

SCHOOL OF ARTS AND SCIENCE
Av Campus, Paiyanoor – 603 104

CODE OF CONDUCT FOR STUDENTS

1. Students shall conduct themselves in such a manner as not to bring discredit to the college or to themselves. The good name of the college is in the hands of the students and the college authorities will not allow any student to defame it.
2. Students should be courteous and gracious towards their staff members. Any disrespect shown to them will be considered as a serious offence.
3. The medium of instruction and language of communication is English. Students are expected to converse always in English.
4. Students are expected to conduct themselves inside and outside the college as gentle persons and maintain the honour and dignity of the academic community to which they belong.
5. Men students are asked to wear decent clothes however T-Shirts are forbidden. Women students can wear either Saree or Chudidar. No Jeans or tight fittings for women students.
6. Students should wear their college identity cards (ID) around their necks on working or non-working days in the campus.
7. No student is permitted to take leave without submitting leave letter to the respective HOD.
8. During working hours, the students cannot leave the campus without permission.
9. Late coming is to be avoided. Penalty will be levied on latecomers.
10. Ragging is prohibited: Whoever directly or indirectly indulges, participates, abets or propagates, ragging within or outside the college, shall be punished.
11. Any problem created within or outside the campus with regard to boy-girl relationship will lead to dismissal from the institution.
12. Boys and girls eloping with college mates or getting married to them, during their period of study, will call for dismissal from the institution.

13. Students are forbidden to organize or attend any meeting in the college or collect money for any purpose proper channel of permission from the Director. Severe action will be taken on the erring students.
14. No student shall be a member of any association unconnected with the college, without the permission of the Director nor shall a student take part in any antisocial and subversive activities.
15. Students are forbidden to remove or tamper with the furniture of the college. Severe action will be taken against such students and the loss shall be made good. If the offender is not traceable, a collective fine will be imposed.
16. Smoking, littering and defacing the walls and furniture are punishable offences.
17. Any student found to be indifferent or careless in one's work or whose conduct is considered to be detrimental to the best interest of the college, may at any time be suspended or dismissed from the institution with forfeiture of the fees paid.
18. Students who come drunk or in possession of liquor or any drug will either be dismissed or suspended or debarred.

Monitoring Committee - Code of Conduct

Chair Person			
S. No.	Name	Designation	E-Mail id
1.	Dr. T H. Nazeema	Director	directorartsandscience@avit.ac.in
Coordinators			
2.	Dr. V. Murugan	Associate Professor, Commerce	murugan.sas@avit.ac.in
3.	Dr. S. Rathakrishnan	Associate Professor, Chemistry	rathaksr.chemistry@avit.ac.in
Members			
4.	Dr. M. Surendiran	Assistant Professor - II, Chemistry	surendiran.avch006a@avsas.ac.in
5.	Ms. K. Pushpavathi	Associate Professor, CS	pushpavathi@avit.ac.in
6.	Dr. M. Rajendhiran	Assistant Professor, Commerce	Rajendhiran.avcc05@avsas.ac.in
7.	Mr. S. Gowtham	Assistant Professor, BBA	gowtham@avit.ac.in
8.	Mr. S. Loganathan	Assistant Professor – II, Maths	loganathan.avmts022@avsas.ac.in
9.	Mr. S. Palaniappa	Assistant Professor, Tamil	palaniappa.tamil@avit.ac.in

10.	Mr. K. Nagarajan	Liaison Officer, Warden- Boys Hostel	warden.boyshostel@avit.ac.in
11.	Ms. R. Kanaga Ranjitham	Warden-Girls Hostel	warden.girlshostel@avit.ac.in

