



Holy Cross College

(Autonomous)

Accredited with A+ Grade (CGPA 3.35 - IV Cycle) by NAAC
Affiliated to Manonmaniam Sundaranar University, Tirunelveli

ISO 9001 : 2015 Certified Institution

Nagercoil - 629 004

Academic Integrity & Code of Conduct
(UPDATED IN 2023 - 24)

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Introduction

Holy Cross College (Autonomous), Nagercoil is a Catholic college established and administered by the Congregation of the Sisters of the Cross of Chavanod. Holy Cross College, the first Women's College in Kanyakumari District was inaugurated on 2nd August, 1965.

“I came that they may have life, and have it abundantly”. Jn 10:10

Drawing inspiration from the Gospel of Jesus, Mother Claudine Echernier, the Foundress of the Sisters of the Cross of Chavanod strove to reveal to all, the love of the Father manifested in the Cross of Christ, through the ministry of education, by giving priority to the poor and marginalized, especially the women and the youth. Thus she envisioned a just and harmonious society where all people live life to their fullest.

Vision

Inspired by God's love manifested in the Cross of Christ, the Crossian family envisions a just and harmonious society by empowering young women for global competency and ecological sustainability through holistic education.

Mission

The college stands for providing quality education by nurturing their leadership qualities thereby catering to global competency and social responsibility.

Objectives

- To give all-round formation to the students in the light of Christian principles inculcating spiritual, social and ethical values.
- To strive for academic excellence across various disciplines.
- To promote quality and innovative research output.
- To develop social awareness and commitment among the staff and students for the benefit of the society.
- To expose the students to the realities of the society through the outreach programme RUN.
- To instill in the students, appreciation and respect for Mother Earth and our motherland.
- To involve all the stakeholders in the collaborative consultation and decision making process.
- To equip women with dignity, self-respect and courage to face the challenges of life.
- To stimulate the students to become people centered agents of the social change.
- To instill in the students the values of truth, love, justice and peace.

Core Values

Spiritual, Cultural, Social and Ethical Values

Impart all-round formation to the students in the light of Christian principles inculcating spiritual, cultural, social and ethical values.

Student Engagement in the Learning Process: Obtaining extensive and varied opportunities to utilize and build upon the theoretical and empirical knowledge gained through workshops, seminars, conferences, industrial visits, summer internship programs and research projects.

Academic Excellence

The institution strives for academic excellence across various disciplines. Hence the students are offered effective communication skills in both professional and social contexts.

Research and Knowledge Enrichment

Students get in-depth knowledge in the specific area of study through relevant core papers and ability to create new understanding through the process of critical analysis and problem solving.

Innovation and Creative Thinking

Equipping students with hands-on-training through skill based courses and projects for startups.

Environmental Consciousness and Social Understanding

Students reflect upon green initiatives and understand the responsibility to contribute to the society; promoting social and cultural diversity through student training and service learning programmes. Also awareness programmes on environment sustainability and social understanding are offered by the institution so as to cope with the increasing pace and change of modern life through value education, awareness on human rights and gender issues.

Employability and Adaptability: Enhancing students in their professional life through Crossian Centre for Entrepreneurship and Career Guidance.

Women Empowerment and Leadership: Developing the capacity of self-management, teamwork, leadership and decision making through gender sensitization programmes.

Aesthetic Skills: Engaging mind, body and emotions for transformation through fine arts, meditation and exercise; enriching skills through certificate courses offered by Holy Cross Academy.

Code of Conduct for the Administrative Team

The administrative team is formed to assist the management in the effective and smooth functioning of the administration and to enhance the leadership qualities of the faculty members.

