



SRI SHANMUGHA COLLEGE OF NURSING FOR WOMEN

Approved by Government of Tamilnadu & TNNMC. Approved by Indian Nursing Council, New Delhi
Affiliated to The Tamilnadu Dr. M.G.R Medical University, Chennai

Sankari- Tiruchengode Main Road, Pullipalayam, Morur (Po), Sankari(Tk), Salem (dt), Tamilnadu, Pin- 637304

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CODE OF CONDUCT

The Code of Conduct stipulates the guidelines as to what is expected of from the staff in discharging their day-do-day task, apart from prescribing the common ethical base for the individual conduct. Employees shall be committed in conducting themselves in consonance with the highest degree of integrity and ethics and in compliance with other legislation related to objectivity, independence and conflict of interest.

The Code acts as a guide to employees as to what is expected of them from the ethical point of view, both in their individual conduct and in their relationship with others. Compliance with the Code is expected to enhance professionalism and help to ensure service confidence in the sector. The prime purpose of the Code of Conduct is to promote a good exemplary conduct. This Code shall be a rule for all employees on full-time, part-time or contractual basis and also for the learners during their theoretical and workplace training.

i) Employees have the duty to act fairly to all persons and stakeholders who are evincing interest in the promotion of the Organization and they shall not act in anyway unreasonable or discriminatory. In order to protect the integrity, impartiality and independence of the Organizational the activities should be transparent to mete out the public access.

ii) Employees shall not accept or solicit any undue gift, hospitality or other benefit that could influence, or be seen to influence his/her judgment, integrity and independence. Wherever doubt arises as to the appropriateness of a gift, hospitality or other benefit, the employee concerned should immediately discuss the matter with Management.

iii) An employee shall honour the confidentiality of matters, documents and discussions being classified as Confidential/Secret. He/She shall not use or disclose any official information for personal gain or gain of a third party or an outsider and he/she not use or allow to be used for other private interests and gains of others.

iv) An employee shall not undertake remunerative work outside his/her official duties, or use office equipment for any private work without the explicit approval of the Management and use the Organization's equipment for any personal use.

v) An employee shall not engage in any transactions that are in conflict with or infringes on execution of his / her duties; involve him / her with action which may result in wrongful personal gain.

vi) During the official hours an employee shall wear a neat dress and behave in a manner that could enhance the positive reputation of the Organization. Further, during the off-hours he/she shall conduct him/ herself properly in the public places and avoid unbecoming attitude which would lead to disciplinary action, if it reflects negatively on the Organization's reputation. He/she shall be honest, faithful and conscientious in his/her approach to the higher-ups and in the performance of his/her duties. He/she shall behave with utmost courtesy and consideration towards everyone in performing duties and observe and promote a human rights culture.

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vii) An employee shall cooperate with the public institutions established under legislation and Country's constitution in promoting the Sector's interests. He/she shall serve in the field of education and training in an unbiased manner in order to instill confidence in the interest of the Organization. He/she shall be committed in the skill development and the upliftment of training in the sector and shall not develop discrimination against anyone on the grounds of race or religion.

viii) An employee shall co-operate fully with other staff members, assist the colleagues in complying with the Code of Conduct and coordinate with appropriate measures in applying the Code of Conduct. He/she shall not criticize the professional performance or attainments of others rather focus on the extent of support and assistance they could render. Individual contribution should be acknowledged in a meaningful way. He/she shall execute all reasonable instructions in his/her official capacity provided which are not contrary to the Code of Conduct proviso and any other relevant legislation. He/she shall not abuse his/ her authority or influence another employee, nor allow his/her authority to influence another employee, nor allow him/her to be influenced to abuse his/her authority. He/she shall use proper channels to vent his/ her grievances or direct representation and commit to the optimum development, motivation and utilization of any sub-ordinates for the promotion of sound labor interpersonal relations.

ix) An employee shall strive to achieve the objectives of the Organization in a cost effective manner. He/she shall be creative in his/her thoughts and in the execution of his/her duties, seeking innovative ways to solve the issues and enhancing effectiveness and efficiency within the context of the law. He/she shall be punctual in the execution of his/her duties in a professional and competent manner. He/she shall promote sound, efficient, effective, transparent and accountable administration and in the course of his/her duties. He/she shall report even the minute details regarding corruption, fraud, nepotism, misadministration or any other act which may constitute an offence to the appropriate authority immediately.

