

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.

Managed by Indira Educational and Charitable Trust

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.

For INDIRA EDUCATIONAL AND CHARITABLE TRUST

Approved by

Managing Trustee

Managed by Indira Educational and Charitable Trust