



# Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A' Grade with a CGPA of 3.55 out of 4 in the 3<sup>rd</sup> Cycle)

Gandhi Nagar, Vellore - 632 006,  
Tamil Nadu, South India.

Phone :  
Off : 91 416 22 41 774  
91 416 22 49 670  
Fax : 91 416 22 47 281  
E-mail :  
admin@auxiliumcollege.edu.in  
Web Site :  
www.auxiliumcollege.edu.in

## POLICY DOCUMENT ON CODE OF ETHICS

### Dean of Ethics and Religion

Responsible for the smooth conduct of the Christian Doctrine and Value Education classes.  
Her roles are:

- Identifying the staff to handle the classes and conducting orientation programmes to equip them to handle the classes effectively.
- Facilitating the valuation of the answer scripts of the semester examination.
- Monitoring the submission of CA marks to the Controller of Examinations.
- Arranging guest lectures whenever needed.

### Dean of Research, Ethics and Intellectual Property Rights (IPR)

- Promoting research among staff and students.
- Promoting faculty participation in consultancy work.
- Laying down rules and regulations for the Research activities.
- Encouraging to write research projects sent to UGC and other funding agencies.
- Recommending awards for those who do research and publish in reputed journals during the annual celebration of Research & Innovation Day.
- Creating awareness about IPR for faculty and students of the College.
- Conducting workshops, conferences, seminars and training courses on IPR.
- Disseminating knowledge on patents, the patent regime in India and abroad and registration aspects.
- Imparting training on future endeavours regarding patent filing processes.
- Encouraging faculty members and scholars to go for patentable works.
- Helping to forward eligible cases of IPR to IPR Office.
- Granting ethical approval to the questionnaires and proposals regarding research

### Research Ethics, Publication and IPR Committee

Composition

- Principal
- Vice-Principals
- Dean of Research and IPR Cell
- One duly approved Research Guide from each Research

Department

Term

Three years

Meeting

Twice a semester

Responsibilities

*Ss. S. Sushila*

PRINCIPAL  
AUXILIUM COLLEGE (Autonomous)  
Gandhi Nagar, Vellore - 632 006.  
Vellore District, Tamil Nadu.

*Sr. Indira*

SECRETARY  
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1. Overseeing and supervising Research, Development and Publication activities in the College and ensuring quality performance, by proper monitoring of research projects and engagement in all the research areas.
2. Promoting research in all programmes.
3. Identifying emerging current areas of research.
4. Identifying various research facilities available with the government and non-government agencies and encouraging the staff to write projects accordingly.
5. Encouraging the staff members to write research articles and publish them in peer-reviewed International or National journals impact factor.
6. Promoting consultancy services among the staff from government and non-government agencies.
7. Creating interest in research in the students by organizing seminars, workshops, guest lectures.
8. Enabling the participation of both staff and students at various seminars and workshops both at the National and/or international levels.
9. Arranging lectures and seminars periodically, providing academic support and guidance to researchers.
10. Establishing MoUs with regional, national and international bodies, particularly in the field of Research.
11. Exploring possibilities of research collaborations, nationally and internationally for long-term development.
12. Disseminating knowledge on patents, the patent regime in India and abroad and registration aspects.
13. Imparting training on future endeavours regarding patent filing processes.
14. Encouraging faculty members and scholars to go for patentable works
15. In all matters regarding Research and Publication, the decision of the Principal is final.
16. Creating awareness about IPR for faculty and students of the College.
17. Conducting workshops, seminars and training courses on IPR.
18. Disseminating knowledge of IPR in India and abroad and its registration aspects.
19. Imparting training on future endeavours regarding IPR filing processes.
20. Encouraging faculty members and scholars to go for IPR-related works.
21. Forwarding eligible cases of IPR to the IPR Office, Chennai.
22. Promoting and encouraging application-oriented scientific research.
23. Securing sponsored research funding at all levels of research.
24. Holding the sole right of the College to protect the inventions of the faculties and young researchers.
25. In all matters regarding the ITP Cell, the decision of the Principal is final.

*S. S. Senthil*

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### Code of Conduct

In addition to the Code of Conduct prescribed for the staff in the Tamil Nadu Private Colleges Regulation Act 1976, Auxilium College has its Code of Conduct for the staff. It has been compiled keeping in mind the moral values, traditions and practices of the College for more than six decades. The professional ethics of staff include a commitment to quality education, holistic development, student-centred learning, respect for all, teamwork and willingness to adapt, update, learn new things and adopt modern technology.

