

# Code of conduct for the principal

The Principal should

- Be a dynamic and democratic administrator.
- Be punctual and sincere in work.
- Monitor all activities of the College efficiently and effectively.
- Convene council meetings periodically to take decisions regarding college activities.
- Have control over the maintenance of College properties.
- Be interested in introducing new courses related to the need of the hour and in upgrading the Departments.
- Encourage the Departments to organize conferences, seminars and workshops.
- Be impartial and maintain cordial relationship with the staff members.
- Give academic freedom to the staff.
- Acknowledge the academic excellence of the staff.
- Treat the staff with due respect.
- Facilitate good rapport between the management and the staff.
- Listen to and redress the grievances of students, staff and parents.
- Insist on discipline, punctuality and accountability of the students and the staff.
- Focus on the required efforts for the placement of the students in reputed companies.



**PRINCIPAL**  
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# Code of Conduct for the Teaching Faculty Members

## Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor 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, tutorials, practicals, seminars and research work, conscientiously and with dedication;
7. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research; (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
8. Co-operate and assist in carrying out the 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 the conduct of university and college examinations, including supervision, invigilation and evaluation; and
9. Participate in extension, co-curricular and extra-curricular activities, including the community service.
10. Respect the rights and dignity of the student in expressing his/her opinion;
11. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
12. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
13. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
14. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
15. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

16. Pay attention to only the attainment of the student in the assessment of merit;
17. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
18. Aid students to develop an understanding of our national heritage and national goals; and
19. Refrain from inciting students against other students, colleagues or administration.
20. Treat other members of the profession in the same manner as they themselves wish to be treated;
21. Speak respectfully of other teachers and render assistance for professional betterment;
22. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
23. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
24. 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 institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
25. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
26. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
27. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
28. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
29. Adhere to the terms of contract;
30. Give and expect due notice before a change of position takes place; and
31. 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.
32. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
33. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

34. Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
35. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
36. Work to improve education in the community and strengthen the community's moral and intellectual life ;
37. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
38. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
39. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.



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# Code of Conduct for the Non-Teaching Staff

## Non-Teaching Staff should

- Report the duty in time and remain in the campus during the working hours.
- Sign the attendance register while reporting the duty.
- Wear identity cards while inside the college premises.
- Comply with the instructions issued by the higher authorities.
- Perform duties with sincerity and confidentiality.
- Avoid using cell phone during working hours.
- Dress neatly and modestly.
- Be conversant with the rules and regulations and the relevant procedures.
- Have updated knowledge about computer.
- Make arrangements to the works assigned while taking leave.
- Cooperate with the members of other sections.
- Behave with dignity and decorum to others.
- Respond to student's enquiries with concern and ensure all possible help.
- Treat the student's impartially regardless of caste, creed, religion, political, economic and social characteristics.

  
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# Code of Conduct for the Students

1. Every student should obey the rules and regulations of the college.
2. Every student ensures do not make any disturbance to the class work, Library, Laboratory, Canteen, Hostel and Buses to their fellow students and others.
3. The students should attend the class, functions and other activity of the college well in time.
4. The students should come to the college with decent dress code.
5. During the class hours students are not permitted to loiter in veranda.
6. No students shall take part in political, communal, religions activities in the college premises.
7. No meeting, function (or) gathering of any kind shall be held within the college campus without getting prior permission from the principal.
8. Students should keep the college smoke free campus. The students who are found using drugs / in a drunken stage / influence of drugs will be summarily dismissed from the college.
9. Eve-teasing and ragging are strictly prohibited. The students found guilty of these crimes will be dismissed from the college as per UGC norms.
10. Every student should handle the college property with utmost care. Damage caused to the college property will be charged to concern students. If the students responsible for the damage could not be identified, the damage cost will be charged to all the students.
11. Writing (or) scribbling on the walls, floors, furniture, (or) any part of the college building is strictly prohibited. The students not throw the paper or spilling on the floors.
12. The students should park their vehicles only in the place allotted for that purpose.
13. As per the provision of Tamilnadu education rules, the principal has full power as inflict punishments such as imposition of fines, suspension and expulsion.
14. Those students have the required percentage of attendance only permitted to appear the university semester examination.
15. Wearing ID-card is mandatory to enter the college.
16. All the students should remit their semester, examination and other academic fees well in advance as per the circular given by the college.

  
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