Code of conduct for the Secretary

- i. The Secretary is expected to have sufficient knowledge of all the Rules and Regulations of the Department of Education and also of the local language.
- ii. She works to obtain the Minority Certificate for the institution with the assistance of the Principal from the competent authority.
- iii. She is responsible for the financial and administrative supervision directly connected with the educational institution.
- iv. She ensures that the goal, objectives and action plan of the institution are prepared by the Principal and executed.
- v. She ensures that evaluation is done in collaboration with the staff of the institution at the end of the academic year.
- vi. She is responsible for the maintenance of the campus. Any renovation which exceeds the stipulated amount and for any new construction, she seeks the explicit permission of the Provincial (President) and keeps the sisters and staff informed of these, and if need arises, the other staff as well.
- vii. She is the appointing, confirming, promoting and terminating authority of the staff members.
- viii. She keeps the Provincial (President) informed of the vacancies in time. Based on the consensus of the Selection Committee and with the approval of the Provincial (President), she appoints the teaching and non-teaching staff, (where Centralized Selection Committee Functions)
- ix. She appoints the substitutes, in case of leave vacancies from the candidates list proposed by the Selection Committee according to the rank in consultation with the Principal, the Provincial (or as per the rules of each state government/central/Council/Board).
- x. She is the sanctioning authority for all types of leave except for casual leave (or as per rules of each State/Central government).
- xi. All the disciplinary proceedings against the teaching and non-teaching staff members are handled by the Secretary.
- xii. She maintains the staff – salary account (along with the Principal-whenever applicable).
- xiii. She is responsible for all the legal matters pertaining to the institution in consultation with the Principal and Management at the Community Level.
- xiv. She is responsible for mobilizing funds from different sources and create Corpus Fund for the development of the institution along with the Principal.
- xv. She organizes the meetings of the Managing Committee (the apex body) of the institution.
- xvi. She ensures that the vacant posts are duly filled (ref. RTE art. 26).

Code of conduct for the Principal

The Principal is the executive authority of the educational institution and is in-charge of the day to day effective, efficient and smooth functioning of the institution. She has always before her the vision and goal of the institution. The Principal is responsible for the all-round formation, discipline, and academic excellence of the students and directly answerable to the Government/Education Department.

- i. Organizes, coordinates and directs the activities of the College
- ii. Plans the master time table, budgets and the strategic plans of the institution by coordinating meetings with various bodies of the institution
- iii. Oversees and monitors the administration of the academic programmes of the institution
- iv. Forms various committees of the College including the statutory bodies
- v. Serves as the chairperson of all the non-statutory bodies of the institution
- vi. Convenes meetings of any of the authorities, bodies or committees, as and when required
- vii. Has the authority to take action on disciplinary matters related to students
- viii. Encourages faculty members to update their knowledge by attending seminars/workshops/conference
- ix. Encourages the support staff for their achievements
- x. Ensures that the strategic plans of the institution are duly processed and implemented through relevant authorities, bodies, committees and its members
- xi. Takes up the responsibility of submitting the annual report on all the programmes executed in the College to the Governing Body at the end of academic year
- xii. Ensures that quality education is given to the students
- xiii. Relates cordially with all the stakeholders. She should not discriminate any one on the basis of education, caste, creed, culture, religion and region
- xiv. Takes initiatives to update the staff and students with new techniques of teaching and learning through seminars, refresher courses, workshops, retreats, renewal and orientation programmes, etc.
- xv. Informs the President of the College, in consultation with the Secretary, when the Sisters on Staff (Teaching or non-teaching) are sent for such courses of long duration.
- xvi. Updates herself by attending relevant seminars, workshops at the State, National (Xavier Board & AIACHE) and international levels
- xvii. Plans with the staff, the goals, objectives and action plan, in line with the vision and the priority of the institution and facilitates the execution of the action plan, at the beginning of every academic year
- xviii. Makes herself familiar with the latest department rules and G.Os to function as an enlightened and responsible educator

- xix. Has the authority to grant casual leave to all. For her own leave, she applies to the Secretary. All types of leave-Medical, L.L.P, E.L., Private affairs/ personal reasons will be forwarded by the Secretary
- xx. Maintains a cordial relationship with the Hostel Warden (in areas where the state rules stipulate, the Principal is the Chief Warden)
- xxi. Makes known to the Secretary and the President of the College the vacancies well in advance and assists her in appointing the staff
- xxii. Keeps the Secretary informed of her plans and programmes regularly for proper co-ordination and smooth running and better witnessing
- xxiii. Conducts monthly staff meetings for effective cooperation among the staff and maintains a record of the same
- xxiv. Facilitates good relationship between teaching and non-teaching staff and finds time to get to know them on a personal level
- xxv. Maintains a cordial relationship with the public, the officials etc. by being discreet and confidential
- xxvi. Operates directly the Activity Account which is audited by the Province (President's) Bursar/Auditors
- xxvii. Free to decide 50% of the educational concessions of the total expense of the students. If it is more, permission should be obtained from the Secretary and the Management Committee at the community level
- xxviii. Submits the account of any Activity Fees that the educational institution collects, to the Secretary twice a year i.e. in December and March while the Provincial (President) Bursar checks the accounts once a year

