



**SRI KANYAKA PARAMESWARI
ARTS & SCIENCE COLLEGE FOR WOMEN**
Chennai - 600 001.



CODE OF CONDUCT



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ROLES AND RESPONSIBILITIES OF CORRESPONDENT



SRI KANYAKA PARAMESWARI
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Roles and Responsibilities of Correspondent

Tenure: 10 Years (max)

The Correspondent is the Administrative Director of Works in the college and he represents the Management before the Government and the Director of Collegiate Education on all matters relating to the general administration of the college. It is his duty to play a supportive role to the academic community headed by the Principal.

He should supervise the maintenance of the college properties and provide facilities for smooth functioning of the departments.

The Correspondent of the college has the following administrative functions of management in consultation with the Principal : appointment of the staff, both teaching, administration and support whether permanent or temporary, appointment of the management staff, approval of the probationary period of the staff and confirmation of their appointment, promotion of staff, disciplinary action against the staff, salary of the staff, sanction of increment, loan, recovery of loan and closure, income tax, all kinds of leave except casual leave, maintenance of the properties directly connected with the college, requirements of the departments offices and class rooms, telephones, electricity and water, stationery items, Xerox machines, computer center and legal matters.

The Correspondent is a member of the Governing Body of the college. He also serves as member in important policy-making committees of the college.

Duties of the Correspondent / Secretary

- Represents the institution in all matters of correspondence, administrative, financial and legal issues
- Selects staff for various posts, teaching and non-teaching in the institution
- Is responsible for sanctioning all types of leave, except casual leave, to the staff
- Ensures the maintenance and safety of property, both movable and immovable of the institution
- Submits the annual budget and audited statement of accounts to the Governing Body (fellow trustees).



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ROLES AND RESPONSIBILITIES OF PRINCIPAL



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Roles and Responsibilities of Principal

Reporting to: Correspondent

The Principal is the executive Head of the Institution and should:

- ✓ Incite the policies and Strategy to accomplish the vision and mission of the institution.
- ✓ Provide leadership, direction and harmonization within the Institution.
- ✓ Coordinate between Board of Trustees / Correspondent and the faculty.
- ✓ Ensure that the long-term and short-term development plans of the institution are duly processed and implemented through the guidelines of statutory bodies, relevant authorities and committees.
- ✓ Periodically present the report to the management on the activities and follow their suggestions.
- ✓ Direct and scrutinize the administration of the academic programmes and general administration of the institution.
- ✓ Ensure that quality in education and academic services is kept-up for continuous improvement.
- ✓ Promote industry institution interaction and inculcate research development activities.
- ✓ Form various college level clubs and committees which are necessary for the progress of the institution.
- ✓ Ensure that the staff and students are aligned with the rules, policies and procedures laid down by the college and enforce them fittingly.
- ✓ Encourage interaction among faculty and students.
- ✓ Take decisive action as and when required to manage discipline in the institution.
- ✓ Be impartial in her disciplinary actions for all the members of faculty, non – teaching staff and students.
- ✓ Listen to the student's ideas and set a supportive tone.
- ✓ Conduct class committee meetings of students and take follow up actions.
- ✓ Empower all the staff and students to reach their maximum potential.
- ✓ Oversee, manage and educate the administration of the institution and take remedial measures/ actions based on the stakeholder's feedback.
- ✓ Carry herself with the highest integrity and exhibit outstanding and strong leadership skills.
- ✓ Prepare IQA plan and schedule and arrange for IQA as planned.



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ROLES AND RESPONSIBILITIES OF DEAN



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Roles and Responsibilities of Dean

Reporting to: The Principal

Key Roles and Responsibilities

- ✓ Faculty development
- ✓ Curriculum management

Curricular Services

Provides senior level administrative leadership:

- ✓ To obtain UGC guidelines on curriculum planning and development
- ✓ To monitor and implement curricular changes suggested by the Academic Council of the College.