1. Agreeing to execute all the work assigned to him/her by the Secretary or the Principal of the College and the Head of the Department at any time honestly and sincerely and carrying out all the orders of the superiors.
2. Undertaking to fully abide by the leave rules and the code of conduct, to which she is fully submitted as an integral part of the Contract of Employment with the College.
3. Undertaking not to carry on any other trade, business, or activity that goes against the contract of employment with the College and not accepting any work outside the College without the written permission of the Secretary of the College, conducting any trade, business or like activity, raise/receive any money/donation in any way tarnishing the name and goodwill of the College.
4. Actively associating, involving and participating in all the College activities and programmes irrespective of the Department she belongs to and motivating her students likewise to actively involve, associate and participate in the various programmes and activities of the College.
5. Not confining her activities to classroom teaching but involving herself in all the initiatives of the College in giving extra input to the students to make them not only academically brilliant but confident, competent and fully developed personalities.
6. Not indulging in any organized anti-institutional activity and not promoting, abetting, assisting or motivating any groups or unhealthy activity.
7. Informing the Secretary of the College before applying for another job outside the College.
8. Reporting to the Management if there is any criminal complaint, action/proceeding lodged against him/her in any police station, Court or Forum.
9. Not collecting any money under any pretext from anyone including students, except when she is specifically authorized by the Principal in writing, for any particular fundraising programme.
10. Not holding any money collected on behalf of the College for more than 24 hours or the next working day, if there are any intervening holidays, whichever is earlier, but handing it over to the College Office Manager.
11. Settling any advance taken from the College within 7 days of completion of the programme.

*Ss. Jagan*  
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12. Not bringing or attempting to bring any political or other influences on his/her superior authority in respect of her service interests.
13. Not engaging oneself or participating in any activity which is antiseccular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relations with foreign States, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
14. Not indulging in any criticism of the policies of the Government either directly or indirectly or participating in activities that bring disrepute to the Government.
15. Not engaging in any political activity and not associating with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
16. Not contesting or participating or canvassing for any candidate in any election.

The College may at any time, terminate the services of any probationary or confirmed staff if she is found guilty of any of the acts like professional incompetence, violation of the code of conduct, wilful negligence of duty, failure to discharge any of the duties assigned to her, insubordination, any form of political/anti-institutional activity and/or does not abide by the leave rules.

## Research Policy

Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of an active community.

Extension Activities and Research are a part of the teaching and learning process in the Salesian Environment. Auxilium has a conducive environment for regular updation of teaching, learning,

evaluation and research. The updation is possible only because of an active research aptitude. Research creates knowledge, innovation and new insights for extension activities and enables systematic and vibrant teaching.

Auxilium College has a significant place for extension activities and encourages all staff members and students to involve in outcome-based research. Auxilium College has a dynamic environment for research activities, which includes 12 PG and 8 research departments. The Research Policy forms the basics of the research ethics of the College and is implemented in all the departments. It also serves as the guidelines for the functioning of the Research and IPR Cell of the College. Auxilium Research Policy provides a broad framework to guide scholarly research with the following objectives:

1. To promote interdisciplinary and multidisciplinary research and education in arts, languages, commerce, social sciences, basic sciences and applied areas of sciences.

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2. To enhance the research capabilities of the College by engaging faculty members in research that integrates the education of a diverse population of students, especially, the first generation learners and the underprivileged.
3. To provide a rich intellectual environment for collaborative research among faculty and students from various departments.
4. To develop research and educational collaborations with larger communities including industries, minority institutions and institutions of higher learning
5. To ensure quality, integrity and ethics in research.
6. To encourage and support socially relevant and need-based research coupled with human values
7. To publish research materials in peer-reviewed reputed national/international journals.
8. To serve as a facilitator providing professional guidance, technical support and recommendation for financial assistance.
9. To establish partnerships, collaboration and outreach programs / initiatives that amplify the vision of the College.
10. To establish linkages with industries / business organizations / colleges / universities to identify potential areas of research, surveys and other basic research enquiry.
11. To create an awareness about patents and Intellectual Property Rights and encourage the staff and students to apply for patents.

