



**MOTHER TERESA WOMEN'S UNIVERSITY  
KODAIKANAL – 624 101**



**ACADEMIC CALENDAR  
2021 – 2022**



*Faith in action is Love and  
Love in action is Service*



**MOTHER TERESA WOMEN'S UNIVERSITY  
KODAIKANAL – 624 101**



## **ACADEMIC CALENDAR 2021 – 2022**

*Work hard, stay positive, and get up early.  
It's the best part of the day.*

## **Offence of ragging and its prevention**

*Ragging is prevented inside and outside the campus. It is a punishable offence as per Tamil Nadu Prohibition of Ragging Act, 1997 and also as per APEX Court orders in Civil appeal 887/2009 with imprisonment, penalty, suspension/dismissal etc.*

## **MOTHER TERESA WOMEN'S UNIVERSITY**

Mother Teresa Women's University, named after a great humanitarian Mother Teresa is situated at Princess of hills- Kodaikanal. The University was established in 1984 by Tamil Nadu State Legislature Act, 15 and recognized by UGC under Sec. 12(b) and 2(f) to promote research on all aspects of women. This University was Re-accredited by NAAC with 'B' grade in 2015.

This unique University is committed to the development and empowerment of women belonging to all strata of society via education. The University functions exclusively for women, by women and of Women with focus on Women's studies under its triple arm are Teaching, Research and Extension functions.

The University has 18 departments offering PG and Research programmes in various disciplines like Computer Science, Information Technology, Visual Communication, Management Studies, Commerce, Historical Studies, Tamil, English, Tourism and Travel Management, Sociology, Economics, Education, Women's Studies, Library Information Studies, Mathematics, Chemistry, Physics with specialization in Astro Physics /Material Science, Bio-technology and Home Science.

The University has one constituent college, Women's College of Education, at Kodaikanal under its direct administration and 12 Women's Colleges from Theni and Dindigul Districts affiliated to the University.

The University has grown to greater heights under the guidance of various Vice-Chancellors.

### **Authorities**

**Dr. Vaidehi Vijayakumar B.E., M.E., Ph.D**  
Vice-Chancellor

**Dr. C. Hilda Devi,**  
M.A(Soc.), M.A(Eng), MSW, M.Phil., Ph.D,  
Registrar i/c.

**Dr. D. Ramani, M.Com, M.Phil, Ph.D**  
Controller of Examinations i/c

**Tmt. D. Karthiyayini B.Com.,**  
Finance Officer

### **Academic Heads**

Dean, Research	Dr. D. Ramani
Dean, Academics	Dr. M. Umadevi
NAAC Coordinator	Dr. A. Usha Raja Nandhini
IQAC Coordinator	Dr. M. Umadevi

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<p><b>Dr.A.Blessing Mary, Asst Prof of Education Coordinator</b>            Mother Teresa Women's University Research and Extension Centre            Institute of Advanced Study in Education Campus            Saidapet, Chennai – 600 015.            E-mail:chennaicampusmtwu@motherteresawomenuniv.ac.in            Phone: 044-2434177, 044-24358216.</p>	<p><b>Dr.M.Pushpa Rani, Professor of Computer Science Coordinator</b>            Mother Teresa Women's University Research and Extension Centre,            KeelakuyilKudi, Nagamalai Pudukkottai            Madurai.            E-mail:maduraicampusmtwu@motherteresawomenuniv.ac.in            Phone: 0452 - 2904820</p>
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<p><b>Dr.S.Meena Priyadarshini, Assistant Professor and Director i/c.</b>            Department and Centre for Women's Studies,            Mother Teresa Women's University            Plot No: B3, SIPCOT-Nilakottai Industrial Complex,            Madurai to Dindigul-NH-7, Nilakkottai Taluk, Pallapatty, Dindigul District.            E-mail:pallapatticampusmtwu@motherteresawomenuniv.ac.in</p>	

### Academic Staff Members

S.No	Name	Designation	Qualification
<b>Department of Bio-technology</b>			
1	Dr.A.Usha Raja Nanthini	Asso.Prof& Head i/c	M.Sc, M.Phil, PGDIPR, Ph.D
2	Dr.C.ThamaraiSelvi	Asst.Prof	M.Sc,DEMT,Ph.D, NET
3	Dr.M.Razia	Asst.Prof	M.Sc,PGDBI, Ph.D
4	Dr.D.Illakiam	Asst.Prof	M.Sc,M.Phil,Ph.D
<b>Department of Chemistry</b>			
5	Dr.S.Jose Kavitha	Asst.Prof& Head i/c	M.Sc, B.Ed, Ph.D
6	Dr.MadhukarHemalini	Asst.Prof	M.Sc, Ph.D
<b>Department of Commerce</b>			
7	Dr.D.Ramani	Prof& Head	M.Com,M.Phil,Ph.D,M.B.A,PG Dip in Statistics,P.G.D.C.A
8	Dr.S.Vallidevasena	Asst.Prof	M.Com,M.Phil,B.Ed,PGDCA,Ph.D
9	Dr.G.Indhumathi	Asst.Prof	M.B.A,M.Com,PGDFM,M.Phil,Ph.D
10	Dr.R.Poornimarani	Asst.Prof	M.Com,M.Phil,Ph.D
11	Tmt.R.Padmavathi	Asst.Prof	M.Com,M.Phil,NET
<b>Department of Computer Science</b>			
12	Dr.M.Pushparani	Professor& Head	M.C.A.,Ph.D
13	Dr.S.Vimala	Asso. Prof	M.Sc,M.Phil,Ph.D
14	Dr.M.P.Indra Gandhi	Asst.Prof	M.C.A,Ph.D
15	Dr.D.Usha	Asst.Prof	M.C.A,M.Phil,M.Tech,Ph.D