Code of Conduct for the Vice-Principal

- i. The Vice-Principal whole heartedly co-operates with the Principal in the academic, non - academic activities of the Institution
- ii. Facilitates smooth relationship between the Principal, Staff and Students
- iii. In-charge of the institution in the absence of the Principal. She assists the Principal – in seeing to the discipline and punctuality/attendance of the staff and students (leave letters of students, late attendance of the staff)
- iv. She will not leave the campus without informing the Principal to ensure proper co-ordination and smooth running of the institution
- v. Works in collaboration with one another and with the Secretary and Principal for the welfare of the college
- vi. Coordinates the various committees such as Anti – Drug Awareness Committee, Anti-Ragging Committee, Internal Complaints Cell and Grievance Cell
- vii. In-charge of the cleanliness of the college
- viii. Maintains the discipline of the students

Functions

The dean cooperates with the Principal, Vice Principals, Heads of the departments and Controller of Examinations in academic affairs of the college.

- i. The Dean is a member of the Governing Body, Academic Council, Award Committee, Examination Committee, Examination Grievance Cell, College Staff Council, IQAC, Curriculum Steering Committee, Planning and Evaluation Committee and Review and Evaluation Committee.
- ii. Assists the Controller of Examinations to frame the general time table for the CIA tests
- iii. Responsible to collect and submit the syllabus after the Academic Council Meeting, to the Controller of Examinations
- iv. Coordinator of Curriculum Steering Committee
- v. Coordinates the Skill Enhancement Course of the various departments
- vi. Organises the members of curriculum steering committee in preparing the structure of curriculum every three year
- vii. Responsible for the collection of the feedback on curriculum from the students, alumni, parents and employers. The feedback analysis by the Curriculum Steering Committee for each department is presented to the Board of Studies of the respective departments for further action.

Controller of Examinations (COE)**Functions**

The CoE shall be accountable for the conduct of the End Semester Examinations of the college. It shall be her responsibility to organize the preparation, scheduling and conduct of the examinations and to take care of other incidental matters. The Principal is the chief superintendent and all matters related to examination is subject to her approval.

- The Controller of Examinations shall be the officer-in-charge of the conduct of examinations of the college and declaration of the results.
- The Controller of Examinations should formulate a Calendar of events for various examinations in the beginning of each academic year and submit to the Principal.
- The Controller of Examinations shall conduct the Examination committee meetings when there is need to discuss examination related matters and take important decisions. The end semester examination timetable should be placed in the examination committee. The results should be presented in the Award Committee, Academic Council and Governing board.
- Before the End Semester Examination, it shall be her duty to arrange the preparation, scheduling, marking and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with examinations.

- The Controller of Examinations shall be responsible for the maintenance of records, marks lists and valued answer scripts.
- The Controller of Examinations should ensure that outcome-based assessment and attainment is done systematically and the overall attainment is reported to the concerned bodies.
- All grievance related to examination which includes revaluation/ challenging valuation, malpractice both in Continuous Internal Assessment and End Semester Examination must be addressed and should be placed in the Grievance Committee if required.

Assistant Controller of Examinations (ACOE)

Functions

- Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations
- Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
- Monitoring the preparation and packing of answer booklets for various examinations
- Helping CoE in all the activities (finding question paper setters, examiners, actual organization and implementation of examination system)
- Makes sure that the question papers are ready before the examinations are scheduled
- Ensures that the examination portal is complete for verification of consolidated CIA report, download of hall tickets, invigilation list, nominal roll, seating arrangement and mark entry
- Ensures that the list of remuneration and examination related activities are prepared in advance
- All other tasks required for the conduct of the evaluation process

Dean of Student Affairs

Functions

The Dean of Student Affairs is a link person between the student community and teaching community. She is a member of Planning and Evaluation Committee, Internal Complaints Committee for Sexual Harassment, Staff Council, Quality Circle and Discipline Committee

- i. Conducts the Student Council Election in collaboration with the Heads of the Departments
- ii. Organizes the Quality Circle meeting once a month in which the student council members and class representatives are members
- iii. Motivates the students to have common celebrations of National Days, National/ Regional Festivals and common meetings
- iv. Monitors all the common programmes organized by the students
- v. Prepares the master chart with work allotment for various functions/celebrations
- vi. Responsible for the documentation of all the common programmes of the institution
- vii. Organizes leadership skill development programmes/ motivational programmes for the student community

Functions

The Dean of Research is responsible for promoting excellent research culture among the faculty and scholars. She is the Coordinator of the Research Committee and a member of the IQAC assisting all the activities related to research.

