



THIAGARAJAR SCHOOL OF MANAGEMENT (AUTONOMOUS)

**Accredited by NAAC with 'A' Grade
PambanSwamy Nagar, Thirupparankundram,
Madurai - 625005**



POLICY DOCUMENT ON CODE OF ETHICS

Version Number: 1

Date: 01 July 2022



Academic Quality Standards

TSM Vision

A leading academic institution of choice amongst management students and faculty and employers alike, respected for grooming ethical managerial and entrepreneurial leadership through high quality teaching, training and research.

TSM Mission

To promote wide application of professional management principles, practices and attitudes in the management of economic and social institutions, primarily through teaching, training, research and consultancy.

To groom young men and women into technically proficient, managerially competent, and socially purposeful professionals deeply committed to upholding and practicing highest standards of probity.

To help transform entrepreneurial ideas into scalable and sustainable economic and social institutions.

To promote responsible leadership by seamlessly weaving ethical values, social dimensions and long-term sustainability into all aspects of its activities and academic programmes.

Faculty Standards

Syllabus

- Identify required materials for the course
- Commitment to course plan
- Communicate guidelines for collaborative work
- State office hours for faculty
- Clarify the components and weightage of the internal assessment

Feedback

- Publicize and commit to deadlines for grading and return of assignments and exams
- Provide statistical distribution of scores for all graded assignments and exams
- Provide feedback on classroom participation to students on request.
- Communicate clearly what the student could have done better in assignments/exams

Classroom Environment

- Shall not cancel classes
- Start and end class on time



Commitment to Learn

This commitment to learn is created to ensure that the environment in every classroom at TSM is conducive to learning. TSM believes that learning is the result of active and committed participation by both students and faculty. Observation of these standards enhances the learning process and helps TSM achieve its mission objectives.

Student Standards

Conduct

- To arrive at classes / presentations on time
- Audible devices such as phones and alarms are prohibited in classrooms
- Read only material related to the course while class is in session
- Respect the physical environment by maintaining classroom cleanliness
- Hold classmates accountable for adhering to this Commitment
- Will not use unfair means in examination

Preparation and Interaction

- Adhere to the faculty's expectations for class preparation and attendance
- Submit all assigned work on or before designated deadline
- Show respect for others' points of view and their backgrounds



ADMINISTRATIVE GUIDELINES

STUDENT CODE OF CONDUCT:

- TSM is committed to achieve excellence in its core activities of teaching, research and consultancy in the field of management and information technology education and allied functions and strives for continuous improvement in all its endeavours, TSM will diligently practice highest standards of professionalism.
- The institute expects all its members (faculty, non-teaching staff and students) to maintain the highest standards in their conduct. Consistent with the institute's mission, core values and objectives, this code of conduct provides more clarity to the institute's expectations of professionalism and ethics.
- I am responsible for obtaining all the materials required for the class before the class begins.
- I am responsible to meet the technological requirements of the program.
- I recognize that this is a post-graduate level program and I will work accordingly.
- I will make the time commitment necessary to read materials thoughtfully.
- I will make meaningful contributions to discussions that will benefit my classmates.
- I will complete assignments and projects with thoroughness and pride in my work.
- I will interact with my classmates and my instructors in a timely, professional, and responsible manner.
- I recognize that I will need to access the class on a nearly daily basis.
- I will read the course syllabus and calendar so that I am aware of deadlines.
- I understand that I must "contribute" to discussions on a regular basis
- I will avoid derogatory comments and overly critical responses.
- I will turn all work in on time and recognize that there will be consequences for late submissions.
- I recognize that individual instructors will determine the particular consequences for late submissions.
- If I am submitting an assignment late, I will notify the instructor and accept the consequences associated with the late work.
- I accept responsibility to do my own work.