16	Dr.V.Selvi	Asst.Prof	MCA,M.Phil,Ph.D
17	Dr.K.Kavitha	Asst.Prof	MCA,M.Phil,Ph.D
<b>Department of Education</b>			
18	Dr.K.C. Bindhu	Asso. Prof& Head i/c	M.Sc(Zoo),M.Ed,M.Sc (Psy), M.A (Yoga),M.Phil,Ph.D
19	Dr.A.Blessing Mary	Asst.Prof	M.A.(Eco.), M.Sc.(Psy), M.Ed., M.Phil.(Eco.), M.Phil.(Edn), B.Ed.Spl. Edn. (MR), Ph.D.(Edn.).
20	Dr.B.Ranjanie	Asst.Prof	M.Sc,M.Ed,M.Phil,(Mic.Bio),M.Phil (Ed.)NET Ph.D.
21	Dr.T.S.Reena Ruby	Asst.Prof	M.Sc,M.Ed,M.Sc(Psy),PGDC, M.Phil (Ed.) Ph.D (Education)
22	Dr.C.Renugadevi	Asst.Prof	M.Com,M.Ed,Ph.D (Special Education)NET
23	Dr.P.B. Beulahbel Bency	Asst.Prof	M.Sc(Chem.), M.Phil (Chem.)M.Ed,M.Phil(Edn.), M.Sc (Psy.), MA (Socio.), MA(Eng.), MADE., PGDCA., SET(Psy.), SET (Socio.), NET(Edn.), Ph.D(Edn.),
<b>Department of English</b>			
24	Dr.P.Jeyappriya	Assoc. Prof & Head i/c	M.A,M.A (W.S), M.Sc(Psy) Ph.D. Dip. in French, Advanced Dip. in French
25	Dr.A.Muthu Meena Losini	Asst.Prof	M.A, M.A.(WS),M.Phil,DYHE,Ph.D.
26	Dr.A.Rajalakshmi	Asst.Prof	M.A, M.A.(WS),M.Phil, Ph.D.
27	Dr. R. Vijaya (Deputed from Annamalai University)	Asst. Prof	M.A,M.Phil, Ph.D.
<b>Department of Home Science</b>			
28	Dr.S.Kavitha	Asso. Prof& Head i/c	M.Sc., M.Phil, Ph.D
29	Dr.S.Geethanjali	Asst.Prof	M.Sc, M.Phil,Ph.D.
30	Dr.G.Manonmani	Asst.Prof	M.Sc,M.Phil,Ph.D
<b>Department of Historical Studies</b>			
31	Dr.P.Mariammal	Asst.Prof& Head i/c	M.A,MTM,M.Phil(His),Ph.D
<b>Department of Management Studies</b>			

32	Dr.A.Geetha	Asst.Prof& Head i/c	M.B.A, DICM,Ph.D
33	Dr.AL.Malliga	Asst.Prof	MBA,M.Com,M.A,M.Phil,Ph.D
34	Dr..S.Hannah Sharon	Asst.Prof	M.B.A,M.Phil,PGDIB,Ph.D.
35	Dr.R.Rathi Devi	Asst.Prof	M.B.A,Ph.D
<b>Department of Mathematics</b>			
36	Dr.K.Bhuvaneswari	Assoc. Prof & Head i/c	M.Sc., M.Phil., PGDCA., MCA., MBA., Ph.D.,
37	Dr.S.Vimala	Asst.Prof	M.Sc,PGDCA,M.Phil, Ph.D
38	Dr.S.Jeyashri	Asst.Prof	M.Sc,M.Phil,Ph.D.
<b>Department of Physics</b>			
39	Dr.M.Umadevi	Asso. Prof & Head i/c	M.Sc,M.Phil, Ph.D
40	Dr.K.Prabha	Asst.Prof	M.Sc,Ph.D
41	Dr.R.Parimaladevi	Asst.Prof	M.Sc,Ph.D
42	Dr.L.Kungumadevi	Asst.Prof	M.Sc,M.Phil,Ph.D,PGDCA
43	Dr.S.Umamaheshwari	Asst.Prof	M.Sc,M. Tech,Ph.D
<b>Department of Sociology</b>			
44	Dr. C. Hilda Devi	Prof & Head	M.A,MSW,M.Phil,Ph.D
45	Dr. A. Muthulakshmi (Deputed from Annamalai University)	Asst. Prof	M.A(Tamil),M.A.(Soc),M.Phil(Soc), Ph.D
<b>Department of Tamil Studies</b>			
46	Dr.T.M.S. ChandramaniJebarani	Asst.Prof	M.A(Tam),M.Phil,M.A(Journalism & Mass Communicating),Ph.D
<b>Department of Visual Communication</b>			
47	Dr.V.V. DeepaViswam	Asst.Prof& Head i/c	M.A,Ph.D
48	Dr.J.LourduVesna	Asst.Prof	M.A,M.Phil,Ph.D,
49	Dr.R.Anusuah	Asst.Prof	M.A,M.Phil,Ph.D.
<b>Department and Centre for Women's Studies</b>			

50	Dr.S.MeenaPriyadarshini	Asst.Prof& Head i/c	M.A,M.Phil,Ph.D
<b>Department of Physical Education</b>			
51	Dr.A.Rajam	Asst. Director of Physical education	M.Com,M.P.Ed,M.Phil,Ph.D,N.I.S (Yoga), DYHE (Yoga),M.A (Yoga), B.Lit (Tamil)
<b>Library</b>			
52	Dr.P.Sembianmadevi	Deputy Librarian	M.A., M.A(WS),M.LI.Sc,PGDCA,Ph.D
53	Dr. R. Kavitha (Deputed from Annamalai University)	Asst. Librarian	M.A., M.LI.Sc.,M.Phil.,(Lib. & Inf. Science) Ph.D.
<b>B.Ed College</b>			
54	Dr.R.T.Saroja	Asst.Prof& Principal i/c	M.Com,M.Ed,M.Phil(Ed), M.Phil(Commerce),Ph.D
55	Dr.T.Sarala	Asst. Prof & Deputy Director i/c(DDE)	M.Sc,M.Ed,M.Phil(Ed),M.Phil(Botany) , Ph.D.