All employees shall subscribe to the following values:

- Apply moral and legal precepts in all the spheres
- Be transparent and fair in their conduct
- Be principled and consistent in their conduct
- Be polite, courteous and caring for others
- Ever be optimistic towards the students
- Co-operate with honesty and integrity
- Honor deadlines
- Strive for the sustained progress with regard to their duties, responsibilities and performance

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- Work within a framework of co-operative governance in spite of historical constituency based representation.
- Violation of the Code of Conduct fully or partially may cause or result in appropriate disciplinary action in terms of the Disciplinary Procedure.

GRIEVANCES

- The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Committee shall be composed of three persons in the ranks of Head of the Departments, Principal/Administrative Officer and Chairman. Member-secretary shall monitor the proceedings and meet once in every month on a stipulated day and time.
- The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- Any teaching or non-teaching staff having a grievance, he or she shall make a representation before the Committee.
- The Member-Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed immediately by the Committee and by the Chairman.
- The Member-Secretary shall record and maintain the minutes of the meetings.

Code of Conduct for Principal

- The Principal provides academic leadership and in association with various faculties, evolves innovative strategies for the academic growth.
- The Principal as the Head of the Institution will co-ordinate the organizational functioning through the staff council who transform the plans into concrete action in close association with the faculty. She will formulate the action plans by contemplating the inputs received from the University, parents, Alumni, Academic peers, Employers and students.
- The principal and the teaching faculties meet regularly to carry out academic and other administrative works successfully.
- The Principal will assure for an appropriate supportive role of the non-teaching staff in academic as well as the administrative aspects. She will also ensure the utilization of all available resources to the optimum through sound management and good human resource management principles.

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- The Principal will monitor the day-to-day affairs of the college administration and executes all academic policies/programme in consultation with the important committees. She shall conduct periodical meetings to co-ordinate in order to improve the effective functioning of the organizational structure. She will constitute Standing/Ad-hoc committees for synchronizing the system and she will be the chair-person of all these bodies.
- The principal will preside the statutory body viz., (i) Infrastructure and Amenities Committee, (ii) Research Committee, (iii) Library committee, (iv) Academic Calendar committee & (v) Students Advisory Council and review the overall functioning of each Committee. She will initiate appropriate measures to enhance the quality of academic and administrative fronts.
- The Principal will have regular supervision over the performance of the Non – Teaching Staff.
- The Principal is the Member-Secretary of the Governing Council which is the supreme policy making and policy implementing mechanism of the Institution. The Principal will bring the administrative affairs to the notice of the Governing Council and act as a catalyst between Management, Staff and Students.
- The Principal will redress the grievances of the staff and students appropriately to ensure congenial environment for learning.

Code of Conduct for Faculty:

- Faculty will maintain a high sense of dedication towards their duties and responsibilities.
- Faculty will discharge all the duties and responsibilities assigned by the Principal and Head of the Department from time to time with utmost dedication adhere to the rules and regulations of the Institution and maintain very high order of character and integrity.
- Faculty will handle the classes with thorough preparation and implement the best teaching practices to make the classroom learning an interesting and informative experience for the students and also attend to the lab classes.
- Faculty will supplement the syllabus with inputs on emerging trends.
- Faculty will counsel the students, identify their problems in learning and guide them rightly to improve their performance.
- Faculty will identify the bright students and motivate them towards better performance and kindle their R&D pursuits.
- Faculty will maintain the class in perfect order and discipline
- Faculty will guide students' co-curricular activities and encourage their participation in extracurricular activities.
- Faculty will pursue higher studies, equip themselves with the latest development in the chosen field and always upgrade their knowledge, pursue research, carry out the sponsored projects and publish books and papers in reputed journals.

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- Faculty will actively associate with all Department and Institutional activities such as arranging guest lectures, industrial visits, Seminars, Workshops and organizing other events.