Documentation Services

- ✓ Compiles and collates all new items pertaining to the college and the achievements of the staff and students.

Liaison Services

- ✓ Manages administrative functions
- ✓ Dean shall work in close liaison with the various faculties of Arts, Commerce and Language departments in the preparation of time tables and new courses, and between departments and the Office of the Controller of Exams.
- ✓ Dean shall also liaise between the college and the university on matters such as new degree programmes.

Staff Services:

- ✓ The Dean makes available the UGC guidelines on UGC major / minor research projects.



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ROLES AND RESPONSIBILITIES OF VICE PRINCIPAL



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Roles and Responsibilities of Vice Principal

Reporting to: The Principal

- ✓ Officiate in the absence of the Principal as per the direction of the Principal.
- ✓ Render fullest cooperation to the Principal in all the matters of academic interest.
- ✓ Ensure the academic administration of the departments.
- ✓ Voice her view or opinion in all matters of academic interest when discussions take place at a higher level.
- ✓ Compute the manpower requirements as per workload of the department along with the HoD and recommend the staff requirement to the Principal.
- ✓ Monitor whether the HoDs perform the duties and responsibilities. If not, the HoDs should suitably be advised.
- ✓ Evolve Strategies and action plans in coordination with concerned HoDs for the development and quality improvement of the department.
- ✓ Be aware of the various requirements of different courses as per the University of Madras guidelines and ensure that such norms are fulfilled whenever inspection commissions of the University or other agencies visit the college.
- ✓ Monitor the functioning of each department, and act as a strong interface between the Principal and HoDs in implementing policies and programs formulated for improving the quality and effectiveness of teaching - learning process.
- ✓ Interact with students periodically, review the student performance in the Continuous Internal Assessment and end Assessment examinations, regularity in attendance and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with the Principal.
- ✓ Monitor the research progress of faculty members pursuing Ph.D.
- ✓ Organise Guest Lectures, Seminars, Conferences, Industry Visits, International / National seminar or symposium or Intercollegiate competitions once in a semester.
- ✓ Encourage the faculty members and students to participate in seminar / workshop / conferences and present / publish research papers / articles.
- ✓ Take care of all disciplinary activities of the students inside the campus.
- ✓ Visit lab, library, classrooms and staff room and submit a report whenever necessary.
- ✓ Engage in teaching schedules as per the workload requirement.
- ✓ Monitor the execution of Continuous Internal Assessments.
- ✓ Monitor the faculty performance in End Assessment Examinations.
- ✓ Monitor the late comers at the gate, counsel them to come to college in time and record the name of the late comers in the note book.
- ✓ Form a committee, arrange and oversee for the Library, Furniture and Lab Stock Verification for every year.



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ROLES AND RESPONSIBILITIES OF IQAC COORDINATOR



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Roles and Responsibilities of IQAC Coordinator

Reporting to: The Principal

Key Roles and Responsibilities

- To coordinate the dissemination of information on various quality parameters of higher education
- To coordinate the documentation of the various programmes / activities leading to quality improvement
- To coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.

Detailed Roles and Responsibilities:

- a. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b. Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- c. Dissemination of information on various quality parameters of higher education;
- d. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- e. Documentation of the various programmes/activities leading to quality improvement;
- f. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- g. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.



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ROLES AND RESPONSIBILITIES OF HoD



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Roles and Responsibilities of HoD

Reporting To: The Principal

The HoD is the functional Head of the Department and should:

