



## 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

E-mail : principalsrihanmughacon@gmail.com | info@shanmughanursing.edu.in

www.shanmughanursing.edu.in | Phone : 04283 262925, 261899, 262922



### 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.
- 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 chairperson 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



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

## **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 its 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.