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- I realize that plagiarism is the act of submitting the words or ideas of someone else as if they were my own.
 - Whenever I have taken the words or ideas from an article, a Web page, or another student, I will identify that source.
 - I realize that plagiarism can result in my failing the assignment or the course itself.
 - I realize that many classes involve teamwork and I accept the responsibilities associated with team membership.
 - I will do my share of the work taking on a leadership role when appropriate.
 - I will meet internal project deadlines as set by my team so that we can effectively meet the team deadline set by the instructor.
 - If I must withdraw from a course for any reason, I will do so through the appropriate channels.

STUDENT SURVEILLANCE:

Surveillance Cameras are placed in exam halls, computer rooms, libraries etc. to monitor student activity. These are recorded and may be used as evidence in any disciplinary proceedings in case of any misconduct.

USE OF CAMPUS FACILITIES:

The TSM campus provides limited access to only registered and current students. Access to computer labs, libraries, classrooms and hostels are available only to students. Family members/ friends are not allowed use of these facilities. Friends/ family members who wish to access books/ journals from the library may do so only after submitting and approval of a written request to the librarian/ director

DUTIES AND RESPONSIBILITIES OF STUDENTS

- All members of TSM will follow the policies and advise of the Board or Governors and Board of Studies.
- Students will follow the instructions of all faculty during classes and outside classes.
- Students will maintain a conducive learning environment. They will put in the best effort in class, participate willingly in course and aim to achieve their highest
- Students will volunteer to support faculty and each other in conducting institute events, clubs, committees etc.



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- Students must show respect to the property of the institute and colleagues.
 - Students will communicate and treat all members of TSM with fairness and pleasantness at all times.
 - Students must conduct him-/her- self in an ethical manner inside and outside the campus

DONT'S

- Students will not Engage in behaviour that could reasonably be foreseen to cause disruption of, obstruction of, or interference with the process of instruction, research, administration, student discipline, or any other service.
- Students should not offer gifts/ personal favours to faculty and staff of TSM and may show their appreciation/ thanks through letters/ notes only.
- Students are strictly prohibited from bullying, physical harms and threats - Physical contact that endangers, threatens, or harms the health or safety of any person or behaviour that causes a reasonable person to fear such contact. Such conduct will be immediately referred to the disciplinary committee.
- Hazing and Ragging policy - "Hazing" means any initiation rites, on or off campus, involving any intentional action or situation that a reasonable person would foresee as causing mental or physical discomfort, embarrassment, or ridicule. Individual acceptance of or acquiescence to any activity that occurs during an initiation rite does not affect a determination of whether the activity constitutes hazing. Such conduct will be immediately referred to the disciplinary committee.
- Property damage and vandalism – Students must not damage institute or personal property that does not belong to them (such as defacing furniture, tampering with equipment's, destruction, theft or unauthorized use of the above). Such conduct will be immediately referred to the disciplinary committee. Use of alcohol, drugs, smoking, lewd and indecent conduct are strictly prohibited.
- Students are encouraged to report such behaviour to the concerned authorities without fear of sanctions. The reporting students may request anonymity. Students may contact any of the following in case they need help. Students are also encouraged to personally approach mentors/ faculty members for help.



OTHER RULES

- Students are strongly encouraged to participate in other B School events and rate themselves, win prizes and hone their skills and knowledge set.
- When students participate in such outside event, the dress codes and the behaviour mentioned elsewhere in this handout applies.
- Specific rules will be available with the respective faculty coordinator.

DISCIPLINARY COMMITTEE

Any case of any act of indiscipline or academic misconduct during examination, including instances of malpractices would be placed before the Disciplinary Committee (DC) for enquiry, and the decision of the DC shall be final. The DC would comprise of the Principal, Dean and two faculty members.

ANTI-SEXUAL HARASSMENT POLICY:

[Ref: University Grants Commission (Prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions) Regulation 2015].

To act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment, humiliation and exploitation.

- As an institution, we are committed to a zero-tolerance policy toward sexual harassment. And also committed to having its campus free from discrimination, harassment, retaliation, or sexual assault at all levels.
- As an institution, we are committed to conducting and governing ourselves with ethics, transparency, and accountability and for this, we have developed redressal committees with the active support of the Principal, Programme Heads (Deans), Admin Head, Hostel Warden, and Student Volunteers.
- We conduct meetings as per our practices and procedures, in which we ensure that ethical conduct at all levels is promoted across our value chain.