A. CASUAL LEAVE

- Staff members can avail twelve days casual leave in an academic year.
- For the staff members who joined in the middle of the academic year, casual leave will be credited on pro-rata basis.
- Casual leave cannot be merged with any other leave except the special leave. However, it can be merged with holidays including Sundays.
- Casual leave with prefixing or suffixing holidays should not exceed more than seven days.
- Casual leave with prefixing or suffixing holidays shall be considered as Loss of Pay for the number of days availed.
- Faculty can avail maximum two permissions per month up to a maximum of one hour either before the commencement of college hours or before the closure of college hours and no permission will be granted during the working hours. Every three permission will be considered as half a day casual leave. Every late arrival would be treated as permission.
- Un availed casual leave, if any, at the end of the academic year, shall not be carried over to the next academic year.
- Faculty is permitted to avail one day casual leave only for a month. Only the unused casual leave during the previous month can be availed in the current month and the casual leaves of the ensuing months shall not be availed in advance.
- All the staff members are eligible to avail 12 days casual leave per year. Leave will be sanctioned to the non-teaching staff on rotation basis for the smooth functioning of the Institution/Office at the discretion of the Head of the Institution/Administrative Officer.

B. EARNED LEAVE

- Three days earned leave will be credited if the staff completes two years of active service in the Institution.
- Staff members are eligible to avail earned leave only on completion of 2 years of active service.
- Earned leave can be combined with Medical/Maternity / On Duty Leave.
- Intervening holidays and Sundays will be counted as earned leave.
- Either prefixing or suffixing holidays combined with earned leave will also be construed as earned leave.

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- Encashment of earned leave is permitted to the maximum of 15 days only on completion of 10 years of active service in SSSCON. In such case, he/she should have 30 days leave in his / her credit.

C. MEDICAL LEAVE

- Staff members can avail 3 days medical leave in an academic year.
- Staff members are eligible for availing medical leave only on completion of 2 years of active service. During the initial years of their service they are not eligible for Medical Leave.
- Medical Leave can be combined with On Duty/Earned/Maternity Leave.
- Intervening holidays and Sundays will be counted as Medical Leave.
- Prefixing or suffixing holidays combined with Medical Leave will be construed as the medical leave only.
- Staff members propose to enter on medical leave for more than seven days period, they must apply along with the medical certificate given by a Registered Medical Practitioner. Similarly, after availing the medical leave he/she has to produce the Fitness Certificate issued by the Competent Authority.

D. ON DUTY PERMISSION

- Two days OD permission will be granted per academic year for the faculty who are undergoing research work. Similarly, fourteen days OD permission will be accorded in an academic year for the faculty who are attending the external exam duties such as invigilation and answer paper valuation etc., though they are remunerative. In case of exceeding fourteen days then it would be deducted from the vacation leave.
- OD can be combined with Medical/Earned/Maternity leave.
- OD with prefixing or suffixing holidays shall not be considered as On Duty.
- Faculty who wish to attend Faculty Development Programme/Staff Training / Seminars/ Conference can attend the programme for a period of 7 days in a year with the permission of the Head of the Institution, without affecting their regular classes. These days will be deducted from the vacation leave.

E. VACATION

- Staff members are eligible to avail 7 days' vacation during the winter (one spell) and 14 days' vacation during the summer in an academic year, after completion of one year active service.
- The vacation leave which not availed during the first semester can be carried over to the next semester, with the prior approval of Head of the Institution.
- The vacation leave which not availed at the end of the academic year shall neither be carried over to the next academic year nor converted into earned leave.

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- Vacation Leave can be combined with any leave except casual leave.
- Intervening holidays and Sundays will be construed as the vacation leave. Prefixing or suffixing holidays combined with vacation leave also will be counted as vacation leave only.
- Vacation leave could be availed subject to the maximum of two spells only. In case of the services of the faculty members are required for urgent tasks in the Institution, the Head of the Institution is empowered to make changes in the aforesaid rules at his discretion.

F. COMPENSATORY LEAVE

- The staffs are eligible to avail compensatory leave when they are asked to work on holidays by the competent authority. The leave should be availed within 3 months or otherwise it will get lapsed automatically.
- The Head of the Institution/Administrative Officer is the competent authority to sanction compensatory holidays to the faculty.

G. SPECIAL LEAVE

The staff members can avail seven days special leave for their wedding after completion of one year active services in SSSCON.

H. MATERNITY LEAVE

Female staff members who have completed 3 years of active service in SSSCON can avail six months Maternity Leave at one stretch at the maximum and it is applicable for the first baby alone. Maternity Leave can be combined with Medical/Vacation/Earned Leaves. Maternity Leave letter could be availed by submitting the relevant medical certificates issued by the competent medical officer.