- ✓ Be responsible for the harmonious functioning of the department.
- ✓ Implement the objectives of the institutions by coordinating the activities of their faculty in the department.
- ✓ Be responsible for the maintenance of discipline among the students of the department.
- ✓ Visit the laboratories (if applicable) to find out whether the members of the faculty handling the practical subject are available in the lab and help the students in clarifying their doubts in the lab.
- ✓ Ascertain whether pre-lab explanation on the procedure to be followed and the logic of the programme is given to the students.
- ✓ Monitor whether the teachers keep up the pace at which they are expected to teach to cover the syllabus.
- ✓ Interact periodically with the students of various classes to know the difficulties of students in understanding the subjects, conduct of teachers in the classes and any other difficulties of the students concerning their academic activities.
- ✓ Contribute in evolving strategies and action plans for the development and quality improvement of the department.
- ✓ Ascertain whether proper permission is obtained from the Principal for conducting any function on behalf of the department association.
- ✓ Inform the proceedings of the HoDs meeting convened by the principal to the other members of the department on the very next day and should be minuted in the department meetings.
- ✓ Go through the students profile maintained by the teachers periodically.
- ✓ Monitor whether the teachers maintain the personal details and other records of students properly.
- ✓ Monitor academic activities and receive feedback from parents.
- ✓ Assess the resource requirements (books, periodicals, stationary, computer lab requirements and other facilities) of the departments immediately after re-opening of the college, send requisition letters and follow them up.
- ✓ Allot the subjects to the members of faculties according to their preferences and the priority should start from the junior most member.



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Chennai - 600 001.



- ✓ Assess the need for any faculty development programme for the staff of her department and inform Principal.
- ✓ Encourage the faculty to publish articles in reputed journals, to present papers in seminars and to register their names for Ph.D
- ✓ Perform any other activity assigned to her by the Correspondent / Principal.
- ✓ Follow the guidelines / instructions given by the principal from time to time
- ✓ Report the progress to the principal and implement the directions given by the principal.
- ✓ Provide necessary inputs to the principal for conducting governing body, college committee, academic council / governing council, curriculum development cell, board of studies and finance committee meeting.
- ✓ Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- ✓ Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
- ✓ Arrange special classes if necessary for the benefit of below average students.
- ✓ Arrange and monitor remedial and additional classes for the slow learners and extra credit courses for the advanced learners.
- ✓ Implement teaching plan with least deviation.
- ✓ Ensure the quality and effectiveness of teaching - learning process.
- ✓ Organise guest lectures, seminars, conferences, industry visits and encourage the staff to bring out publications.
- ✓ Depute staff to participate in seminars, conferences and workshops and motivate them to undertake research by tapping funding sources.
- ✓ Interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance and monitor general discipline of the students inside the campus.



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ROLES AND RESPONSIBILITIES OF TEACHER



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Roles and Responsibilities of Teaching Staff

Faculty Members:

- ✓ Should maintain absolute integrity and devotion to duty all times.
- ✓ Should perform all professional activities through proper channel and extend co-operation to her colleagues and higher authorities.
- ✓ Should conduct herself with absolute dignity and decorum in dealing with the superiors, colleagues and students at all times.
- ✓ Should attend the college neatly dressed and follow dress regulations.
- ✓ Should wear their identity cards while inside the college premises.
- ✓ Should not use cell phones while taking classes, engaging in examination duties and attending meetings.
- ✓ Should not absent herself from duty at any time without approval.
- ✓ Should be punctual in going to the classes, attending meetings, invigilation, college functions and attend national celebrations.
- ✓ Should not attempt to bring any political or outside pressure on her superior authorities in respect of service matters.
- ✓ Should not provoke or instigate any student or staff against other students, colleagues or administration.
- ✓ Should not by act or deed, degrade, harass or insult any other person for any reason or act in a manner inappropriate to the teaching profession.
- ✓ Should not discriminate any student on grounds of caste, creed, religion, gender, nationality or language.
- ✓ Should not demonstrate favoritism in assessment of students deliberately over marking, under marking or attempt at victimization on any grounds.
- ✓ Shall neither disclose confidential information about students to anyone nor disclose confidential information from management to students.
- ✓ Should not accept fees or honorarium, gift from the students.
- ✓ Should respect the prerogative of parent/guardian to look after the interest of the student.
- ✓ Should not misuse or carelessly use amenities provided to her by the institution to facilitate the discharge of her duties.
- ✓ Shall set an example herself to her colleagues and students.
- ✓ Should implement teaching plans effectively.
- ✓ Shall interact closely with students and understand their needs and problems.
- ✓ Should provide feedback to the HoDs.
- ✓ Should maintain attendance particulars
- ✓ Should assess resource requirements and send requisition to the coordinators.