### Policy for Promotion of Research

In order to promote research activities, the College has established the Research Ethics and Publication Committee that facilitates research and development activities like conferences, collaborations, and establishing a network with other institutes in India and outside India. The College has established a committee to enable the processing of administrative matters related to research, such as following up on the process of Ph. D. registration.

Auxilium College encourages its faculty to apply for research projects from international and national funding agencies apart from state funding agencies and industries. In accordance with UGC norms, a high standard of research output is one of the main criteria for the appraisal of faculty.

Auxilium College encourages faculty members to pursue, various collaborative research projects and fellowships by providing study leave as applicable as per the norms of UGC and universities to spend productive time in research activities on the campus or in other universities and in institutions abroad.

The qualified faculty members are eligible to guide Ph. D. research scholars in accordance with Ph. D. regulations of Thiruvalluvar University. All eligible assistant professors with prescribed years of experience are encouraged to pursue Ph. D. degree and are encouraged to publish articles and apply for guideship. Each research guide is recognized annually with cash incentives of 5,000/- for each candidate.

*S. J. Sushma*

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Website: [www.auxiliumcollege.edu.in](http://www.auxiliumcollege.edu.in)

The research outcome such as innovation, creativity and patent filing are encouraged by the College with due recognition and incentives. Auxilium College encourages faculty to establish a network with other institutions in India as well as abroad with a Memorandum of Understanding (MoUs). Regularly, the Research Ethics and Publication Committee prepares the report and submits the same to IQAC and on the website pertaining to various research activities in the College during the academic year.

## Ethics in Research

Auxilium College (Autonomous), Chennai gives utmost importance in encouraging its faculty to follow ethical guidelines established by the College and the UGC in carrying out the research activities. The College encourages the departments to conduct workshops in Research Methodology where ethics in research is an integral part. Awareness is also created for faculty members by invited talks on Intellectual Property Rights (IPR), Patents and ethics in research. Auxilium College strictly adheres to University Grants Commission (promotion of academic integrity and prevention of plagiarism in higher educational institutions) regulations, 2018.

## Environment Policy

Under this policy, it is essential to focus on the following components to ensure the sustainability and protection of Nature.

1. The “Ethics of Enough” to be cultivated
2. Minimize the use of energy
3. Seek alternative sources of energy (Green Energy)
4. Promote water harvesting and recycling
5. Be environment conscientious
6. Create awareness on environmental issues
7. Minimize/Avoid the use of plastics
8. Waste has to be handled at the place of origin
9. E-waste has to be handled properly
10. Promote eco-friendly alternatives
11. Based on the environmental themes, organize programmes and festivals on the campus
12. Keep the premises green and clean
13. Abstain from inflicting any harm to Mother Nature.
14. Promotion of environment-friendly best practices in adherence to the Environment Committee of the College.
15. Establishing a purchasing policy that, by 2025, eliminates campus and campus food vendor procurement of all non-essential, non-compostable, single-use disposable plastics. This includes

restrictions on:

Single-use plastic utensils/ articles/food service-ware/ containers

*S. Jaganathan*

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Single-use plastic-lined cups and bowls, plastic-wrapped condiments, sauces, and seasonings  
Individually-packaged items with bulk alternatives  
Single-use hot beverage packets unnecessarily packaged in plastics  
Plastic shopping bags.

## Role and Functions of Laboratory Assistants

1. Attending to all works relating to the training of students.
2. Assisting students, staff and others in all works related to the administration.
3. Assisting the staff in the smooth functioning of the laboratories.
4. Maintaining the laboratory equipment, gadgets, chemicals and glassware and reporting matters, like maintenance/repairing, breakage, loss, damage, within the respective laboratories, to the HOD through the faculty in charge of the laboratory.
5. Performing any other duty that may be assigned as and when the need arises by the College/Department.
6. Ensuring the cleanliness of the laboratories and turning off all equipment, lights and fans after use.
7. Preparing the requisition form of consumables to be submitted to the HOD, who in turn shall verify the same and forward it to the Principal.
8. Ensuring the issue and return of the gadgets and non-consumable materials for practicals.
9. Maintaining the record of all breakage, loss, in the laboratories.
10. Helping in the maintenance and cleanliness of buildings, gardens and campus.
11. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item plus the contingency charge as a fine shall be levied on the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

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