



Kovai Kalaimagal College of Arts and Science
Re- Accredited with 'A' Grade by NAAC
(An Autonomous Institute, Affiliated to
Bharathiar University)



Vellimalaipattinam, Narasipuram Post,
Thondamuthur Via, Coimbatore - 641 109.
Ph: 0422 – 2970131 / 132, Fax: 0422 – 2970427, 9500564940

HANDBOOK/ MANUAL FOR HUMAN VALUES AND PROFESSIONAL ETHICS

Vellimalaipattinam, Narasipuram Post,
Thondamuthur Via, Coimbatore – 641109
Phone: 0422-2970131 / 132, Fax : 0422-2970427
Web: www.kkcas.edu.in, Email : kkcas@kkcas.edu.in

TABLE OF CONTENTS

1. About KKCAS	1
2. Vision	1
3. Mission	1
4. Quality Policy	2
5. Objectives of Human Values and Professional Ethics	2
6. Ethics	2
7. Human Values	3
8. Professional Ethics	3
8.1 Code of Conduct for Students	4
8.2 Code of Conduct for Teaching Faculty	6

1. About KKCAS

Kovai Kalaimagal College of Arts and Science, was founded with the motto of '**Light the Light Within**' to raise professionals and leaders of high academic competence and untarnished personality with a strong motivation and commitment to serve humankind. Established in 1996 by the Kovai Kalaimagal Educational Trust and it was granted an **autonomous** status in 2016. KKCAS is a reputable institution with a **25-year past record of outstanding service**. Accredited by NAAC in both first and second cycles with '**A**' grade. KKCAS offers a wide array of Bachelor's, Master's and Doctoral Degree programmes in various branches of English, Mathematics(CA), Commerce, Commerce (PA), Commerce (CA), Business Administration, International Business, Computer Science, Information Technology, and Computer Applications. A lot of emphasis is given to enhance the creativity, self-confidence, assertiveness, communication skills, leadership qualities and ethical values of the individual. Besides these the college especially focuses on the development of **Knowledge, Skill and Attitude** of the students. Separate hostel facilities are provided for boys and girls. Comfortable bus facilities are available for transport of students from the city.

2. Vision

Kovai Kalaimagal College of Arts and science shall inspire and guide students to acquire knowledge, develop skill and a positive attitude that will enhance their personality, providing self-confidence to face the competitive world.

3. Mission

- To strive for excellence in academics.
- To inculcate a positive attitude and to develop skill in students, to meet the challenges of the competitive world.
- To develop self- confidence through adequate inter-action and relevant exposure.
- To promote ethical and social values in the students.
- To identify and encourage talents in Academics and sports by rewarding them with scholarships.

4. Quality Policy

KKCAS shall provide value-based education to its students for continual improvement in their academic performance, enhancing their competency for higher education and employment.

5. Objectives of Human Values and Professional Ethics

- To increase students overall understanding of ethical dilemmas in the college
- To understand the different perspectives on interests in practical circumstance
- To initiate the idea of social responsibility and examine how it relates to moral behavior
- To facilitate students to authenticate or correct, personal ideas about various ethical perception
- To improve and progress the capability of students to motive toward a reasonable resolution of an ethical dilemma.
- To know the ethical principles that should govern as professionals and address the moral concern in the field of education
- Designed to generate related beliefs, behaviors and attitudes that students should exhibit
- To raise consciousness about morality and human values
- To foster loyalty and moral/social values.
- To respect other people's rights.
- To defend and address moral dilemmas and moral judgments pertaining to human values

6. Ethics

Ethics provide moral guidelines, behavior norms and study on human behavior. Being ethical is a step towards right direction in the form of a good person. The Greek word “ethos” means character that defines the character of an individual. It is a field of knowledge that regulates improper conduct and behavior for a person, group of people, profession, organization, etc. It is fundamental to both personal and professional life of human being. Various academics have provided numerous definitions of ethics including journalism, advertising, teaching, medical and so on. Ethics is a systematic approach when it deals with the issues of right and wrong, good and bad, admirable and deplorable as they pertain to the welfare and relationship among sentiments. The following criterion such as independence, imparity, accurateness, justice and honesty forms the basis of ethical goals.

