

CODE OF CONDUCT

FOR PRINCIPAL

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. It is the responsibility of the Principal to ensure the observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities and other regulatory bodies from time to time.
3. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the College has to be under the purview of the Principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
8. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.

CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHING STAFF IN THE COLLEGE

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1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He shall be strictly honest and impartial in his official dealings.
2. Every teacher shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every whole-time teacher of the College may be called upon to perform such duties as may be assigned to him beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration
4. No teacher shall leave his headquarters except with the previous permission of proper authority even during leave or vacation.
5. Whenever leaving station, a teacher shall inform the Principal / Head of the Department, if he/she is himself/herself the Head of the Department, the address where he would be available during the period of his absence from station.
6. Every teacher shall devote himself diligently to his work and utilize his time to the service of the College and to the cause of education and give full co-operation in all academic programmes and extracurricular activities conducive to the welfare of the student community.
7. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practicals and assessment/ Examination/Valuation work assigned to him by the College/University authorities.
8. Every teacher shall help the College authorities in enforcing and maintaining discipline among students.
9. No teacher shall incite students against other students, teacher or College authorities. This does not interfere with the right of a teacher to express his opinion on principles in seminars or other places where students are present.

10. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical's, dissertations, theses. etc. He/She should not indulge in over-making, under making or other attempts at victimization on any ground of caste, creed, sect, religion, sex, nationality or language.
11. No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purpose not related to the College.
12. No teachers shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or students of the College with the intention of interfering with the performance of his duties.
13. No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.
14. No teacher shall without previous intimation to the College stand for election or accept nomination to any local body, legislature of the State or Parliament not shall be in any manner force his subordinates or students against their will for the canvassing of his election.
15. Whenever a teacher wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to him, he must forward his case through the proper channel.
16. Every teacher employed in college shall discharge his duties efficiently and diligently and shall conform to the rules and regulations.
17. No teacher employed in college shall absent himself/herself from his/her duties without prior permission: in case of sickness or absence on medical grounds a medical certificate to the satisfaction of the college authorities shall be provided within a week.
18. No teacher employed in college shall engage himself /herself in any political activity. He/she shall not associate with any political party or any organisation which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

FOR ADMINISTRATIVE STAFF

1. They must maintain high standards of honesty, punctuality and professional ethics.
2. They should work within the institutional policies, practices to satisfy the vision and mission of the institution
3. They should be properly aware of the duties, responsibilities and limitations of their posts. They should properly study the pros and cons of the work so that they could facilitate the requirements of the teaching staff, general administration and students.
4. The staff should cooperate and collaborate with colleagues and external agencies necessary to support the development of the college.
5. They should maintain the decorum, dignity and curtsy in their speech and behaviour. They should imbibe skill of tactful communication. They should follow the maxims of cooperation and politeness in their verbal and non-verbal communication.
6. They should act in a professional and congenial manner towards colleagues, irrespective of their position, gender or status within the institutional hierarchy.
7. They should maintain harmonious relations with other staff and students.
8. They should maintain confidentiality in policy related information, unless asked to reveal by the institutional authority.
9. They must strictly follow directions and instructions if the authority. It should constructively contribute towards the development of college and students. They should maintain sanctity of academic environment.
10. They should make effort for the continuous development through training programme, workshops and skill development activities.
11. They should respect and maintain the hierarchy in the administration. They should be sensitive with the norms of protocol in the institution.
12. All of them shall maintain integrity and fairness in all activities. They should exercise self-discipline, restrain at all times and deal positively with staff, students and public.
13. They should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official documents of receipts. They must not intercept or misappropriate college resources.
14. They should avoid spending time on social networking site during the working hours & should not waste office time for personal reasons.
15. They should remain away from party politics.

16. They should assign proper time limit for completing usual requirements of the students. They should also display the tentative time required and the due procedures of receiving varied documents.
17. They should avoid procrastination of the daily office work. They should adopt the zero pending files policy. They should keep pro-active and speculative working strategies.
18. The office staff should not indulge in any form of addiction during office hours.
19. They should not remain absent from duty without official approval or approved leave.
20. Be present in the college and be available full time and shall work in such capacity and at such place as he/she may be directed from time to time.
21. Follow the provisions of the Act, Statutes, Standard code, Ordinances, Regulations and Rules and guidelines and decisions of the Government of Tamil Nadu, Department of Collegiate Education and other concerned authorities.
22. Ensure the smooth conduct of the students' admission, examination issues and college and administrative activities.
23. Abide and obey all orders and instructions which may from time to time be given to him/her.
24. At all-time maintain absolute integrity and honesty, show dedication to duty and shall avoid unnecessary action which will lead to unbecoming of an employee of the college. Extend utmost courtesy and attention to all persons with whom he/she has to deal in the Sphere of his/her duties. He/She shall work hard to promote the interest of the college and wellbeing of the students.

FOR STUDENTS

1. Students are forbidden from ragging. Affected students must report all instances of ragging. They shall write a complaint and drop the letter into the Complaint Box kept in Principal's Office. Ragging is a serious criminal offence that involves severe punishment in the form of dismissal from the college and police action that can result in imprisonment.
2. Students are strictly forbidden from participating in political agitations of all kinds.
3. The Principal has the right to frame and issue disciplinary rules of temporary or permanent nature whenever necessary. These rules might concern with the maintenance of dignity and reputation of the College or conduct of the student within the College precincts.
4. Students should not resort to any method of protest for whatever reason. They should highlight their problems and issues to the Grievance Redressal Cell and the Principal for getting the grievances redressed.
5. Under the Tamil Nadu Government Education Rules, the Principal has full powers to impose fines, refuse certificates, suspend or expel a student from the College, in case it is found that the behaviour /act of the student is undesirable/detrimental to the interests of the institution.
6. Every student should possess Identity Card with his/her photo affixed on it and duly attested by the Principal. Students are expected to wear their rope identity cards inside and outside the class.
7. Identity card shall be carried by the students into the Examination Hall, without which entry into the hall may be denied.
8. Students both boys and girls should come to the college decently dressed up. They should adhere to the cultural values, ethos of the college.
9. Students are expected to be punctual to classes. Latecomers will be admitted only in exceptional cases and with the permission of the HOD's.
10. Organized absence from classes and soliciting absence from other students are serious breaches of discipline which may lead to expulsion of the student.
11. Loitering on verandas, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found unnecessarily near the canteen, playground and other such places inside the college campus.

12. While students are free, they are expected to go to the library. During free periods, they are advised to collect sports goods from the Physical Director and play in the ground in his supervision.
13. Students found involved in violent behaviour inside or outside the class and in group violence inside the campus, leading to bloody clashes, would be severely dealt with. Disciplinary action would be initiated against all those involved in them, leading to expulsion from the College.
14. While inside the class, students should avoid unnecessary gossip as this would disturb their focus and attention, besides causing nuisance to the teacher concerned.
15. Students are expected to read all the circulars put up on the Notice Board and act accordingly.
16. Possession of cell phones inside the examination hall is strictly banned.
17. Use of tobacco, alcohol and drugs inside the College campus is strictly prohibited. Students found in possession or using them would be summarily dismissed from the College.
18. Students should remit course fees on time.
19. Those who bring vehicles to the college are advised not to indulge in rash driving.
20. Students are forbidden from organizing any meeting in the college or collecting money for any purpose without the prior permission of Principal.
21. Students are not allowed to address any authority outside the College without the permission of the Principal.