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- ✓ Should recommend leave / attendance exemption for students.
- ✓ Should maintain 'student profile' of students allotted to them.
- ✓ Should perform any other role such as class advisor and assist the placement officer.
- ✓ Should encourage student activities for closer interaction.
- ✓ Should organise seminar / guest lecturers / quiz.



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ROLES AND RESPONSIBILITIES OF LAB TECHNICIAN



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Roles and Responsibilities of Lab Technician

Reporting to: The Principal

The lab technician shall maintain the lab and should:

- ✓ Prepare lab wise plan/Schedule for the semester.
- ✓ Assign and co-ordinate work of the programmer.
- ✓ Distribute lab time as per the advice of the HoDs.
- ✓ Assist students and faculty in utilizing the lab.
- ✓ Ensure security of data and equipments.
- ✓ Report deficiency and send resource requisitions.
- ✓ Assist in purchasing of hardware and software.
- ✓ Be responsible for the cleanliness and maintenance of the labs.



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ROLES AND RESPONSIBILITIES OF OTHER SUPPORTING STAFF



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Roles and Responsibilities of other Supporting Staff

Non – Teaching Staff should:

- ✓ Persist on duty inside the Campus during working hours. They should not leave the college premises without the consent of their reporting manager.
- ✓ Abide the rules and regulations of the institution.
- ✓ Avail approval in advance for his / her casual leave.
- ✓ Respect and retain the hierarchy in the Administration and perform their duties as per the instruction received from the officials to whom they are attached.
- ✓ Wear their identity cards during working hours.
- ✓ Retain honesty, values and equality in their actions.
- ✓ Exercise self-discipline and deal positively with staff, students, parents and public.
- ✓ Perform the work assigned in connection to the examinations conducted by the college or University as instructed by the Principal.



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CODE OF CONDUCT

FOR

STUDENTS

STANDING ORDER

(Seventh Amendment on 01-06-2023)

Object :

The College authorities have, as their goals, high standards of academic efficiency and discipline.

College Council :

The college council shall be the competent authority to amend any or all the provisions of the constitution if warranted by the circumstances and also shall have the power to frame rules or by-laws subject to the provision of the rules and regulations of the college. The Management, Principal and the H.O.D.s of the College are the competent authority. The opinion of the college council on matter of discipline is final. On all other aspects it is a recommendatory body.

1. Regular attendance for classes, laboratory work and tests (Internal Assessment and Internal Assessment pre semester) is a mandatory for students.
2. Students should come to college 10 minutes before the college time to avoid late.
3. College Timings & Rules for Late coming students

Shift – I : 8.50 a.m to 1.40 p.m

- i) 8.50 a.m – 1.40 p.m - Penalty amount of Rs.20/- & lose of half day attendance
- ii) 9.20 a.m onwards - Penalty amount of Rs.20/- & lose of one day attendance.

Shift – II : 10.50 a.m to 3.40 p.m

- iii) 10.50 a.m – 3.40 p.m - Penalty amount of Rs.20/- & lose of half day attendance
- iv) 10.50 a.m onwards - Penalty amount of Rs.20/- & lose of one day attendance.

The collection of penalty amount and imposition is only for disciplinary action. Late coming student is not entitled to claim attendance just because

she has paid the penalty. The college timing is mentioned in the Prospectus and Calendar. If there is any change in college timings, it will be intimated to the parents through SMS. If students are coming late for more than 3 times per month, severe disciplinary action can be taken against them by the college council.