7. Human Values

Human values are the fundamental, instinctive moral tendency towards kindness, integrity, devotion, love, harmony, compassion, truth etc that strengthens people's essential goodness of society as a whole. Human values shape one's vision of the world and aid in understanding attitude, motivation, and behavior. They make it possible to define "good and wrong" and pave the way to recognize humans and organizations. The fundamental principles of humanity include love, peace, truth, non-violence, righteousness, discipline, and service. Genuine concern for other people, kindness, empathy, and compassion are the outward signs of love and compassion. Peace contains values like equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. Truth deals with the ultimate and unchallengeable reality. Non-violence is the deliberate avoidance of causing any harm whether physical or psychological to any entity. The fundamental of human values is righteousness, which entails living and acting in accordance with politeness and good manners. An act of service symbolizes sacrifice and sympathy for others. Service values demand without restrictions or prejudice based on caste, creed, race, geography, or religion. Discipline signifies a person's moral standards and principles. Values must be acquired through actions in order to serve as robust human society. Administrators and faculty members must be cautious about their behaviour and conduct. Institutions with higher human values prosper and are admired. The aforementioned human ideals have been accomplished by KKCAS.

KKCAS uphold the core values as below-mentioned:

- Education Striving for Excellence
- Exemplary professional conduct
- Student Centric Academic environment
- Social Development
- Respect for others

8. Professional Ethics

Professional ethics and human values are complementary to one another. Human values express personal conviction, whereas ethical standards reflect the generally recognized rules of action regarding moral obligations and virtues as they apply to an institution. The stakeholders in an

organization are instructed about the desirable and unpleasant actions associated to a profession by codes of professional ethics. Making people adhere to a sound, standard code of ethics is the fundamental principle of professional ethics. The success of an institution's mission and vision is determined by committed administrators, faculty members and students. The crucial element of professional ethics is that all professional organizations must contain in their code of conduct. It deals with the moral ideals of integrity, honesty, simplicity, and justice in the performance of an individual. Code of conduct assists in establishing a culture of tolerance, communication, and forgiveness among stakeholders to balance diversity and dissimilarity. To foster an atmosphere of honesty and trust that can accept mistakes and encourage people to accept responsibility for their actions. Adopting guidelines and procedures to ensure that there is no discrimination against a person or group looking for employment, education, promotions, or other institutional activity. The vision and mission of the institution is achieved through dedication at the same time cultivating attitude, skill and development of the students. The code of conduct promotes an atmosphere of trust, reliability, and quality interaction, as well as ensuring the balanced participation among employees and beneficiaries. Additionally, it paves the way for creating an environment where everyone feels encouraged, welcomed, and secured. The following describes the code of conduct for students and faculty members.

8.1 Code of Conduct for Students

1. Classes will commence at 9.00 am and will go on upto 2.50 pm with a lunch break between 12.35 pm – 1.15pm. Students must be punctual to the classes. They are not allowed to abstain from classes without prior permission and valid reason.
2. Students must abide by the rules and regulations of the college and maintain strict discipline in the campus.
3. Students shall be regular and punctual not only in attending classes but also in participating in all extracurricular and co-curricular activities of the college.
4. Usage of mobile phones is strictly prohibited inside the college campus.
5. Students shall occupy their seats, in their respective classes before the first bell / siren.
6. No outsider shall be permitted to call on the students without written permission from the Head of the Department or the Principal.