- i. Develops and implements research policies and guidelines that promote and support high-quality research among faculty and scholars
- ii. Informs faculty and scholars about research funding opportunities from government agencies and other sources
- iii. Allocates institutional seed money and incentives to support research projects
- iv. Facilitates research collaborations and partnerships with other institutions and organizations
- v. Collaborates with department heads, faculty members, research supervisors, and scholars to ensure smooth coordination and support for ongoing research activities
- vi. Organises seminars and conferences and provides trainings, workshops and resources to enhance the research skills and capabilities of faculty and scholars
- vii. Organizes regular review meetings to assess the quality and impact of research outputs, including publications, patents, and research projects
- viii. Recognizes and awards excellence in research
- ix. Promotes research activities by organizing research conferences, seminars, and symposiums
- x. Disseminates research findings through publications in journals (e.g., Crossian Resonance) and proceedings
- xi. Compiles and submit research reports, progress updates, and required documentation to regulatory bodies and the college administration
- xii. Establishes benchmarks for quality publications and research awards
- xiii. Verifies the authenticity of the research articles, including the original journal, editors, and ISSN with the help of the Advisory Committee for Publication
- xiv. Coordinates the research departments pertaining to all research activities
- xv. Monitors the Research Advisory Committee, Ethics Committee, research scholars, and supervisors
- xvi. Addresses any grievances raised by scholars and provides necessary support
- xvii. Coordinates consultation services and maintains records of the accounts related to consultation
- xviii. Maintains records of seminars organized by various departments related to research and overseeing Criteria III for accreditation
- xix. Periodically reminds faculty members who have completed their doctorate to apply for guideship positions
- xx. Monitors the functioning of the research centers, including verifying daily scholar attendance, granting permission for library visits or data collection exceeding one week, and addressing scholars' grievances
- xxi. Encourages departments to organize research colloquiums
- xxii. Regularly updates the research database, issues of Crossian Resonance, and information on research activities on the research website
- xxiii. Circulates relevant announcements and circulars from the UGC, university, and other relevant sources to faculty and scholars

Functions

The Dean of Extension is responsible for carrying out all the extension activities. She is the coordinator of all the clubs and committees, Reaching the Unreached Neighbourhood (RUN), Unnat Bharat Abhiyan (UBA) and Community Engagement Course (CEC).

- i. Obtains action plans from the coordinators of clubs and committees before the commencement of every academic year
- ii. Ensures the effective implementation of all the activities in the scheduled dates and timings as per the action plan
- iii. Conducts review meeting of the coordinators of clubs and committees once in two months to review and evaluate the progress of the action plan
- iv. Motivates the coordinators of clubs and committees to carryout appropriate awareness programmes in accordance with the trends and changing needs of the society at large
- v. Obtains annual reports from all the coordinators of clubs and committees
- vi. Supports in the growth of the college and the strengthening of the activities of the clubs and committees

Dean of External Affairs**Functions**

The Dean of External Affairs is responsible for uplifting the perception and reputation of the college.

- i. Oversees the college's public relations activities, including media, press releases and marketing campaigns and develops strategies that enhance the college's image and reputation, organisation's relationships with external stakeholders such as government agencies, local community and organizations by conducting meetings, conferences, and events to enhance social consciousness and social responsibility
- ii. Enhances corporate partnerships with industry and academia to enhance students' learning experiences and facilitate internships, study resources, diversifying research areas, cooperative education programs, career opportunities by identifying potential industry partners
- iii. Motivates the enrolment of the alumni and exchange of professional knowledge and resources
- iv. Organizes and collaborates with fundraising endeavours by applying for awards and other government and non-government funding agencies for financial support, government and non-governmental scholarships, research grants, infrastructure development, and other initiatives by identifying potential donors
- v. Administers staff and student exchange programmes among the academia
- vi. Oversees collaborative Seminar/ Conference/Workshop with the prior approval of the Head of either institution and the final approval of any such program will depend on the availability of guaranteed support funds
- vii. Coordinates the promotion of collaborative activities with colleges / institutions in foreign countries in terms of admission, innovative teaching methods, course-designing, E- Learning and E - Teaching, research collaboration in the areas of mutual interest, exchange of academic information, scholarly information, study materials and publications, collaboration in the conduct of National / International Conferences, Seminars, Workshops, Faculty Development Programs and other academic meetings through online and offline modes