4. Once entered the college campus, unreasonably, the student will not be permitted to go out during college hours.
5. Internal marks for University Examination shall be considered with the following activity of the students. i.e. a) Late coming, b) Attendance, c) Completion of assignments given by the respective Faculties/Asst. Profs., d) Presenting Seminar, e) Attending Internal Assessment and Internal Assessment pre semester f) Attendance in E.P. Class g) Giving respect to faculties and other staff, h) Dress Code.
6. University Rules and Regulations:-

* Attendance : As per the University of Madras 75% of attendance is required for the student to attend the university exam, failing which the student has to abide by the following procedure.

* Procedures:

Percentage of attendance	Condition of Student	Procedure to be followed
65% to 74%	Eligible to write the exam on payment of condonation fee.*	An amount of Rs.250 each for theory and practical shall be paid as condonation. A medical certificate must be provided if any.
50% to 64%	Not eligible to attend university exam, but can proceed to the next year/next semester. Permitted to take university exam along with current semester as arrears.	An amount of Rs.250 each for theory and practical shall be paid as condonation. The candidate can appear in the forth coming semester and it will be considered as arrears.
Less than 50%	Semester to be repeated/rejoining** by the candidate	Communication from university must be obtained by the candidate to

		rejoin/redo the semester.
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*Conceived/Delivery students during the course period should process a minimum 55% of attendance for appearing the exams. The candidate must submit marriage proof/medical certificate to the University of Madras.

** Students who want to repeat the semester/rejoin the semester must enquire the concern department regarding the availability of vacancy.

7. Regular - Attendance will be taken for every period. A student who is absent for one period will loose half a day's attendance. After first period student has to pay penalty as well as loose a day's attendance.
8. Identity card must be worn before entering the college and should be worn by the student till she leaves the college. If found without identity card penalty of Rs.100/- will be levied. If Identity card is lost, the student should pay a penalty of Rs.100/- to get a duplicate ID.
9. If student fails to attend E.P classes, Internal Assessments and Pre semester Internal Assessment, shall pay penalty as follows.

Internal Assessment I & II	-	Rs.100/- per subject
Pre semester exam	-	Rs.200/- per subject

Payment of penalty is not a right of the student to claim attendance and also not a right to claim internal marks for university examination.

10. English as medium of Communication is mandatory language. Students should communicate only in English with everyone, i.e.

Principal, Teaching faculties, administrative staff and other fellow students inside the college premises.

11. Students should wear clean, Decent and modest dresses and have well groomed hair. T-Shirts/ Short Kurtha/Sleeveless dresses are not allowed. If any student violates the dress code, the college authority have the right to restrict the entry of the student inside the college campus.
12. Use of Mobile phones, I-pods, I-pad, Walkman or any other instrument or materials restricted by the college authority time to time is strictly prohibited in the college campus. If any student violating the above, the college authority have a right to seize such instruments and the same will be returned with a fine amount of Rs.500/-.
13. The College is not responsible for loss of personal belongings of the students.
14. Ragging, taking drugs, playing cards, entertaining outsiders and indulging in antisocial activities are serious offences and punishable. If any student aggrieved by ragging, they can represent immediately to the Anti Ragging Committee.
15. Indifference in studies and conduct will result in suspension/dismissal with forfeiture of fees.
16. Loitering, shouting, whistling and causing other nuisance in the premises of college are strictly prohibited. Violating the above will result in suspension/ dismissal with forfeiture of fees.
17. Organising main mass, absence from classes, holding of agitation and demonstration and integrating violence inside or outside the campus are considered as a breach of discipline.
18. Violating the discipline, the student shall be punishable with one or more of the following with the approval of the management.

