



SREE AYYAPPA COLLEGE FOR WOMEN

(Reaccredited with B Grade by NAAC)

CHUNKANKADAI, NAGERCOIL - 629 003
KANYAKUMARI DISTRICT.

Phone : 9384822334
07-11-2023

Ref:

CODE OF CONDUCT FOR TEACHERS Date :

Teachers should:

- Oblige to conduct themselves in accordance with the ideals of the profession.
- Seek professional growth through continuous study and research.
- Perform their duties with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the institution.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Encourage students to develop their personalities and to contribute to community welfare.

CODE OF PROFESSIONAL ETHICS

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient, and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanour 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 opinions by participation in 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 behaviour in teaching and research;

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 in the conduct of university and college examinations, including supervision, invigilation and evaluation;
9. Participate in extension, co-curricular and extra-curricular activities, including community service.

II. Teachers and students

Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
3. Recognise 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 students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
6. Treat the students with dignity 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. Aid students to develop an understanding of our national heritage and national goals; and
9. 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 making unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
5. 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.

IV. Teachers and Authorities

Teachers should:

1. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
2. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
3. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.

V. Teachers and Non-Teaching Staff :

Teachers should :

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the institution.

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.
1. Recognise that education is a public service and strive to keep the public informed of the educational programmes 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

Rules and Regulations

1. The college expects all students to maintain high standard of discipline in order to facilitate a healthy learning environment.
2. The rules stated below should be strictly adhered to:
3. Proper etiquette should be followed by the students on campus.
4. Students ought to observe the prayer with which the day's work begins.
5. Students shall respect the teachers and elders and be honest in word and deed.
6. The college uniform is compulsory for students on all working days except last Friday of the month.
7. Students are requested to keep the class rooms and premises clean.
8. Use of mobile phone by students is strictly prohibited in the college premises.
9. Grievances or complaints shall be communicated personally or in writing to the head of the institution or the Grievance and Redressal Cell.
10. Students shall handle all college properties with care.
11. Students shall not litter the classrooms or college premises with their personal trash.
12. Valuables lost in the premises and retrieved by students should be handed over to the college office.
13. Students should make it a regular practice to check for college notifications put on the notice board.
14. Students should have their identity cards with them while on campus.
15. Maintenance of educational ethics shall be the collective responsibility and primary objective of all students.

Attendance and Leave of Absence

1. Students are expected on campus on all working days at 9.45 a.m.
2. Attendance will be marked at the beginning of each class hour.
3. Students absent in the class when attendance is marked will lose attendance for the session.
4. A minimum of 75 % attendance for lecture and practical classes is required to appear for University Examinations.
5. No student may absent herself from the college without leave application. Medical Certificate has to be produced for absence due to illness for more than three days.
6. Application for leave in prescribed form countersigned by parent or guardian must be submitted to the Head of the Department prior to the leave. If absence is due to unforeseen reasons, leave application must be submitted after the leave.
7. Hostel students ought to submit their leave application countersigned by the Deputy Warden.
8. A student absenting herself from the college for more than fifteen consecutive working days without permission is liable to have her name struck off the list.

9. Attendance in all practical classes and timely submission of records are mandatory to appear for practical examinations.

RESEARCH CODE OF ETHICS

The institution is committed to ensure that all the research activities are facilitated properly upholding all the legal, ethical, and safety norms. The research policy of the institution is in accordance with the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, and the policy of Manonmaniam Sundaranar University.

- The institution strictly enforces the supervisors and the research scholars to practice the principles of academic integrity. Strict action will be taken against breach of academic integrity.
- The scholars should:
 - Be sincere and dedicated to the research work.
 - Maintain quality in their paperwork and records of research activities.
 - Respect copyrights and similar forms of Intellectual Property Rights.
 - Maintain high academic standards in their research.
 - Avoid plagiarism including self-plagiarism.
 - Keep away from research misconduct such as plagiarism, piracy, abuse of IPR and research resources, misinterpretation, defamation, etc.
 - Adhere to the rules and regulations put forward by Manonmaniam Sundaranar University in this regard.
 - Endorse social well-being and ensure that the research results are accessible to the public once the research is concluded.
- Plagiarism check is done by the software accessed through Manonmaniam Sundaranar University.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

The Administrative Staff should:

1. maintain absolute integrity and devotion to duty;
2. not divulge any official information to outsiders and may not indulge in acts of defiance and insubordination;
3. remain on duty during college working hours and are advised to report for duty at least 30 minutes in advance;
4. participate and cooperate in the programs and functions organized on the campus;
5. get requirements ready for the practical sessions well in advance;
6. extend courteous assistance to the students at all places and should bring any problem to the notice of the HoD;
7. maintain appropriate relationship with the students ;
8. exhibit integrity, trustworthiness and decorum in words and actions ;
9. co-operate with the teaching and non-teaching staff with mutual respect, trust and confidentiality;
10. keep the labs clean and maintain a stock register for articles and continuously check them. Any loss or damage to any article should be reported to the Head of Department in writing;
11. not be found drunk or smoking or under the influence of any intoxicating substances in the workplace.

All should co-operate with the Administration and the teaching staff for the smooth and efficient functioning of the institution.



Anjana V.R
7/11/23

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