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- We are dedicated to ensuring that our educational environment is conducive to fair, safe, and harmonious relationships, based on mutual trust and respect, between all the associates of the Institution.
 - We ensure that discrimination and harassment of any type are strictly prohibited. We wish to promote and maintain this culture by extending it to all our stakeholders.
 - Our main motive/aim is to provide a safe working environment and to prohibit any form of sexual harassment.
 - Any violation of the norms of conduct will result in severe disciplinary action including termination, besides being subjected to proceeding under the UGC Regulations PPR SHWS HEI 2015.

SEXUAL MISCONDUCT POLICY:

The following conduct towards any members of TSM is seen as inappropriate and may be considered as sexual harassment. It includes but is not limited to: flirting, making suggestive comments, dating: requests for sexual activity: physical displays of affection: giving inappropriate personal gifts: frequent personal communication with a student (via phone, e-mail, letters, notes, etc.) unrelated to course work or official school matters: providing alcohol or drugs to students; inappropriate touching: and engaging in sexual contact and/or sexual relations. Any student who is found to be indulging in these actions will be expelled immediately and where appropriate, legal authorities may be involved.

Students who are victims of such conduct are encouraged to report the same to their assigned mentors/wardens/Faculty members/ deans/ principal or director and they , in turn , are obliged to take appropriate actions immediately.



Procedure for Approaching Internal Complaints Committee [ICC].

ICC deals with issues relating to sexual harassment at the Thiagarajar School of Management. It applies to all students, staff, and faculty. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint or Mail communication may be addressed to Committee. If the complaint is made to the Principal or any of the Committee members, they may forward it to the other members of the Committee and arrange for a meeting.

Internal Complaints Committee

Name	Designation	Role	Contact.no	Mail ID
Dr. M. Selvalakshmi	Principal	Chairperson [Presiding Officer]	9843351013	principal@tsm.ac.in
Dr. N. Manjula	Faculty Member	Member	9894656546	manjulan@tsm.ac.in
Dr. SP. Denisia	Faculty Member	Member	9442753606	denisia@tsm.ac.in
Dr. GS. Nalini	Faculty Member	Member	9952109753	nalini@tsm.ac.in
Mr. R. Chidambarakumar	Manager – HR & Admin	Member	9585957756	rckumar@tsm.ac.in
Mrs. P.K.M. Andal Padmini	Advocate	External Member	7373775755	ilpaka@rediffmail.com
Student-I	Padmanivasan C V	Member	9449439901	padmanivasan_2113063@tsm.ac.in
Student-II	Kowsalya V-MBA	Member	9790106769	kowsalyavasudevan1@tsm.ac.in
Student-III	Krithika B-MBA	Member	9080703583	krithika.sharma.879564@tsm.ac.in

If found guilty then list of Actions includes,

- a) A fine up to Rs.2.5 lakhs
- b) Students found guilty of harassing will be expelled from college
- c) Reporting to the police.



ANTI-RAGGING RULES

➤ [Ref: **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.**]

➤ Ragging in any form including the physical assault of junior students by senior students, or forcing the newcomers to perform such indecent acts which cause mental strain to them is strictly prohibited inside the premises of the institution.

➤ The senior students can interact with the junior students/ newcomers in classrooms, libraries, labs, the cafeteria, the dining hall of hostels, and the recreation room.

➤ The students found ragging can be punished if proved as under: -

a) A fine up to Rs.2.5 lakh as per UGC norms.

b) Students found guilty of ragging will be expelled from college

c) Reporting to Police.