**Administrative Staff Members**

<b>S.NO.</b>	<b>NAME OF THE STAFF</b>	<b>DESIGNATION</b>	<b>Qualification</b>
1	Tmt.M.Muthulakshmi	Asst. Registrar	M.Com
2	Tmt.M.Sakunthala	Asst. Registrar	M.Com
3	Tmt.P.M.ClaretShanthi	Superintendent	M.A., DCA
4	Dr.M.Manjula	Superintendent	B.Sc., MA., M.L.I.Sc.,M.Phil,Ph.D
5	Tmt. D.Shanthi	Superintendent	M.A., DCA
6	Tmt.K.Nagammal	Superintendent	B.Sc
7	Tmt. S. Kaliammal	Technical Assistant	MCA
8	Tmt. V. Kalaiselvi	Technical Assistant	M.Sc., M.Phil
9	Tmt.J.Shanthini	Technical Assistant	B.Sc., M.A., M.Phil
10	Tmt.T.Amutha	Technical Assistant	M.Sc., PGDCA,ADCHN.,
11	Dr.M.Sharmila	Technical Assistant	B.Sc.,M.L.I.Sc.,M.Phil.,Ph.D
12	Thiru.V.Kalidas	Technical Assistant	M.Sc., DCA
13	Tmt.A.Niranjana	Assistant	MCA., M.Phil
14	Tmt.R.Karpagavalli	Assistant	B.Com., DCA
15	Tmt.K.Angel Rani	Assistant	B.Com. , MA, DCA
16	Tmt.S.Saleth Mary	Assistant	B.Sc., PGDCA
17	Tmt.R.MariaSelvi	Assistant	M.A., DCA
18	Tmt.V.SenthilKavitha	Assistant	B.Com. , M.A, DCA
19	Tmt.M.Muthulakshmi	Assistant	M.Com., DCA., DCSSD
20	Tmt.D.Vimala	Assistant	M.Com. PGDCA
21	Tmt.B.Suguna	Assistant	BBM, HDCA
22	Ms.M.GloriaPackia Rani	Assistant	B.Sc, M.A., DCA

23	Tmt.R.Dhanalakshmi	Assistant	B.Sc
24	Tmt.P.Rengaradha	S.G. Junior Assistant	BCA
25	Ms.A.Umar Salma	S.G.Junior Assistant	M.Com, DCS
26	Tmt.J.Karthiyayini	S.G.Junior Assistant	BTTM,MBA, DCA, DIWD
27	Tmt.M.Rajeswari	S.G.Junior Assistant	B.Com., DCA
28	Tmt.S.ArockiaCelestinaMetilda	S.G.Junior Assistant	B.Com., M.A,DCA, CCA
29	Ms.V.Shanthi	S.G.Junior Assistant	BCA
30	Tmt.R.ArulSelvi	S.G.Junior Assistant	M.A.,M.Phil,PGDME,DCA
31	Tmt.K.CeciliaNimme	S.G.Junior Assistant	B.Com., PGDCA
32	Tmt.S.Bhuvaneswari	S.G.Junior Assistant	M.Sc
33	Tmt.V.Veerathilagam	S.G.Junior Assistant	BBA., M.C.S
34	Tmt.P.SheelaKulandai Therese	S.G.Junior Assistant	BCA
35	Tmt.V.Shanthamani	S.G.Junior Assistant	BCA
36	Tmt.J.Tharani	S.G.Junior Assistant	B.Sc.,
37	Tmt.S.ArockiaSelvi	Junior Assistant	BCA, M.A., PGDCA
38	Tmt.C.Lakshmi	Library Assistant	B.Com,M.L.I.Sc., M.Phil (Lib.Sci), DCA
39	Tmt.N.Selvi	Library Assistant	M.L.I.Sc., M.Phil (Lib.Sci)
40	Thiru.G.John Benedict	Technician	B.Sc., PGDDI, DNIA, DCHE
41	Thiru.N. Selvaraj	Spl.Grade. Driver	
42	Thiru.S.Porkko	S.G.Driver	
43	Thiru. K.Gopalakrishnan	S.G.Driver	IRT
44	Thiru.K.Murugavel	Driver	
45	Thiru.M.Balasubramaniam	Driver	ITI
46	Thiru.P.Sundarapandian	Driver	IRT
47	Thiru.J.GaneshPoobathy	Driver	IRT
48	Thiru.L.R.JarmalLazaras	S.G.Plumber	ITI
49	Thiru.D.Murugan	S.G.Electrician	ITI, 1
50	Thiru.R.Murugesan	Spl.G. Office Asst.	B.A

51	Tmt. S.Bhagyavathi	Spl.G. Office Asst.	SSLC
52	Tmt. M.Selvambigai	Spl.G. Office Asst.	SSLC
53	Tmt.R. Nagarani	Spl.G. Office Asst	SSLC
54	Mrs.S.Mariammal	S.G.Office Asst.,	M.A., M.Phil., PG Diploma in Micro Entrepreneurship
55	Tmt. M. Banumathi	S.G.Office Asst.,	M.A
56	Tmt. B. Angayarkanni	S.G.Office Asst.,	SSLC
57	Tmt. A. Premalatha	S.G.OfficeAsst.,	B.A
58	Tmt.M. Mekala	S.G.Office Asst.,	B.A,DCA
59	Tmt. A. Stella Mary Arumainayagam	S.G.Office Asst.,	BBM, MBA., DCA
60	Thiru. P. Nithianantha Raja	S.G.Office Asst.,	DCA
61	Thiru.V.Muthal	Spl.G. Watchman	
62	Thiru.E. Karthick	S.G.Watchman	
63	Thiru.S.Saimon Raja	Watchman	
64	Thiru. M.Muniyandi	Watchman	
65	Tmt.K. Ponnammal	Spl.G. Cook	
66	Tmt.M.Subbulakshmi	Spl.G. Sweeper	
67	Tmt. G. Maheswari	S.G.Sweeper	
68	Tmt. L.Anthoniammal Lilly	S.G.Sweeper	
69	Tmt. B.Sarasu	S.G.Sweeper	

<b>Additional Roles &amp; Responsibilities for Academic Staff Members</b>				
<b>Sl.No</b>	<b>PARTICULARS</b>	<b>NAME</b>		
1.	Dean -Research	Dr.D. Ramani, Professor of Commerce		
	Deputy Dean Research i/c	Dr.S. Hannah Sharon Department of Management Studies		
2.	Dean -Academics	Dr.M. Umadevi, Associate Professor of Physics		
3.	Dean i/c College Development Council (Affiliation)	Dr.S.Vimala Associate Professor of Computer Science		
4.	Academic Calendar Committee	Dr.D.Ramani Professor of Commerce Dr.M.Umadevi Associate Professor of Physics Dr.A.Usha Raja Nanthini Associate Professor of Biotechnology		
5.	IQAC	<b>Coordinator</b> Dr.M.Umadevi, Associate Professor of Physics		
		<b>Assistant Coordinator</b> Dr.R.Parimaladevi Assistant Professor of Physics		
6	NAAC	<b>Coordinator</b> Dr.A.Usha Raja Nanthini Associate Professor of Biotechnology		
		<b>Assistant Coordinator</b> Dr.D.Illakiam Assistant Professor of Biotechnology		
		<b>Criterion I Coordinators</b> Dr.A.Muthu Meena Losini Assistant Professor of English Dr. R. Parimaladevi Assistant Professor of Physics		
		<b>Criterion II Coordinators</b> Dr.S.Vimala Assistant Professor of Mathematics Dr.S.Hannah Sharon Assistant Professor of Management Studies		
		<b>Criterion III Coordinators</b> Dr.G.Indhumathi Assistant Professor of Commerce Dr.K.Kavitha Assistant Professor of Computer Science Dr.R. Rathidevi Assistant Professor of Management Studies		
		<b>Criterion IV Coordinators</b> Dr.D. Usha Assistant Professor of Computer Science Dr.M.Razia, Assistant Professor of Biotechnology		
		<b>Criterion V Coordinators</b> Dr.A.L. Malliga Assistant Professor of Management Studies Dr.L.Kungumadevi Assistant Professor of Physics		
		<b>Criterion VI Coordinators</b> Dr.A.Geetha Assistant Professor of Management Studies Dr.V.Selvi Assistant Professor of Computer Science		