Functions

The Dean of Entrepreneurship Development is responsible for imbuing the spirit of entrepreneurship among the students and promotes entrepreneurial skills.

- i. Facilitating dynamic and inspiring sessions on entrepreneurship thereby identifying potential student entrepreneurs and innovators
- ii. Providing highly specialized training programmes to offer tailored guidance and insights for the budding entrepreneurs
- iii. Conducting thorough evaluation of business plans and entrepreneurship proposals from students and providing viable initiatives receive necessary support and guidance
- iv. Providing comprehensive guidance and mentorship to early-stage entrepreneurs
- v. Conducting in-depth analysis of the progress and performance of ongoing entrepreneurial ventures to ensure long-term success
- vi. Cultivating alumni engagement by enabling them as mentors and trainers by sharing their expertise and collaborating with entrepreneurial endeavours
- vii. Orchestrating Startup Bazaar events twice a semester to foster the selling skills of the budding entrepreneurs
- viii. Offering seed funding recommendations for entrepreneurs in need
- ix. Monitoring and analyzing entrepreneurship activities of the Entrepreneurship Development and Innovation Institute (EDII), the Startup Committee, and the TN Startup ecosystem once in 3 months
- x. Identifying and assisting entrepreneurs in the process of filing patents and grants for their product-based innovations
- xi. Maintaining a comprehensive list of the entrepreneurial courses and reviewing the entrepreneurial components offered by departments at the time of syllabus revision
- xii. Providing entrepreneurial training to the neighbouring communities with the help of student entrepreneurs or alumni entrepreneurs

Code of Conduct for the Heads of various departments

The Heads of the Departments monitor the academic and administrative affairs of their discipline and lead the members of the department towards the mission and vision of the institution.

- i. The Head of the Department is the chairperson of the Board of Studies of her discipline. She is also a member of the Staff Council, Admission Committee, Maintenance Committee and Library Committee of the college.
- ii. The Heads of the Departments should be responsible for allotting the workload for the teaching and non-teaching staff in consultation with the Principal and Secretary of the college.
- iii. She is responsible for coordinating the members of the department for academic planning, administrative and academic audit of the department and implementation of academic policies approved by the Principal.
- iv. She conducts the departmental meetings of the staff periodically and records it in the department minutes book.

- v. The Heads of the Departments should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference, presenting research papers in conferences within and outside the country, publishing papers in quality journals, authoring books.
- vi. The Heads of the Departments should arrange for feedback responses from the students, and the parents on quality-related department processes.
- vii. The Heads of the Departments should encourage the faculty to apply for projects and patent rights/ Intellectual property rights.
- viii. The teaching workload of the faculty who involve in academic/co-curricular activities of the institution has to be allotted by the Head of the Department in consultation with the Principal.

Code of Conduct of Faculty

To ensure optimal functioning of any institution an efficient teamwork structured around operational guidelines is mandatory and so the following list is spelt out.

- Faculty should adhere to responsible conduct and behaviour.
- Faculty must not violate the laws of the Government/College/ local bodies etc.
- Members of faculty are expected to contribute professionally in curricular, co-curricular and extra-curricular activities of the college.
- Faculty must rise beyond all forms of discriminations based on ethnicity, age, religion, caste, creed, colour, nationality, linguistics and disability differences.
- Faculty must be punctual to all classes, meetings and other deadlines.
- Faculty should be impartial in teaching as well as evaluation and should ensure student-centric teaching learning process.
- Every teacher should remember to be considerate and dignified while interacting with students, colleagues, support staff and management.
- Faculty should update their knowledge and skills and continue their professional growth.
- Teachers should engagingly design and implement courses that are sensitive to the varying learning needs of the diverse student community.
- Faculty must inculcate respect for the biodiversity, ethical values and sense of self-worth in students.
- Colleagues are expected to extend support, appreciation and constructive criticism; Avoid unprofessional talk about individuals.
- Faculty should not involve in any act which will undermine the integrity and reputation of the institution; Set clear boundaries with your students and their parents; Adhere to the highest standard during your online and offline communication.
- The faculty should take additional responsibilities as assigned by HoD / Principal in academic, co-curricular or extra-curricular activities.