➤ **Anti-ragging cell:** The following anti-ragging cell will function in our college and any student who requires help may contact any member at any time

Dr. M. Selvalakshmi	Principal	Chairman Anti-ragging Cell	9843351013	principal@tsm.ac.in
Dr. M. Balaji	Dean – MBA	Member	9994110107	mbalaji@tsm.ac.in
Dr. Goutam Sutar	Faculty Member	Member	9786194449	goutamsutar@tsm.ac.in
Dr. S.P.Denisia	Faculty Member	Member	9442753606	denisia@tsm.ac.in
Dr. B. Nataraj	Faculty Member	Member	9940920913	bnataraj@tsm.ac.in
Mr. R. Chidambarakumar	Manager – HR & Admin	Member	9585957756	rckumar@tsm.ac.in
Student-I	Padmanivasan C V	Member	9449439901	padmanivasan_2113063@tsm.ac.in
Student-II	Agasia Prakash.D.N-MBA	Member	8754331404	dnagasiaprakash163@tsm.ac.in
Ms.Vanathi	Warden–Meenakshi (Ladies) Hostel	Member	6381147230	meenakshiwarden@tsm.ac.in
Mr. Kannan	Warden–Skandha (Gents) Hostel	Member	9597941745	skandhawarden@tsm.ac.in



Committee for SC/ST

(The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 Any student who has any Grievance / Complaint can send an email or contact through mobile to Grievance Committee members.

Members of the SC/ST Committee are as under:

Dr. M. Selvalakshmi	Principal	Chairman Complaint Cell	9843351013	principal@tsm.ac.in
Dr. M. Balaji	Dean – MBA	Member	9994110107	mbalaji@tsm.ac.in
Dr. Goutam Sutar	Dean – PGDM	Member	9786194449	goutamsutar@tsm.ac.in
Prof. Ved Srinivas	Faculty Member	Member	7483079953	vedsrinivas@tsm.ac.in
Mr. R. Chidambarakumar	Manager – HR & Admin	Member	9585957756	rckumar@tsm.ac.in
Student-I	Padmanivasan C V- PGDM	Member	9449439901	padmanivasan_2113063@ tsm.ac.in
Student-II	Pravin J-MBA	Member	9095422202	pravinj54@tsm.ac.in
Ms. Vanathi	Warden– Meenakshi (Ladies) Hostel	Member	6381147230	meenakshiwarden@tsm.ac.in
Mr. Kannan	Warden–Skandha (Gents) Hostel	Member	9597941745	skandhawarden@tsm.ac.in



Grievance Redressal Rules.

[Ref: **UGC Grievance Redressal Regulations, 2012.**]

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Mr. R. Chidambarakumar	Manager – HR & Admin	Member	9585957756	rckumar@tsm.ac.in
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Grievances” include the following complaints of the aggrieved students, namely: -

- Making admission contrary to merit determined following the declared admission policy of the institute.
- Irregularity in the admission process adopted by the institute.
- Refusing admission under the declared admission policy of the institute.
- Nonpublication of the prospectus, as specified.
- Publishing any information in the prospectus, which is false or misleading, and not based on facts.
- Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person to seek admission in



such institution, to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue.

- The demand for money over that specified in the declared admission policy or approved by the competent authority to be charged by such institution.
- Breach of the policy for reservation in admission as may be applicable.
- Complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories.
- Nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by the University Grants Commission, or by any other authority.
- Delay in the conduct of examinations or declaration of results beyond that specified in the academic calendar.
- On provision of student amenities as may have been promised or required to be provided by the institution;
- Denial of quality education as promised at the time of admission or required to be provided;
- Non-transparent or unfair evaluation practices;
- Harassment and victimization of students, including sexual harassment;



HOSTEL RULES AND REGULATIONS

General:

The rules and regulations enumerated below will be strictly followed.