- i) Cancellation of attendance ii) Not allowed to attend university exam iii) Detention iv) Suspension v) Remarked character in T.C.
19. No student shall in any manner prevent any other student or students from attending her/their class(es) or doing her/their lawful duty.
20. Students should not leave the college premises during the working hours without authorized permission. Violating the above, disciplinary action will be taken against them.
21. Only Vegetarian food is allowed inside the college campus. Student should not bring Non-Vegetarian food including egg in the campus to maintain the sacred and serene/divine atmosphere of the college. Violating the above, the college authority have right to restrict the entry of such student inside the college campus. If any student repeatedly violates the above, strict disciplinary action will be taken such as suspension or Remarked character in T.C or Dismissal.
22. If any student is causing damage to the college property, the cost of damage with additional cost whatever applicable for same will be collected and also disciplinary action can be taken against them.
23. It is mandatory & it is also the fundamental duty of the student to keep the college campus (Class Rooms, Rest Rooms, Corridor, Ground, Auditorium, Smart Room, Labs, etc.,) clean & pollution free
24. During the class hours, students should not access canteen.
25. Sports girls after coaching in the morning should attend classes from second hour i.e 9.50 a.m.

FEES REGULATION :

26. Prescribed fees should be paid within due date which will be informed by the college.

WITHDRAWALS:-

27. In the event of student discontinuing of the course due to any reason, the student has to :

a) Write a requisition letter for the same duly countersigned by the Parents/ Guardian.

b) Pay all the dues i.e. Entire Course Fees, Library books to the college to obtain the transfer certificate & other relevant documents.

DUTY OF PARENTS:

28. a) It is Mandatory for the parents to attend (PTM) Parent Teacher meeting. No other relative (Siblings/Uncle/Aunty/any other member) will be entertained in place of parents.

Note : In case of married students, spouse is allowed to attend PTM.

b) Any relative (Sibling/Uncle/Aunty/any other member) of the student will not be permitted inside the college campus during the working hours for any kind of representation to any member of the institution.

c) If a student goes on leave for more than three days, she should submit leave letter with appropriate reason duly signed by Parent/Guardian. If leave is sought on grounds of sickness, a medical certificate is necessary. This procedure should be adopted during the college examinations.

d) Parents must co-operate with the college authorities in enforcing rules of academic conduct and discipline and must assure the authorities that they will accept responsibility for the behavior of their wards.

e) Failure to respond to our communications regarding attendance or non-payment of fees, will be deemed non-cooperation by parents result in disciplinary action taken against their ward by the Principal or Authorities.

Note: If any student recommended for Dismissal by the college council, T.C. will be issued after the payment of entire course fee.



MANAGEMENT

HONY CORRESPONDENT
SRI KANYAKA PARAMESWARI ARTS &
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1, Audiappa Street,
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PRINCIPAL

Dr. T MOHANASHREE
PRINCIPAL
SRI KANYAKA PARAMESWARI ARTS &
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COLLEGE COUNCIL

NAME OF THE STAFF	DESIGNATION
Dr. T. Mohanashree	Principal & Head, Department of Telugu
Dr. P.B. Vaneetha	Dean
Dr. M.V. Nappinnai	Vice-Principal Academics & Head, Department of Corporate Secretaryship
Dr. K. Lakshmi	Head, Department of Tamil
Ms. I.M. SheebaAlorcious	Head, Department of English
Ms. V. Bhanu	Head, Department of Sociology
Dr. B. Rani	Head, Department of Mathematics
Dr. V. Meena	Head, Department of Interior Design & Décor
Dr. A. SudhaRamkumar	Head, Department of Computer Science
Ms. J. Gajavalli	Head, Department of Computer Application
Ms.M.Latha	Head, Department of Psychology
Dr. K. Vinodha	Head, Department of Commerce
Dr. P. Barani Kumari	Head, Department of Commerce (Hons.)
Dr. S. Gowthami	Head, Department of Management Studies
SHIFT - II	
Ms. T. Prathibha Bharathy	Head, Department of Commerce
Dr. S. Arul Selvam	Head, Department of Tamil
Dr.M.Priyanka	Head, Department of Commerce (Accounting & Finance)
Ms. S. Jayalakshmi	Head, Department of English
LIBRARY	
Dr. K. Malathi	LIBRARIAN
PHYSICAL DIRECTRESS	
Ms. B. Anitha	Physical Directress
ADMINISTRATIVE	
Mr. D. Kumaravel	Manager