		<b>Criterion VII Coordinators</b> Dr.S.Jose Kavitha Assistant Professor of Chemistry Dr.C.Thamarai Selvi Assistant Professor of Biotechnology
		<b>Department IQAC Representatives:</b> Dr.D.Illakiam Assistant Professor of Biotechnology Dr.R.Poornimarani Assistant Professor of Commerce Dr. Madhukar Hemamalini Assistant Professor of Chemistry Dr.M.P.Indira Gandhi Assistant Professor of Computer Science Dr.P.B.Beulahbel Bency Assistant Professor of Education Dr.R.Vijaya Assistant Professor of English Dr.Manonmani Assistant Professor of Home Science Dr.P.Mariammal Assistant Professor of Historical Studies Dr.R.Rathidevi Assistant Professor of Management Studies Dr.S.Vimala Assistant Professor of Mathematics Dr.L.Kungumadevi Assistant Professor of Physics Dr.A.Muthulakshmi Assistant Professor of Sociology Dr.T.M.S.Chandramani Jebarani Assistant Professor of Tamil Studies
7.	RUSA Coordinator	Dr.A.Usha Raja Nanthini Associate Professor of Biotechnology
8.	PublicRelationOfficer	Dr.A.MuthuMeenaLosini Assistant Professor of English
9	National Service Scheme(NSS)	<b>Programme Coordinator</b> Dr.K.C.Bindhu Associate Professor of Education <b>Programme Officers</b> Dr.R.Padmavathi Assistant Professor of Physics Dr.R.Rathidevi Assistant Professor of Management Studies <b>Representatives from Centres</b> Dr.K.Bhuvaneswari Associate Professor of Mathematics Dr.S.Geethanjali Assistant Professor of Home Science Dr.Deepa Viswam Assistant Professor of Visual Communication



10.	Nodal Officer –AISHE NIRF-Coordinator	Dr.G.Indhumathi Assistant Professor of Commerce
11.	DeputyWarden-Hostel	Dr.B.Ranjanie Assistant Professor of Education Dr.M.P.Indiragandhi Assistant Professor of Computer Science
12.	DirectorateofDistanceEducation	Dr.M. Pushparani Director of Distance Education Dr.S.Reena Ruby Deputy Director i/c(DDE) Assistant Professor of Education Dr. T. Sarala Assistant Professor of Education
13.	Tamil Nadu Common Wealth Mother Teresa Women’s International Centre/ International Relations Cell	<b>Coordinator</b> Dr. Madhukar Hemamalini Assistant Professor of Chemistry
14.	Centre for Intellectual PropertyRights	<b>Coordinator</b> Dr.A.Usha Raja Nanthini, Associate Professor of Biotechnology
15.	Centre for Gandhian Studies	<b>Coordinator</b> Dr.A.Muthu Meena Losini Assistant Professor ofEnglish
16.	Centre for Vivekananda Studies	<b>Coordinator</b> Dr.K.Bhuvaneswari Associate Professor of Mathematics
17.	Center for Academic Research	Dr.D.Ramani, Dean Research, Prof & Head, Dept. of Commerce Dr. S.Hannah Sharon Deputy Dean i/c Department of Management Studies <b>Coordinators:</b> Dr.D.Illakiam Assistant Professor of Biotechnology Dr.R. Rathi Devi Assistant Professor of Management Studies
18.	Anti Ragging Cell Coordinator	Dr.A.Geetha Assistant Professor of Management Studies
19.	Grievance Redressal Cell	<b>Coordinator</b> Dr. M. Pushparani Professor of Computer Science Dr.S.Hannah Sharon Assistant Professor of Management Studies Dr. S. Kavitha Associate Professor of Home Science Dr. A. Blessing Mary Assistant Professor of Education
20.	Internal Complaints Cell	<b>Coordinator</b> Dr.T.M.S. Chandramani Jebarani Assistant Professor of Tamil Studies
21.	Internal Compliance Cell	<b>Coordinator</b> Dr.S.Hannah Sharon Assistant Professor of Management Studies Dr.D.Ramani

		Professor & Head Department of Commerce Dr.M.Umadevi- Associate Professor of Physics Mrs.M.Muthulakshmi - AR(Finance) Mrs.M.Sakunthala-AR(Establishment)
22.	SC/STCell	<b>Liaison Officer</b> Dr.K.Prabha Assistant Professor of Physics
23.	Environment and ConservationCell / Greening the Campus/ SDG	<b>Coordinator</b> Dr.C.Thamari Selvi Assistant Professor of Biotechnology Dr.S.Jose Kavitha Assistant Professor of Chemistry
24.	Guidance and Counselling Cell	<b>Members:</b> Dr.M.Pushparani Professor of Computer Science Dr.A.Blessing Mary Assistant Professor of Education Dr.S.Kavitha Associate Professor of Home Science Dr.P.B. Beulahbel Bency Assistant Professor of Education
25.	Entrepreneurship DevelopmentCell	<b>Coordinator</b> Dr.S.Hannah Sharon Assistant Professor of Management Studies
26.	Cultural Cell	<b>Members:</b> Dr.A.Rajam Assistant Directoress of Physical Education Dr.P.Jeyappriya Associate Professor of English and foreign Languages Dr.R. Poornima Rani Assistant Professor of Commerce Dr.S.Uma Maheswari Assistant Professor of Physics Dr.L.Kungumadevi Assistant Professor of Physics Dr. A. Rajalakshmi Assistant Professor of English and foreign Languages
27.	Photography and Media Cell	<b>Coordinator:</b> Dr.Deepa Viswam Assistant Professor of Visual Communication <b>Members:</b> Dr.J.LourduVesna Assistant Professor of Visual Communication Ms.R.Anusuah Assistant Professor of Visual Communication
28	WomenEmpowermentCell	<b>Coordinator</b> Dr.S.Meena Priyadharshini Assistant Professor of Women's Studies <b>Member</b> Dr.K.C.Bindhu Associate Professor of Education
29	Industrial Collaboration & Academic Industry Linkage Placement & InternshipCell	<b>Co-ordinator:</b> Dr.A.L.Malliga Assistant Professor of Management Studies

