

Criterion VII- Institutional Values and Best Practices

Key Indicator – 7.1 Institutional Values and Social Responsibilities.

Metric No: 7.1.9 Institution has a prescribed code of conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the code through the following ways.

- 1. Code of Conduct is displayed on the institution's website**
- 2. Students and teachers are oriented about the code of conduct**
- 3. There is a committee to monitor adherence to the code of conduct**
- 4. Professional ethics programmes for students, teachers, administration and other staff are organized periodically**

Copy of the code of conduct for student, teachers, administrators And other staff of Institution / Affiliating University.



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CODE OF CONDUCT

Students, Principal, Faculty members, Administrators and Non-teaching staff

CODE OF CONDUCT FOR STUDENTS

- Student-teachers should be punctual and should maintain discipline in the college.
- Student-teachers should get atleast 80% of the attendance, if not he /she is not eligible to appear for the examination, as per the university norms.
- Student-teachers are advised to utilize facilities available in our college properly.
- Student-teachers should maintain cleanliness in the campus.
- Student-teachers is advised to participate in all the programmes and activities conducted by the college.
- Ragging is strictly prohibited.
- Student-teachers should not involve in any kind of illegal activities.
- Student-teachers are not allowed to use mobile phones in the class room and library.
- Student-teachers should protect property of the college.
- Student-teachers should not remain absent without prior permission.

CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should ensure quality in education and academic activities.
- The Principal should plan to execute the vision and mission of the college.
- The Principal should form various college level committees and appoint co-ordinators.
- The Principal should convene meetings of different Cells as and when required.
- The Principal should monitor financial matters efficiently
- The Principal should motivate Faculty members to enhance their knowledge by attending various trainings.
- The Principal should ensure that the directions issued by TamilNadu Teachers Education University and Department of Collegiate Education are strictly complied with rules and regulations.



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CODE OF CONDUCT FOR THE FACULTY MEMBERS

- Faculty members should maintain dignity and decorum of the post.
- Faculty members should perform his or her duty honestly.
- Faculty members should actively involve with the students in co-curricular and extracurricular activities.
- Faculty members should prepare teaching plan of the allotted subjects.
- Faculty members should inculcate patriotism and discipline among students.
- Faculty members should avail leaves with prior intimation.
- Faculty members should work towards betterment of the Institution.
- Faculty members should be available for consultation to students.
- Faculty members should not indulge in casteism.
- Faculty members should not remain absent from duties without prior permission.
- Faculty members should not engage directly or indirectly in any trade or business.

CODE OF CONDUCT FOR THE ADMINISTRATIVE STAFF

- Administrative staff should look after student's admission and examination.
- Administrative staff should be well versed in e-administration.
- Administrative staff should polite and compassionate with parents/guardians.
- Administrative staff should develop co-operative and friendly relationship with faculty members.
- Administrative staff should perform all professional activities through proper channels.
- Administrative staff should not involve in unethical practices.
- Administrative staff should not remain absent from duties without prior permission.
- Administrative staff should not engage directly or indirectly in any trade or business.

CODE OF CONDUCT FOR THE NON-TEACHING STAFF

- Non-teaching staff should give importance to cleanliness of the institution.
- Non-teaching staff should be polite and compassionate with students, teachers, parents and administrative staff.
- Non-teaching staff should develop co-operative and friendly relationship with faculty members.
- Non-teaching staff should not involve in unethical practices.
- Non-teaching staff should not remain absent from duties without prior permission.
- Non-teaching staff should not engage directly or indirectly in any trade or business.



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