

GOVERNMENT COLLEGE FOR WOMEN(AUTONOMOUS)

KUMBAKONAM – 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation



☎ 0435 – 2401391

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CRITERION VII-INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 Institutional Values and Social Responsibilities

7.1.10. 4 Code of Conduct for Students, Teachers, administrative staff

The institutional Code of Conduct principles are displayed on the website. There is a committee to monitor adherence to the institutional Code of Conduct principles. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. Annual awareness programmes on Code of Conduct are organized.

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Code of conduct for teachers

I. TEACHERS AND THEIR RESPONSIBILITIES

1. Every teacher should adhere to the responsible pattern of conduct and manner expected of them by the profession, institution and community.
2. They should manage their private affairs in such a manner that is consistent with the dignity of their profession.
3. They should seek every efforts to make professional growth continuous through study and research.
4. They should feel free to express open minded and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. They should be members of professional organizations and strive to improve education and profession through them;
6. They should perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. They should co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
8. They should participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

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3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

1. 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 organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
4. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
5. Should adhere to the conditions of contract;
6. Give and expect due notice before a change of position is made
7. 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.

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V. TEACHING AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

1. Try to see through teachers' bodies and organizations, 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.

VII. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. 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;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. 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.

Code of Conduct for Students

1. Every student is expected to be aware of the vision and mission of the college and bear in mind that all their curricular and co curricular activities centre around this.
2. Every student is encouraged and expected to evolve, as a responsible citizen with commitment to uphold the dignity and image of the department and college.
3. It is the duty of all students to see the notice boards as a daily routine. Plea of ignorance of any notice put up on the board will not be accepted as an excuse for failing to comply with it.
4. Every student is expected to behave with decorum and honesty by avoiding acts that are considered as acts unbecoming of a student which are punishable as envisaged in student's conduct rules given in college calendar.
 - a) Students should not indulge in any form of ragging
 - b) They shall not cause disturbance by noisy and unruly behaviour.
 - c) They shall not cause damage to the property of the college.
 - d) Punctuality is a prime consideration and those who are late will not be allowed into classes.
 - e) Students should not indulge in any kind of inducement to any employee of

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- the institution expecting undue favour.
- f) Students shall not display any poster or distribute any pamphlet inside the campus of the institution without the approval of the authorities.
- 5.
- a) Every student shall wear a decent dress (**Saree, Half saree or salwar kameez with pinned up dupatta**).
- b) Every student should carry his/her identity card on person and it should be shown on demand to any teaching staff or security personnel.
- c) Possession and Consumption of drugs, chewing gums, illicit drugs inside the premises of the college is prohibited and liable for punishment.
- d) Students should not use plastic
- e) Political activity of any form inside the campuses is punishable.
- f) Students shall not indulge in demonstrations or strikes. They should not participate in any form of intimidation, coercion or wrongful confinement or any violent activity which will prevent any student, employee or officer/authority of the institution from discharging their duties.
- g) Students shall not join or continue to be a member of any non- academic association or organization, the object or activities of which are prejudicial to the sovereignty and integrity of India, security of the State, or to public order, decency or morality or the interest of the University / Institution.
- h) Students shall not raise any fund or make any collection in cash or kind without the prior consent of the authority.
- i) Students are not permitted to give press/media release without the prior permission of the authorities.
- j) No student shall be punished without giving him/her a reasonable opportunity of being heard by the authorities.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- 1) All staff of the Institute is responsible for protecting and taking reasonable steps to prevent theft or misuse of, or damage to the Institute's assets including all kinds of physical assets, movable and immovable property.
- 2) All the staff members should follow the rules and regulations of the Institution as are prevalent from time to time.
- 3) Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender/sexuality/age/marital status, pregnancy or likelihood of pregnancy; physical features, disability or impairment (physical disability or medical status).
- 4) Every staff should maintain confidentiality regarding any affairs in the college. They should not provide, directly or indirectly, any confidential information to anyone unless instructed by a superior officer.
- 5) The administrative staff should familiarize themselves with College policies that are relevant to their responsibilities. They should adhere to those policies to the best of their ability.
- 6) The administrative staff should not be engaged in any inappropriate relationship with students.