		<p><b>Co-coordinators:</b>  Dr.K.Kavitha  Assistant Professor of Computer Science  Dr.R.Poornimarani  Assistant Professor of Commerce  Dr.P.Jeyappriya  Associate Professor of English  Dr.S.Meena Priyadharshini  Assistant Professor of Women' sStudies  Dr.J.LourduVesna  Assistant Professor of Visual Communication</p> <p><b>Members:</b>  Dr.D.Illakiam  Assistant Professor of Biotechnology  Dr.S.Vallidevasena  Assistant Professor of Commerce  Dr.S.Jose Kavitha  Assistant Professor of Chemistry  Dr.P.B. Beulahbel Bency  Assistant Professor of Education  Dr.R.Vijaya  Assistant Professor ofEnglish  Dr.A.Geetha  Assistant Professor of Management Studies  Dr.K.Bhuvaneswari  Associate Professor of Mathematics  Dr.Indra Gandhi  Assistant Professor of Computer Science  Dr.R.Parimaladevi  Assistant Professor of Physics  Dr.A.Muthulakshmi  Assistant Professor of Sociology  Dr.G.Manonmani  Assistant Professor of Home Science</p>
30.	Special Coaching Cell	Dr.K.Prabha Assistant Professor of Physics
31.	Curriculum Development Cell	Dr.A. Muthu Meena Losini Assistant Professor of English Dr.P.B.Beulahbel Bency Assistant Professor of Education
32.	Alumni Association	Dr.P. Sembianmadevi Deputy Librarian Dr.B.Ranjanie Assistant Professor of Education
33.	Youth Red Cross and Red Ribbon Club	Dr.P.Jeyappriya Associate Professor of English Dr.S.Vimala Assistant Professor of Mathematics
34.	Student Council	Dr. L.Kungumadevi Assistant Professor of Physics Dr.A.Rajam Assistant Directoress of Physical Education Dr. D. Usha Assistant Professor of Computer Science

35	Centre for Sponsored Research Projects-Coordinator	Dr.C.Thamarai Selvi Assistant Professor Department of Bio-Technology
36	Publication Cell	Dr. A. Rajalakshmi, Assistant Professor of English Dr. R. Vijaya, Assistant Professor of English Ms.R.Anusuah Assistant Professor of Visual Communication

### Student Council Representatives

S.No.	Name of the Office Bearers	Department	Position
1	Abarna Sailaja. B	II M.B.A	President
2	Nandini.S	I M.Sc Physics	Vice-President
3	Abina.P	II M.Sc Chemistry	Secretary
4	Subhasini. A	I M.Sc Bio-technology	Joint Secretary
5	KokilaPriya.M	I M.Sc Mathematics	Treasurer
6	ChaithanyaYesudas	II M.Sc Bio-technology(Integrated)	Member
7	Preetha.K	II M.B.A	Executive Council Member
8	Vaishnavi.V.K	II M.C.A	Executive Council Member
9	Dharanya.G	I M.Sc Physics	Executive Council Member

**July 2021**

<b>DATE</b>	<b>DAY</b>	<b>WORKING DAYS</b>	<b>PG II year</b>
1	Thursday		
2	Friday		
3	Saturday		
4	Sunday	Holiday	
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		
11	Sunday	Holiday	
12	Monday	Commencement of Classes –Odd Semester for II Year	1
13	Tuesday		2
14	Wednesday		3
15	Thursday		4
16	Friday		5
17	Saturday	Holiday	-
18	Sunday	Holiday	-
19	Monday		6
20	Tuesday		7
21	Wednesday	Bakrid-Holiday	-
22	Thursday		8
23	Friday		9
24	Saturday	<b>Payment of Course fee without penalty</b>	10
25	Sunday	Holiday	-
26	Monday		11
27	Tuesday		12
28	Wednesday		13
29	Thursday		14
30	Friday		15
31	Saturday	Holiday	-
<b>NUMBER OF WORKING DAYS</b>			<b>15</b>

**August 2021**

<b>DATE</b>	<b>DAY</b>	<b>WORKING DAYS</b>	<b>PG II year</b>
1	Sunday	Holiday	-
2	Monday		16
3	Tuesday		17
4	Wednesday		18
5	Thursday		19
6	Friday	<b>Payment of course fee with penalty</b>	20
7	Saturday	Holiday	-
8	Sunday	Holiday	-
9	Monday		21
10	Tuesday		22
11	Wednesday		23
12	Thursday		24
13	Friday	<b>I Internal Begins</b>	25
14	Saturday		26
15	Sunday	Independence Day	-
16	Monday		27
17	Tuesday		28
18	Wednesday		29
19	Thursday		30
20	Friday	<b>Moharam-Holiday</b>	-
21	Saturday	Holiday	-
22	Sunday	Holiday	-
23	Monday		31
24	Tuesday		32
25	Wednesday		33
26	Thursday		34
27	Friday	<b>Submission of I Internal marks on Portal</b>	35
28	Saturday		36
29	Sunday	Holiday	-
30	Monday	Gokulastami-Holiday	-
31	Tuesday		37
<b>NUMBER OF WORKING DAYS</b>			<b>22</b>

**September 2021**

<b>DATE</b>	<b>DAY</b>	<b>WORKING DAYS</b>	<b>PG II year</b>
1	Wednesday		38
2	Thursday		39
3	Friday		40
4	Saturday	Holiday	-
5	Sunday	Holiday	-
6	Monday		41
7	Tuesday		42
8	Wednesday		43
9	Thursday		44
10	Friday	Vinayaka Chaturthi-Holiday	-
11	Saturday	Holiday	-
12	Sunday	Holiday	-
13	Monday		45
14	Tuesday		46
15	Wednesday		47
16	Thursday		48
17	Friday	<b>II Internal Begins</b>	49
18	Saturday	Holiday	-
19	Sunday	Holiday	-
20	Monday		50
21	Tuesday		51
22	Wednesday		52
23	Thursday		53
24	Friday	<b>Issue of Exam application form</b>	54
25	Saturday		55
26	Sunday	Holiday	-
27	Monday		56
28	Tuesday		57
29	Wednesday		58
30	Thursday	<b>Submission of II Internal marks on Portal</b>	59
<b>NUMBER OF WORKING DAYS</b>			<b>22</b>

