that are instilled in students at institutions have a big impact on future leaders. Human values are an essential part of one's personality and influence employability score. Most employers are attracted to candidates with higher human values. To inculcate the Human values among the students the institution offer Courses like **Value education, Human Rights, Human Resource Management, Understanding society and social problems, General psychology, Understanding oneself and family, Welfare of the handicapped, Dynamics of Human Behaviour and Skills for social workers**.

Certificate and Diploma courses in Gandhian Thought are part of the curriculum. Students learn about Gandhiji's life, truth and non-violence and they learn Human Values and Ethical values.

5. PERSONALITY DEVELOPMENT

The College provides a ***personality development and corporate training program*** for all students to cultivate their personality, self-assurance, and analytical and creative thinking skills. ***One Week training on soft skills*** is given for all the UG students.

6. ENTREPRENEURSHIP DEVELOPMENT

To inculcate the Entrepreneurial mindset among the student's community the ***Entrepreneurship Development Cell*** was established. The purpose of EDC is not only to promote Commercial Entrepreneurship but also to promote Intrapreneurship. Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes, skill development programmes etc. are conducted by EDC.

7. PROFESSIONAL ETHICS

The development of Professional Ethics is essential for the development of ethical and moral professionals who are empathetic, humble and of impeccable integrity. The soft Skills training helps the students to learn Professional Ethics and make them face the competitive world with confidence. There are courses offered on ***Professional Ethics - Presentation Skills, Job Seeking Skills, How to Face Interview confidently and Introduction to Professional Social Work.***

8. ENVIRONMENT SUSTAINABILITY

The institute believes that in order to train successful professionals, we need to train them to be good citizens of the country. The institution promotes environmental awareness. ***Non-Major Paper, Environmental Studies*** create awareness among students on conservation of natural resources and biodiversity. Awareness on social issues like climate change, global warming, population explosion, and woman and child welfare is taught for the students. All UG students learn Environmental Studies during the

semester. **Eco-Club** is also functioning in the campus to create awareness on the environment.

9. SOCIAL SENSITIVITY

Social Responsibilities are developed through **NSS and various club activities**. Regular and Special camping programmes are being organized in the **adopted villages** by NSS volunteers. The programmes organized by various clubs and NSS makes the students more responsible towards society, women folk, elderly people, downtrodden etc. **Extension activity** is included in the curriculum in part V for the II year UG Students.

10. EMPLOYABILITY

The college has framed courses with the aim of improving employability of its students. The institution has **Centre for Competitive Examination** and **Centre for Career Guidance and Placement** to create awareness, to guide and motivate students to take competitive examinations. The Centre for career guidance and placement arranges internships for students and actively works for students placements.

11. PHYSICAL, MENTAL AND SPIRITUAL HEALTH

In order to maintain physical, mental and spiritual health the students are encouraged to participate in sports, yoga, meditation and celebration of festivals. The college has a **playground of 7.48 acres and separate fitness centre** for boys and girls.

12. LEADERSHIP SKILLS

Leadership is an attribute that is instilled by providing opportunities for the students to manage or conduct events like **College day, club activities** and to participate in **co-curricular and extra-curricular activities**.

13. NATIONAL VALUES

The **NCC unit** of our institution has a positive influence, as its cadets inculcate a sense of duty, the spirit of discipline and service of the nation.

The institution also celebrates **Independence Day and Republic Day** to impart the need of patriotism among the students.

14. RESEARCH ETHICS

The Research committee of the institution has framed **Research Policy and Code of Ethics**.

Research committee instills the ethics of research and improves the Research Skill of **research scholars** through the implementation of programmes on plagiarism, academic writing, and technical skills required for research.

15. EMPOWERING THROUGH SKILL DEVELOPMENT

The College is dedicated to developing the students' abilities through the provision of **skill-oriented courses** in all areas. It empowers the students to prepare them to meet the global industrial needs. The College is proud to offer **B. Voc programmes and Community College One year Diploma Programmes** funded by UGC, New Delhi, India to help the students to enhance their employability and entrepreneurship skills.

16. PROFICIENCY AWARDS

During the College Day celebration, students who succeed in both academics and extracurricular activities are awarded with **Best Cosmopolitan Award and Best Outgoing Student Awards** for their abilities and also **encouraged with rewards through endowments**. A **certificate of merit** and gold medal is presented to rank holders during the Convocation ceremony.



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(AUTONOMOUS)
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