STUDENT GRIEVANCE REDRESSAL COMMITTEE

Chair Person			
S. No.	Name	Designation	E-Mail id
1.	Dr. T H. Nazeema	Director	directorartsandscience@avit.ac.in
Members			
2.	Dr. S.S Saranya	Associate Professor & Head, English	saranya.aven026@avsas.ac.in
3.	Dr Sree Priya G Nair	Assistant Professor, Hindi	dr.sreepriya.g.nair@gmail.com
4.	Dr. V. Murugan	Associate Professor, Commerce	murugan.sas@avit.ac.in
5.	Dr. P. Jayabharathi	Associate Professor & Head, Tamil	drbharathi@avit.ac.in

INTERNAL COMPLIANCE COMMITTEE

Chair Person			
S. No.	Name	Designation	E-Mail id
1.	Dr. T H. Nazeema	Director	directorartsandscience@avit.ac.in
Members			
2.	Dr. I. Ameeth Basha	Associate Professor & Head, Chemistry	ameethbasha@avit.ac.in
3.	Dr. A. Vijayakumar	Assistant Professor, & Head, CS	vijayakumar.mca@avit.ac.in
4.	Dr. K. Leelavathy	Associate Professor, Commerce	leelavathy.avcc018@avsas.ac.in
5.	Dr. C. Ambikavatthi	Associate Professor, CS	ambikavathi.avcs090@avsas.ac.in

CODE OF CONDUCT FOR FACULTIES

All academic staff members at SAS must follow codes of conduct. Faculty codes of conduct normally address academic issues explicitly. They set out in details the obligations of faculty members to meet with their classes, grade work fairly and promptly, hold office hours and conform in their teaching to course descriptions and syllabi. Faculty, like students, must follow rules concerning academic honesty, and follow other rules of scholarly integrity within their disciplines including not faking data. Any outside work or consulting must be reported to HOIs, and must not create conflicts of interest with the faculty members teaching or non-teaching.

Violating these codes can result in disciplinary action or dismissal.

1. Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the institution from time to time.
2. Every teacher shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.
3. Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups. Every teacher is expected to be punctual to the classes and to adopt the institution timings. They should not leave the campus within the duty timings without prior approval from the superiors.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the institution.
6. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.

9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the institution.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the Management, or that seeks to disrupt the academic activities of the Institution.
11. No teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher in the service of the Institution shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. The Institution may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the Institution will be final and binding and will not be subject to any appeal to any individual or forum.
14. The Institution is committed to fostering an environment that supports respect for individual and academic freedom and in which all members of the community can pursue careers and study free from any type of harassment or discrimination. Harassment or discrimination on the basis of race, religion, colour, gender, sexual orientation, age, national origin, ethnicity or disability status undermines the fundamental principles of India is unacceptable behaviour.
15. It is expected that teaching staff will be efficient and economical in their use of the institution resources, and not permit the abuse of these resources by others. Faculty Members are reminded that institution property is to be used for the business of institution only, though limited, reasonable, manager.
16. Teaching staff are required to respect an individual's right to privacy and to treat as confidential all information supplied to them on that basis within the guidelines of the institution & other policies and procedures.

Such information includes, but is not limited to:

- Personal and official information about students, financial information about students;
- Personal health information;

- Personal and financial information about past, current and prospective donors, as well as information about specific gifts and donations from alumni and other friends if any;
- The Human Resources employee files, except as may be required by law;
- The opinions, advice and decisions made by discussants during the faculty evaluation process and the promotion and tenure process;
- The opinions, advice and decisions made by discussants in regard to performance appraisals of members of staff and the board.

FACULTY GRIEVANCE REDRESSAL COMMITTEE

Chair Person			
S. No.	Name	Designation	E-Mail id
1.	Dr. T H. Nazeema	Director	directorartsandscience@avit.ac.in
Management Members			
2.	Prof. P. Rajasekaran	Dy. Registrar, Administration	dy.registrar.administration@vmu.edu.in
3.	Ms. K. Subhashini	Senior – HR, Corporate	subashinis@vinayakamissions.com
Members			
4.	Dr. I. Ameeth Basha	Associate Professor & Head, Chemistry	ameethbasha@avit.ac.in
5.	Dr. S. Kavitha	Associate Professor, CS	kavitha@avit.ac.in