**October 2021**

<b>DATE</b>	<b>DAY</b>	<b>WORKING DAYS</b>	<b>PG II year</b>	<b>PG I year</b>
1	Friday		60	1
2	Saturday	Gandhi Jayanthi - Holiday	-	-
3	Sunday	Holiday	-	-
4	Monday		61	2
5	Tuesday		62	3
6	Wednesday		63	4
7	Thursday	<b>Payment of Exam fee without penalty</b>	64	5
8	Friday		65	6
9	Saturday		66	7
10	Sunday	Holiday	-	-
11	Monday		67	8
12	Tuesday		68	9
13	Wednesday		69	10
14	Thursday	Ayutha Pooja-Holiday	-	-
15	Friday	VijayaDasami-Holiday	-	-
16	Saturday	Holiday	-	-
17	Sunday	Holiday	-	-
18	Monday		70	-
19	Tuesday	Milad Un Nabi-Holiday	-	-
20	Wednesday		71	11
21	Thursday	<b>Payment of Exam fee with penalty</b>	72	12
22	Friday		73	13
23	Saturday	<b>III Internal Begins</b>	74	14
24	Sunday	Holiday	-	-
25	Monday		75	15
26	Tuesday		76	16
27	Wednesday		77	17
28	Thursday		78	18
29	Friday		79	19
30	Saturday		80	20
31	Sunday	Holiday	-	-
<b>NUMBER OF WORKING DAYS</b>			<b>21</b>	<b>20</b>



**November 2021**

<b>DATE</b>	<b>DAY</b>	<b>WORKING DAYS</b>	<b>PG II year</b>	<b>PG I Year</b>
1	Monday	<b>End Semester Practical Examination Begins</b>	81	21
2	Tuesday		82	22
3	Wednesday		83	23
4	Thursday	Deepavali-Holiday	-	-
5	Friday	Holiday	-	24
6	Saturday	Holiday	-	25
7	Sunday	Holiday	-	-
8	Monday		84	26
9	Tuesday		85	27
10	Wednesday	<b>Submission of III Internal Marks and Attendance on Portal</b>	86	28
11	Thursday		87	29
12	Friday		88	30
13	Saturday		<b>89</b>	<b>31</b>
14	Sunday	Holiday	-	-
15	Monday		90	32
16	Tuesday	<b>End Semester Examination Begins</b>	E1	33
17	Wednesday		E2	34
18	Thursday		E3	35
19	Friday		E4	36
20	Saturday		E5	37
21	Sunday	Holiday	-	-
22	Monday		E6	38
23	Tuesday		E7	39
24	Wednesday		E8	40
25	Thursday		E9	41
26	Friday		E10	42
27	Saturday		E11	43
28	Sunday	Holiday	-	-
<b>29</b>	<b>Monday</b>	<b>Commencement of Even Semester</b>	<b>1</b>	<b>44</b>
30	Tuesday		2	45
<b>NUMBER OF WORKING DAYS</b>			<b>12</b>	<b>25</b>

**December 2021**

<b>DATE</b>	<b>DAY</b>	<b>WORKING DAYS</b>	<b>PG II year</b>	<b>PG I Year</b>
1	Wednesday		3	46
2	Thursday		4	47
3	Friday		5	48
4	Saturday	Holiday	-	49
5	Sunday	Holiday	--	-
6	Monday		6	50
7	Tuesday		7	51
8	Wednesday		8	52
9	Thursday		9	53
10	Friday	Payment of Course fee without penalty	10	54
11	Saturday	Holiday	-	55
12	Sunday	Holiday	-	-
13	Monday		11	56
14	Tuesday		12	57
15	Wednesday		13	58
16	Thursday		14	59
17	Friday		15	60
18	Saturday	Holiday		61
19	Sunday	Holiday	-	-
20	Monday		16	62
21	Tuesday		17	63
22	Wednesday		18	64
23	Thursday		19	65
24	Friday	Payment of Course fees with penalty	20	66
25	Saturday	(25.12.21 to 2.1.22Christmas-Holiday)	-	-
26	Sunday		-	-
27	Monday		-	-
28	Tuesday		-	-
29	Wednesday		-	-
30	Thursday		-	-
31	Friday		-	-
<b>NUMBER OF WORKING DAYS</b>			<b>18</b>	<b>21</b>

**January 2022**

<b>DATE</b>	<b>DAY</b>	<b>WORKING DAYS</b>	<b>PG II year</b>	<b>PG I year</b>
1	Saturday	Holiday	-	-
2	Sunday	Holiday	-	-
3	Monday		21	67
4	Tuesday		22	68
5	Wednesday		23	69
6	Thursday		24	70
7	Friday	<b>I Internal Begins</b>	25	71
8	Saturday	Holiday	-	72
9	Sunday	Holiday	-	-
10	Monday		26	73
11	Tuesday		27	74
12	Wednesday		28	75
13	Thursday		29	76
14	Friday	Pongal-Holiday	-	-
15	Saturday	Pongal –Holiday	-	-
16	Sunday	Pongal-Holiday	-	-
17	Monday		30	77
18	Tuesday		31	78
19	Wednesday		32	79
20	Thursday		33	80
21	Friday	<b>Submission of I Internal Marks on Portal</b>	34	81
22	Saturday	Holiday	-	82
23	Sunday	Holiday	-	-
24	Monday		35	83
25	Tuesday		36	84
26	Wednesday	Republic Day	-	-
27	Thursday		37	85
28	Friday		38	86
29	Saturday	Holiday	-	87
30	Sunday	Holiday	-	-
31	Monday		39	88
<b>NUMBER OF WORKING DAYS</b>			<b>19</b>	<b>22</b>