RULES & REGULATIONS

Rules for students:

DOS

- Student should be present in the college at 8.50 a.m for shift - I and 10.50 a.m for shift- II before the bell for the college prayer.
- Student should wear Identity card before entering the college.
- Only vegetarian food is allowed inside the campus.
- Student should be neatly dressed and wear long top.
- Student should be present and wear plain white salwar and kurta during national festivals celebrated by the college.
- Student should place their mobile phone or any electronic gadgets in the lockers provided inside college premises.
- College is not responsible for any personal belongings of the students.
- English is the mandatory language inside the college campus.
- It is the fundamental duty of the student to keep the college campus clean, pollution free & plastic free.
- Student should seek permission while entering the class, staff room and office.
- Student should seek prior permission in case of absence or leave.
- A letter from the parent should be submitted to the tutor in charge within two days of absence or leave.
- Student should seek prior permission before joining associations not connected with college.
- Student should be courteous and respectful to the staff.
- Student should attend Soft Skills, Practical Classes, Internal Assessment, EP and Exams regularly.
- Student should pay the tuition fees within first ten working days of college without fine and within 20 days with fine of Rs.10/- per day.
- Standing order of the college is displayed in the notice board.
- Student should stay back till the end of the college functions.
- Student should uphold the good name of the college.

RULES & REGULATIONS

Rules for students:

DON'TS

- Use of mobile phones inside the college campus is strictly prohibited.
- Student Should not bring any discredit to the college.
- Student should not indulge in damaging the college properties, misuse of articles and should desist from dirtying and defacing the college campus.
- No student can leave the classroom without the permission of faculty.
- Late attendance shall be considered as violation of order and discipline.
- Late attendance during a particular period without a valid reason will result in the cancellation of attendance.
- Organizing mass absence should be avoided.
- Ragging, taking drugs, playing cards, entertaining outsiders and indulging anti social activities are serious offences and punishable.
- Holding of agitation, demonstrations and instigating violence inside or outside campus are considered as a breach of discipline.
- Loitering, shouting, whistling and causing nuisance in the college premises are strictly prohibited.
- Student will not be permitted to go out of the college for any reason during the college hours. In case of emergency parents must accompany with student while leaving the college.
- During the class hours, student should not go to canteen.
- No student should prevent other students from attending classes or any college duties.

Important Note:

Violation of the College rules shall be punishable with anyone or more of the following subject to the approval of the Management.

1. Cancellation of attendance.
2. Suspension from the college for a specific period.
3. Detention.
4. Expulsion from the college depending on the degree and seriousness of the offence.
5. Withholding or making remarks in the Transfer and Conduct Certificates.

LIBRARY RULES

1. Library will be open on all working days between 8.30 am. and 6.00 pm.
2. Library is automated and digitized with DELNET facility.
3. All students are entitled to borrow books from the college library.
4. Every student is entitled to keep a book for 14 days from the date of issue.
5. Every book borrowed should be returned on the due date marked on the due slip.
6. Once borrowed the book will be reissued for the same student in case if it is not applied by others.
7. Librarian may recall the book at any time before the expiry of the due slip.
8. Absence from college will not be considered for excuse for delay in return of books.
9. A fine amount of Rs.5/- per day shall be levied in case of late return of books including holidays.
10. All payments related to books are made to librarian.
11. Student is retained from borrowing new books in case of any dues related to library.
12. Marking, underlining, tearing, folding pages or any damages caused to books are strictly forbidden.
13. Disciplinary action will be taken to the students who damage the book.
14. In case of loss or damage of books, 2 times of the cost of the book or similar book will be collected and also fine amount will be collected for non returning of the book.
15. The periodicals and reference books should be utilized only inside the library. No borrowing of periodicals and journals are allowed.
16. Students shall observe silence inside the library.
17. Library should not be used for any other purposes and misuses of library is strictly forbidden.