1. Faculty and the students

Teachers should:

- (i) Respect the right and dignity of the student in expressing her opinion
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- (vii) Pay attention to only the attainment of the student in the assessment of merit
- (viii) Make themselves available to the students even beyond the class hours and help and guide students without any remuneration or reward
- (ix) Aid students to develop an understanding of our national heritage and national goals
- (x) Refrain from inciting students against other students, colleagues or administration

2. Faculty and colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated
- (ii) Speak respectfully of other teachers and render assistance for professional betterment
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

3. Faculty and authorities

Teachers should:

- (i) 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
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities

- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices
- (v) Co-operate with the authorities for the betterment of the institution, keeping in view the interest and in conformity with dignity of the profession
- (vi) Should adhere to the conditions of contract
- (vii) Give and expect due notice before a change of position is made
- (viii) 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

4. Faculty and Non-teaching Staff

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

5. Faculty and Parents/Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution

6. Faculty and Society

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

Functions of Support Staff

- The Office Superintendent has direct control over the staff in the office.
- Staff members in the account section prepare, examine, and analyze accounting records, financial statements, and other financial reports. They also prepare accounts, taxes and tax returns, ensuring compliance with payment. They provide all necessary accounting documents and financial statements for yearly internal and external audits.
- The staff members in the office of the Controller of Examinations perform confidential work related to internal and external examination question papers, mark entry and assist in the publication of end semester results.
- Scholarship section, document verification, eligibility of students and providing all necessary student data to prepare various reports are done by support staff in the office.
- Maintaining the service book of all the staff, working out for monthly salary, remuneration to the guest faculty and the faculty of the self-financing stream of the institution are managed by the junior assistants in the office.
- Support staff maintain supportive environment wherever they are placed by the management.
- They should start the work on time.
- They carry out their duties as instructed by the authorities to whom they are attached - in the Office/Laboratory/ Library/ Office of the Controller of Examinations/ Sports field/ garden.
- They update to learn and do their job with accuracy and thorough understanding.
- They meet targets to the best of their ability.
- Support Staff of the laboratories are responsible for the maintenance of the equipment.
- They should be prompt in keeping the equipment/chemicals/ specimen needed for the faculty and students.
- The Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. It shall be submitted to the HoD at the end of every year.
- For equipment damaged by the students, a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HoD, it is deposited in the college account.
- The Support Staff of the office of the Controller of Examinations should strictly adhere confidentiality.
- They should show their ability to solve problem within the scope of their position.
- They should take initiative to update themselves in their respective areas of job.
- They should not leave the office until and unless the higher authority permits.
- They work independently when needed.
- The maintenance of the garden and sports field are by the support staff.

Functions of the Office Superintendent

- i. The Office In-charge/Office Superintendent assists the Principal in the office administration by supervising the work allotted to all the non-teaching staff except laboratory and library assistants.
- ii. She keeps all the accounts up to date, whether it is audited by Government/ internal auditor or not, the accounts should be checked and signed by the Principal and submitted to the Secretary.
- iii. She is acquainted with all the Communications, G.Os, Rules and Regulations of the Education Department.
- iv. She sees to the general maintenance, repairs and cleanliness of the campus along with the Secretary/Vice-Principal.
- v. She is responsible for the spiritual formation of the office staff.
- vi. She takes care to see that the Non-teaching staff members are committed to the institution and they are prepared to take full responsibility of their respective roles.
- vii. She treats all the co-workers with respect, dignity and appreciates their services.
- viii. She sets aside time to pray with them, to listen to their problems and to share the spirit of the congregation with them.