**February 2022**

<b>DATE</b>	<b>DAY</b>	<b>WORKING DAYS</b>	<b>PG II year</b>	<b>PG I year</b>
1	Tuesday		40	E1
2	Wednesday		41	E2
3	Thursday		42	E3
4	Friday		43	E4
5	Saturday	Holiday	-	E5
6	Sunday	Holiday	-	-
7	Monday		44	E6
8	Tuesday		45	E7
9	Wednesday		46	1
10	Thursday		47	2
11	Friday		48	3
12	Saturday	Holiday	-	4
13	Sunday	Holiday	-	-
14	Monday		49	5
15	Tuesday	<b>II Internals Begins</b>	50	6
16	Wednesday		51	7
17	Thursday		52	8
18	Friday		53	9
19	Saturday	Holiday	-	10
20	Sunday	Holiday	-	-
21	Monday		54	11
22	Tuesday	<b>Issue of Exam application form</b>	55	12
23	Wednesday		56	13
24	Thursday		57	14
25	Friday		58	15
26	Saturday	Holiday	-	16
27	Sunday	Holiday	-	-
28	Monday		59	17
<b>NUMBER OF WORKING DAYS</b>			<b>20</b>	<b>17</b>

**March 2022**

<b>DATE</b>	<b>DAY</b>	<b>WORKING DAYS</b>	<b>PG II year</b>	<b>PG I year</b>
1	Tuesday		60	18
2	Wednesday	<b>Submission of II Internal Marks on Portal</b>	61	19
3	Thursday		62	20
4	Friday		63	21
5	Saturday	Holiday	-	22
6	Sunday	Holiday	-	-
7	Monday		64	23
8	Tuesday	<b>Payment of Exam fee without penalty</b>	65	24
9	Wednesday		66	25
10	Thursday		67	26
11	Friday		68	27
12	Saturday	Holiday	-	28
13	Sunday	Holiday	-	-
14	Monday		69	29
15	Tuesday		70	30
16	Wednesday		71	31
17	Thursday		72	32
18	Friday	<b>Payment of Exam fee with penalty</b>	73	33
19	Saturday	Holiday	-	34
20	Sunday	Holiday	-	-
21	Monday	<b>III Internal Begins</b>	74	35
22	Tuesday		75	36
23	Wednesday		76	37
24	Thursday		77	38
25	Friday		78	39
26	Saturday	Holiday	-	40
27	Sunday	Holiday	-	-
28	Monday		79	41
29	Tuesday		80	42
30	Wednesday	<b>End Semester Practical Examination Begins</b>	81	43
31	Thursday		82	44
<b>NUMBER OF WORKING DAYS</b>			<b>23</b>	<b>27</b>

**April 2022**

<b>DATE</b>	<b>DAY</b>	<b>WORKING DAYS</b>	<b>PG II year</b>	<b>PG I year</b>
1	Friday		83	45
2	Saturday	Telugu New Year Holiday	-	-
3	Sunday	Holiday	-	-
4	Monday		84	46
5	Tuesday		85	47
6	Wednesday		86	48
7	Thursday	<b>Submission of III Internal marks and attendance on Portal</b>	87	49
8	Friday		88	50
9	Saturday	Holiday	-	51
10	Sunday	Holiday	-	-
11	Monday		89	52
12	Tuesday		90	53
13	Wednesday		-	54
14	Thursday	Tamil New year, Mahavir Jayanthi- Holiday	-	-
15	Friday	Good Friday-Holiday	-	-
16	Saturday	Holiday	-	-
17	Sunday	Holiday	-	-
18	Monday	<b>End Semester Examination Begins</b>	E1	55
19	Tuesday		E2	56
20	Wednesday		E3	57
21	Thursday		E4	58
22	Friday		E5	59
23	Saturday		E6	60
24	Sunday		-	-
25	Monday		E7	61
26	Tuesday		E8	62
27	Wednesday		E9	63
28	Thursday		E10	64
29	Friday		E11	65
30	Saturday		E12	66
<b>NUMBER OF WORKING DAYS</b>			<b>8</b>	<b>22</b>

**May 2022**

<b>DATE</b>	<b>DAY</b>	<b>WORKING DAYS</b>	<b>PG I year</b>
1	Sunday	Holiday	-
2	Monday		67
3	Tuesday	Ramzan-Holiday	-
4	Wednesday		68
5	Thursday		69
6	Friday		70
7	Saturday	Holiday	71
8	Sunday	Holiday	-
9	Monday		72
10	Tuesday		73
11	Wednesday		74
12	Thursday		75
13	Friday		76
14	Saturday		77
15	Sunday		-
16	Monday		78
17	Tuesday		79
18	Wednesday		80
19	Thursday		81
20	Friday		82
21	Saturday	Holiday	83
22	Sunday	Holiday	-
23	Monday		84
24	Tuesday		E1
25	Wednesday		E2
26	Thursday		E3
27	Friday		E4
28	Saturday		E5
29	Sunday	Holiday	-
30	Monday		E6
31	Tuesday		E7
<b>NUMBER OF WORKING DAYS</b>			<b>18</b>

# **MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL**

## **CODE OF ETHICS AND CONDUCT RULES**

### **CODE OF CONDUCT RULES FOR STUDENTS**

Students of Mother Teresa Women's University are expected to uphold the pride and fame of the University and evolve as responsible citizens to serve the society and Nation through education.

#### **1. DISCIPLINE AND CHARACTER**

Students are expected to behave with modesty, respectful character and good manners and are advised to strictly avoid

- a. Ragging in any form
- b. Rebellious and violent behavior against teachers
- c. Indecent and impolite language usage
- c. Causing damages to the property of the University/Institution.
- d. Bribing any employee of the University/institution for wrong favours.
- e. Encourage and involve in gatherings within the campus with students/people not studying or not employed in the University.
- f. Discrimination on grounds of religion, race, place of birth, residence, language, caste or community or any other ground.

#### **2. DRESS AND IDENTITY CARD**

- a. Students are expected to dress with dignity and modesty.
- b. Students should put on their identity card and it should be produced to the teacher or security whenever required.

#### **3. CLASS ROOM DISCIPLINE AND PUNCTUALITY**

Students are expected to be punctual to the class, well behaved, respectful and attentive in the class to ensure effective learning.

#### **4. RESPECTFUL BEHAVIOR TOWARDS FACULTY**

The students shall behave with due respect towards the authorities, teaching and non-teaching faculty

#### **5. MISUSE OF INTERNET AND MOBILE PHONES**



The students should use the internet facility and mobile phones for academic and research purposes and shall not misuse the same.

## **6. USE OF ALCOHOL AND DRUGS**

Possession and Consumption of alcohol, chewing gums, paan, smoking and illicit drugs inside the premises of University is prohibited and liable for punishment.