Discipline:

- No pictures/posters or any articles may be pasted or glued on the walls and doors.
- No drawings or any paintings will be drawn on the walls of the hostel rooms.
- Furniture should not be removed from any room nor exchanged between the rooms.
- When the students leave their rooms, ensure that lights and fans are switched off.
- Exchange of rooms will not be allowed during the year.
- All the residents of the hostel should be in the campus by 9.p.m.
- All the residents are under the direct care of the warden, and therefore, all or any matters pertaining to the hostel should be referred to her/him.
- Any damage is done to hostel property, furniture etc. shall be charged to the resident at fault and if the fault is untraceable, all the hostel students collectively will have to compensate the loss and the same will not be kept for common use afterwards.
- The residents shall not put up any notice or convene meetings of any kinds, anywhere in the hostel campus without permission from the concerned authorities.
- Recreational facilities such as caroms, chess etc. (indoor games) should be under the control of the recreation committee, and the same should be utilized in coordination with wardens.
- Entertainment provision such as T.V, the recreational committee should also control remote functioning.
- All the residents should adhere to respectable dress code and in case of females tied/plaited hair should be maintained by residents when assembling at common places such as dining halls, recreational halls etc.
- During peak /rush hours at the dining hall, the residents should adhere to queue/ line formation for serving/issuing of food.
- Food should be strictly consumed in the dining hall and should not be taken to their respective rooms at any cost. Tea/Coffee/ Snacks to be consumed in the dining hall. Carrying



the tumblers and plates to the room is not encouraged.

- Consumption of non-vegetarian food is strictly prohibited in the college campus. Ordering non-vegetarian food through outside Agency is also strictly prohibited.
- Complaint /suggestion note is kept with wardens to record complaints regarding Electrical, Mechanical and Civil works requiring repairs in rooms.
- Visitors should strictly adhere to visiting time, from 6 pm to 7 pm. On working days and 9 am to 12 noon and 4 pm to 6 pm on Sundays and other holidays.
- Residents should ensure that they have issued the visitors' pass along with stamp size photographs (at the time of admissions) of those persons who desire to visit the residents during their stay in the hostel without which the visitors will not be permitted to meet the residents.
- Leave or Absence from the hotel requires prior permission and the residents are required to apply in the prescribed format (available with the wardens) well in advance and submit it to the security in the gate.
- Playing of loud music should be avoided by residents so as to avoid any disturbances to other fellow inmates.
- Avoid using harsh/abusive language to any of the catering/cleaning/security staff performing duties in the hostels. Any complaints, suggestion on food should be given the Mess committee or Warden or Administrative Officer.
- Birthday celebrations during midnights are prohibited.

Safety:

- Neither hostel authorities nor the institution is responsible for the student's belongings at anytime.
- All the residents leaving the campus at any time (except for a general holiday declared by the institution) should get the students out pass form approved by the Programme Deans and then submit it to the security and sign the register kept with the security at the gate.
- Residents are required to complete the prescribed form and submit to the wardens in case of nights-outs. Residents are advised to inform the warden in case of unavoidable delay in returning to the hostel is anticipated.
- No self-medication will be resorted to. Arrangement with a doctor exists to see our



students on priority. A Staff Nurse on duty is available for one hour on working days in the main building.

- Ragging in any form is strictly forbidden.
- Eatable wastes should be disposed of properly to avoid monkey menace.

Health/Hygiene:

- Student area responsible for the cleanliness of their rooms at all times. If rooms are found unclean, the concerned residents will have to pay fine of Rs.100/- Per occasion. Invariably visiting dignitaries/companies coming for placement will be requested to visit the hostels.
- Dispose of the food wastage using the bins provided for it.
- Dining halls and dining tables should be kept clean by the residents. Do not leave behind the food wastes on the tables.
- Avoid spitting or throwing the peeled skins of the fruits or snack pack or biscuit pack covers or any other wastes in lawns, Corridors or any open spaces.
- In order to maintain cleanliness in corridors and rooms strictly use dustbins provided for it.
- Cost of Materials in Hostel lost/ damaged due to students fault will be recovered from them.
- Use of alcohol, tobacco and drugs in any form in the college campus is prohibited.
- Students must submit the medical certificate to the warden at the time or before the occupation of rooms. Students who have specific allergies or suffer from specific medical ailment must inform the warden.