Code of conduct for Students

General Rules and Regulations

- The reputation of the college is in the hands of the staff and students, whether they are on or off the premises. The institution has utmost faith in its staff and students and in their desire to uphold its standard.
- The academic year is divided into two semesters. If a student leaves the college during the first semester before 31st August, she shall have no right to claim a remission of any portion of the fee except the tuition fee.
- The semester fee should be paid by the students within ten working days from the date of re-opening.
- Wearing ID Card is mandatory for all students.
- Loss of Identity Card should be reported immediately and duplicate will be issued on requisition letter to the Principal and on payment prescribed by the college.
- Students are expected to assemble in the classroom immediately after the first bell.
- Students are not permitted to leave the college during the working hours. A gate pass from the Principal / Head of the Department is required to leave the premises during college hours.
- The day is given a start with a devotional song played through the public address system, followed by a short prayer. All the staff and students are expected to keep standing during this time, whether they are inside or outside the classroom.
- Students are not permitted to give interviews in radio/TV/social media platforms without prior permission from the Principal.
- Students are expected to move quickly and quietly while moving from one class to another. They are not permitted to visit the canteen during class hours. Footpath should be used while walking.

- Students are expected to read the notice on the college notice board and the department notice board regularly. Ignorance of any such information will not be accepted as an excuse for failing to comply with it.
- Students have to enter and leave the Multipurpose Hall through the side doors only. During college meetings, students have to show respect to the chief guest and other guest speakers. No one should leave the hall during the meetings or show noisy approval or disapproval. They should avoid carrying books or eatables to the hall.
- Students should accord respect and greet the staff whenever they meet them.
- They must always be courteous in their words and deeds.
- If any article is lost or found in the college campus, the students shall report the same to the college office.
- Students should consider college property as their own and cause no wilful damage. Students should not pluck fruits from trees, as they are given for lease. They should not write or make any mark on the wall, desk or in any part of the college premises or throw anything including paper, plastic bags or spill ink on the floor of the classroom and other places. Students must take pride in keeping the campus clean.
- Disobedience, irregular attendance, malpractice in examinations, habitual carelessness, bad conduct and manners and non-observance of the rules of the college shall lead to strong disciplinary action which may entail dismissal from the college.
- Regularity and punctuality for classes and tests are very essential. Absentees for Continuous Internal Assessment (CIA) tests will be penalized.
- Students should dress neatly and decently. Modesty in dressing is highly emphasized in the college. Students should be in uniform on all working days. On special occasions, students are permitted to wear only sarees/ chudithar.
- T-shirts/ jeans pants and sleeveless attire are not permitted.
- Staff and students should not collect money without prior permission from the Principal and the Head of the Department concerned.
- Students should remember that wherever they may be, they represent the college and honour it by their behaviour.
- Students are not permitted to post negative statements about the college / staff / students on social media sites.
- Ragging is totally banned in the institution. Any act of ragging is liable for appropriate punishment.
- Mobile phones are strictly prohibited inside the campus. It is allowed only with the prior permission of the teacher for online quizzes/tests and other academic purposes.
- Only button phones are allowed for those coming from long distances and a permission letter from the parent for bringing the phone should be submitted to the class teacher at the beginning of the academic year.

Rules regarding Laptop usage

- Laptops can be used during class hours only for academic purpose (seminar, assignment, blended classroom learning and for project work).
- Students misusing the laptops on the campus shall face strong disciplinary action by the college.

Attendance

- Students should attend the classes regularly. Attendance will be marked at the beginning of each period. If a student is absent for any one period, half day will be marked as absent.
- A student will be permitted to write the semester examinations, only if she has an attendance of at least 75%. If the attendance is 62% to 74% she has to pay a condonation fee of Rs. 400/- and only then she will be permitted to write the semester examinations.

Leave of Absence

- A student should not absent herself from the class except for valid reasons. She shall apply for leave in advance to the Principal in the prescribed leave form, which can be obtained from the college office. If this is not possible as in the case of illness, leave letter shall be produced on the day the student returns to the college. The leave form should be counter signed by the parent/ guardian and the respective class teachers.
- If a student absents herself without prior information, her absence will be immediately reported to her parents or to the hostel warden and disciplinary action such as levying fine, suspension etc. will be taken.
- Students who come late will be permitted to the class only with the permission of the HoD.
- All the scholarship / fee concession holders should earn an attendance of 90% failing which the entire scholarship / fee concession amount has to be refunded to the Government as per G.O.M.S. No. 1537 Social Welfare Dept., Dt. 20.04.1983.
- Students who represent the college in sports and games, or in competitions, such as fine arts, quiz, elocution, etc. or NCC/ NSS camps are given credit of attendance for the period. It is called leave on Other Duty (OD). They shall fill proper forms meant for OD countersigned by the respective HoD and submit it to the Principal and Controller of Examinations before they leave the college for participation. Those who fail to do so will be considered absent.