## **7. POLITICAL ACTIVITY**

Students should avoid any form of political activity inside the campuses and liable for punishment if found guilty.

## **8. PROTESTS AND STRIKES**

Students shall not

- a. Indulge in protests and strikes.
- b. Participate in any form of threats, wrongful confinement or any violent activity

## **9. STARTING OR JOINING ASSOCIATIONS**

Students shall not join or continue to be a member of any non- academic association or organization, the object or activities of which are prejudicial to the sovereignty and integrity of India, security of the State, or to public order, decency or morality or the interest of the University.

## **10. FUNDS COLLECTION**

Students shall not raise any fund or make any collection in cash or any kind without the prior consent of the authority.

## **11. PRESS / RADIO / TELEVISION ANY OTHER MEDIA RELEASE**

Students are not permitted to give press/media release without the prior permission of the authorities.

## **12. GRIEVANCE REDRESSAL**

Students shall not harm any of the fellow students, teachers and non-teaching faculty for any kind of dissatisfaction or dispute through words or action,. Grievance of any kind shall be brought to notice to the students Grievance redressal committee and due action will be taken.

## **THE CODE OF PROFESSIONAL ETHICS FOR TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession, assumes the obligation to conduct herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of her students and the society at large. Therefore every teacher should see that there is no incompatibility between her precepts and practice. The national ideals of education which have already been set forth and which she should seek to inculcate among students must be her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amicable in disposition.

A paid Teacher of the University College shall not engage in remunerative work other than that of her office without the express permission of the Executive Council. A paid Teacher of the University / College shall follow the “Code of professional Ethics”

### **Teachers should-**

- 1) adhere to a responsible pattern of conduct and demean and what is expected of them by the community;
- 2) manage their private affairs in a manner consistent with the dignity of the profession;
- 3) seek to make professional growth continuous through study and research;
- 4) express free and frank opinion by participation at professional meetings, Seminars, Conferences, etc., towards the contribution of knowledge;
- 5) maintain active membership of professional organizations and strive to improve education and profession through them;
- 6) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- 7) co-operate and assist in carrying out functions relating to the educational responsibilities of the College and the University such as; assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of the University and College examinations including supervision, invigilation and evaluation;
- 8) participate in extension, co-curricular and extracurricular activities including community service.

## **II TEACHERS AND THE STUDENTS:**

### **Teachers should-**

- 1) respect the right and dignity of the student in expressing her opinion.

- 2) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- 3) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 4) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- 5) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- 6) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- 7) pay attention to only the attainment of the student in the assessment of merit;
- 8) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- 9) aid students to develop an understanding of our national heritage and national goals,
- 10) refrain from inciting students against other students, colleagues or administration.

### **III TEACHERS AND COLLEAGUES:**

Teachers should:

- 1) treat other members of the profession in the same manner as they themselves wish to be treated;
- 2) speak respectfully of other teachers and render assistance for professional betterment;
- 3) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- 4) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV TEACHERS AND AUTHORITIES:**

Teachers should:

- 1) 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
- 2) institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- 3) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- 4) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- 5) co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- 6) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- 7) should adhere to the conditions of contract;
- 8) give and expect due notice before a change of position is made,
- 9) 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.

#### **V.TEACHERS AND NON-TEACHING STAFF:**

- 1) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution.
- 2) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff
- 3) No Academic and Administrative Staff shall in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

#### **VI.TEACHERS AND GUARDIANS:**

Teachers should try to see through teachers bodies and organizations such that institutions maintain contact with the guardians of their performance whenever necessary and meet the guardians in a meeting convened for the purposes for mutual exchange of ideals and for the benefit of the institutions.

#### **VII.TEACHERS AND SOCIETY:**

Teachers should-

- 1) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- 2) work to improve education in the community and strengthen the community's moral and intellectual life;
- 3) be aware of social problems and take part in such activities as would be condensive to the progress of society and hence the country as a whole.
- 4) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public officers.
- 5) refrain from taking part in or subscribing to or assisting in anyway, activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

## **VIII. DRESS CODE**

Teachers should be modestly dressed and follow the State Government guidelines regarding the same.

### **CODE OF ETHICS FOR ADMINISTRATIVE STAFF**

- 1) The University employees shall uphold the esteem and reputation of the University and remain truthful and sincere in discharging their duties.
- 2) The University employees should be modestly dressed and follow the state government rules regarding the same.
- 3) The University employees not reveal confidential official information to outsiders.
- 4) The University employees shall not indulge in any criticism of the University administration in public. Any grievance or suggestion shall be brought to the notice of the authorities through proper channel .
- 5) The University employees shall not associate themselves with or take active part in politics.
- 6) Employees shall not submit applications directly for appointment to higher posts/studies in the University or for advance increments or for other kinds of preferment. But they may submit their claims to higher posts through the Officers under whom they work if they have any special representations to make. The same rule is applicable for the employees who aspire for any post/studies outside the University.
- 7) A full-time University employee may be entrusted with any work connected with the University, academic or administrative, as required by the proper authority without any liability to meet the claim for additional remuneration.
- 8) The full -time University employees shall not accept while in University service additional employment or any employment on part-time basis with or without emoluments or honorary work without the previous sanction of the Vice-Chancellor/ Registrar in writing.
- 9) Persons on appointment and employees on transfer to posts dealing with cash, stores and other valuables including book shall at the discretion of the Syndicate furnish security to the University for such amount and of such character as may be determined by the Executive Council. This shall be a condition attached to the

post and shall not entitle the employee concerned, who fills the post to claim any additional remuneration or compensation or privilege on this account.

- 10) An employee of the University for good and sufficient reason, including any breach of any of the statutes and laws of the University on negligence, inefficiency, insubordination, misbehavior or failure to conform to the instructions of her superiors or any irregularities in the discharge of her duties or any criminal offence involving moral turpitude shall be liable to minor penalties/ major penalties.
- 11) University employees shall not, except with the previous sanction of the University contribute any article about the University or write any letter either unanimously or in his/her own name or in the name of any other person to any newspaper or other Periodical Publications.
- 12) University employees shall not be a member of or be otherwise associated with any organization, which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground.
- 13) University employees shall not indulge in any act of sexual harassment in the work place.
- 14) University employees shall not be found drunk or under the influence of liquor or any intoxicating substances in the work place.
- 15) University employees should treat teaching staff as equal partners in a cooperative manner and there should not be any discrimination between the two.

**REGISTRAR**