7. Students are strictly prohibited from damaging the college property or defacing the walls/floors of the buildings.
8. Both girls and boys are expected to come decently dressed to the college.
9. Students must compulsorily secure 75% of attendance, failing which they will not be allowed to appear for the End Assessment Examination.
10. Students should not be absent for Continuous Internal Assessment Tests.
11. Students must obtain prior permission before availing leave. Medical Certificate must be produced along with leave letter in the event of sickness.
12. Permission to leave College Premises during working hours can be granted only by the Principal or by the concerned HoD, with a letter of requisition from the student.
13. Statement of attendance shall be displayed on the college notice board every month and the same will be communicated to the parents.
14. Students who are unable to attend class, when they represent the college outside, must submit the attendance exemption form, signed by the staff concerned and the Head of the Department.
15. Students are expected to read the notices put up on the college notice boards or circulated through whatsapp. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with the instructions contained therein.
16. Students should not loiter in the veranda, sit on the parapet walls or staircases.
17. Students should regularly wear their “Identity Cards” duly signed by the Principal. The cards will be issued to them immediately after admission to the college.
18. No notice / bills of any kind shall be distributed among the students or pasted on the notice board without the prior written permission of the Principal.
19. Eligible students may avail Government Scholarship by submitting the prescribed applications to the concerned Departments through the College.
20. Ragging, smoking or indecent behaviour of any kind are strictly prohibited and are punishable.

21. The Principal shall at his / her discretion penalizes, suspend or dismiss any misbehaving student.
22. Students of the college are bound to obey the rules and promote the corporate life in the campus.
23. Tamilnadu prohibition of Ragging Act 1997 As per section 4 of Tamilnadu prohibition of Ragging Act 1997, any student found directly or indirectly committing or participating in ragging or abetting or propagating for ragging inside or outside college shall be liable for the following punishments. Also UGC has notified 3rd amendment in UGC regulations on 29th June,2016 to expand the definition of ragging by including the following

Any act of physical or mental abuse (including bullying and exclusion) targeted at another student(fresher's or otherwise) on the ground of color, race, religion, caste, ethnicity, gender(including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence, economic background.

8.2 Code of Conduct for Teaching Faculty

Faculty Members:

1. Should maintain absolute integrity and devotion to duty all times.
2. Should perform all professional activities through proper channel and extend co-operation to his/her colleagues and higher authorities.
3. Should conduct himself/herself with absolute dignity and decorum in dealing with the superiors, colleagues and students at all times.
4. Should attend the college neatly dressed and follow dress regulations. Women faculty should wear over-coats inside the class rooms. Male faculty members should come in formal dress with tie and shoes. Jeans pant & t-shirts are not allowed.
5. Should wear their identity cards while inside the college premises.
6. Should not use cell phones while taking classes, engaging in examination duties and attending meetings.
7. Should not absent himself/herself from duty at any time without prior approval.

8. Should be punctual in going to the classes, attending meetings, invigilation, college functions and attend national celebrations.
9. Should not attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
10. Should not provoke or instigate any student or staff against other students, colleagues or administration.
11. 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.
12. Should not discriminate any student on grounds of caste, creed, religion, gender, nationality or language.
13. Should not demonstrate favouritism in assessment of student's deliberately over making, under marking or attempt at victimization on any grounds.
14. Shall neither disclose confidential information about students to anyone nor disclose confidential information from management to students.
15. Should not accept fees or honorarium, gift, etc., from the students.
16. Should respect the prerogative of parent/guardian to look after the interest of the student.
17. Should not misuse or carelessly use amenities provided to him/her by the institution to facilitate the discharge of his/her duties.
18. Shall set an example himself/herself to his/her colleagues and students.
19. Should implement teaching plans effectively.
20. Shall interact closely with students and understand their needs and problems.
21. Should provide feedback to the coordinators/HoDs.
22. Should maintain attendance particulars and report to the tutors.
23. Should assess resource requirements and send requisition to the coordinators.
24. Should recommend leave/attendance exemption for students.
25. Should maintain 'student profile' of students allotted to them.

26. Should perform any other role such as placement officer/tutor/class advisor and assist the placement officer.
27. Should encourage student activities for closer interaction.
28. Should organise seminar/guest lecturers/quiz.



Principal

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