Certificates

- Any student, past or present, wishing to obtain a Transfer Certificate (TC) or Conduct Certificate (CC), must apply to the college office in the prescribed form. Certificates will be issued with 48 hours' notice. No certificate will be posted unless a stamped self-addressed envelope is submitted together with the application. Those who want the TC should bring one of their parents.

Petitions and Complaints

- Requests, petitions, appeals and complaints of any kind must be made either to the Principal directly or through the suggestion box, which is kept outside the Principal's Office. Students are not allowed to make a complaint as a group or to address any authority in a collective petition. Such combined action is subversive of good order.
- Under the Government's Educational rules, the Principal has complete authority to inflict punishments such as fine for inadequate attendance and irregularity in the Continuous Internal Assessments (CIA), suspension and expulsion in matters of grave concern.

Hostel

- Students who are not residing with the parents or relations are expected to live in the college hostel. Hostel students will be under the care of the Warden and they must abide by the hostel rules
- The Principal is the Chief Warden of the hostel. Besides that there are two Wardens along with a Matron.
- Admission in the hostel is given only after getting admitted in the college.
- The students should meet the Warden/s along with their parents.
- Modesty in dressing should be strictly adhered to.
- Students should leave the hostel and reach the college before the first bell.
- Day scholars should not visit the hostel.
- Visitors are permitted only on second Sundays (9 a.m. to 6 p.m.) every month. No visitors are allowed inside the hostel rooms.
- Students are responsible for their belongings in the hostel.

Library

- It is obligatory for all students of the college to be members of the Library and the Readers' Forum.
- The library will remain open from 8.45 a.m. to 4.15 p.m. except on Sundays.
- Students must bring their ID card and Library Card while entering the Library. They should not enter with bags, but deposit the same at the counter at the entrance.
- The library card is not transferable.

- Students should maintain silence in the Reading Room and other areas of the Library.
- After taking a book from the Reading Room shelf, get it issued at the Reading Room Counter and submit the Reading Pass. Do not forget to return the book at the Janitor's Counter on leaving the Library.
- Students will be allowed to take a maximum of 5 books at a time to study in the Reading Room.
- Do not scatter or mix up the pages of newspapers while reading.
- Do not misplace the books while looking for the books on the shelves. After selecting the needed books do not shuffle, but keep in proper places.
- Students have the privilege of direct access to the shelves in the stack room and the reading room. They are requested to respect the freedom and not misuse it.
- Students should not crowd in front of any counter, but should be in a queue.
- Students will be given two/five borrower's tickets. When a book is borrowed, a borrower's ticket is to be given at the counter. The ticket will be returned to the borrower when the book is returned. Not more than two books will be issued for the UG students and 5 books for the PG students at a time.
- Check the condition of the book at the time of borrowing. In case of any mutilation or loss of pages, report instantly to the concerned Library staff. Otherwise the borrower will be responsible for the damage.
- A student can keep a book for not more than a week. The book borrowed should be returned on or before the stipulated date mentioned on the date-slip. When the prescribed time has elapsed, the book must be returned to the Librarian by the student herself.
- A student failing to return a book within the prescribed time shall pay an overdue charge of one rupee per book per day and she will not be allowed to use the library till the due is paid.
- Absence from the college shall not be an excuse for any delay in returning the books. Books due on a holiday shall be returned on the next working day and no fine will be levied.
- The books may be returned on all working days.
- All books must be returned before the closure of each semester.
- No one is allowed to pass on any book to another or lend them to any one inside or outside the college.
- The Librarian will examine all the books returned and if any book has been damaged, she will report it to the Principal at once along with the name of the person responsible. If a book is damaged, lost or spoiled, the person responsible shall supply the Library with a new copy of the book.
- Books should be handled with care. Marking on books is most objectionable. Students are strictly forbidden to tear, cut out or scribble on pages of magazines, periodicals and books. Any student found doing so will be punished severely.
- Library is a mobile free zone.



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Location

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