I. NORMS FOR PURSUING HIGHER STUDIES:

- Faculties are at liberty to pursue with their higher studies.
- All sorts of assistance will be provided by the management by means of OD, Leave, Finance support, etc.
- Till completion of the course of study they have to render their services to the Institution.
- Those who want to leave in middle of the agreement, they will have to reimburse the benefits already availed by them.

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- On satisfactory completion of the course, the faculty will be suitably rewarded by way of awarding incentives, increments, promotion etc., subject to the availability of the vacancy.

I. NORMS FOR ATTENDING CONFERENCE / WORKSHOP / STTP:

- Faculties are at liberty to attend conferences / seminars / symposia / FDP / STTP by availing OD.
- Necessary assistance and support will be offered by the management for attending the selected conferences / seminars / symposia / FDP / STTP by paying the full registration fee.
- The faculty members who publish papers in the leading journals will be duly encouraged by way of awarding incentives.

Code of Conduct for Students:

- The College timing is from 9.00 am to 4.30 pm.
- Mobile phones are strictly prohibited in the college premises. If any student is found possessing mobile phones inside the campus, her mobile will be seized.
- Students should wear only uniforms. Wearing Jeans, T-shirts, cargo pants, and short shirts, embroidery works in pants, shirts, short tops and leggings is not permitted. Students should follow the SSSCON dress code (neatly pinned shawl on both side, No free hair, wearing black cut shoe & ID card for girls).
- Students are instructed not to make any damages to the furniture, electrical components and instruments in the laboratories, workshops, classrooms, canteen, hostel, toilets, etc.,. A penalty will be imposed for such misconducts.
- Scribbling on the walls and desks or causing any other damages to the college property is strictly prohibited. Students responsible for any such wanton damage will be penalized.
- Students should not indulge in any activity leading to the disruption of peace and discipline and dislocation of normal work in the college and hostel premises. Those who are found guilty of violating this rule will be severely dealt with.
- Girls will not be allowed to talk with other institutions boys inside the college premises unnecessarily.
- It's mandatory that the students have to take college bus or need to stay in hostel students should make their own arrangements for special classes.
- Students are not permitted to bring their own vehicles to the college.
- Religious gatherings, prayer meetings, birthday celebrations inside the college are not permitted.

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Code of Conduct for Hostel:

- SSCON provides accommodation to students wishing to reside in the hostels. Hostel in the institute is an independent unit in respect to its internal administration under the overall supervision is done by the Principal and the Hostel Management. The hostel is administered by a Warden appointed by the Chairman and she will be assisted by the assistant warden.
- Hostel has a Hostel Council which is an advisory body comprising the Warden (as it's Chairman), the assistant warden and the elected student secretaries as its members. The Hostel Council plans the student's activities for a year which includes preparation for the sports budget, recreational and other social activities and is also responsible for the functioning of mess with the help of the mess committee.
- The Hostel Office is located within the hostel premises. The Office maintains all the files, registers, records, ledgers, account books, suppliers' bill, payment registers and etc., pertaining to the hostel residents, mess and the employees. The Hostel Office will be in service on all weekdays.
- Every student who has been admitted in the institution is required to pay the prescribed hostel fee and establishment charges along with a refundable hostel mess caution deposit. These fees are subjected to revision. The change in rooms is effected in accordance with the rules followed by hostel and with the warden's approval.
- Each room is provided with a cot, a table, a chair, a bookshelf, and a ceiling fan. Residents cannot move the furniture or fittings from one room to another. Private cooking in the rooms is prohibited.
- Guests of the residents may be permitted to stay in the hostel by the Chairman on necessary payment in the office. During night time guests will be permitted in a student room with the warden's prior permission.
- Boys are not allowed to visit girl's hostel and vice-versa.
- A number of recreational, sports, literary and social activities take place in the hostel during the academic year. A few rooms in the hostel are used for common facilities such as the Library, Computer Room, and Indoor Sports etc. Laundry facilities is available in the hostel. Students can relax in the evenings or on holidays or spend their leisure time in the Common Room which is equipped with a T.V, a music system, newspapers and magazines. The Hostel Library has a good collection of general books, fiction, comics etc.
- An external security agency is contracted for providing security and it is monitored by the Warden and the Assistant Warden.

Application for Admission to the Hostel shall be made in the prescribed form.

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