

**Kunthavai Naacchiyaar Govt .Arts College for Women (Autonomous), Thanjavur -7**

**Code of Conduct**

Kunthavai Naacchiyaar Government Arts College for Women Autonomous Thanjavur, has formulated Code of Conduct to improve the well-being of the students, Academicians and Non- Academicians through an effective teaching learning environment. The pivotal role is to achieve academic integrity and professional behaviour in the campus. The purpose of the rules and regulations of the Institution to all the students, academicians, non-academicians, common goal in line with the mission and vision of the College.

**Code of Professional Ethics to Academic Staffs**

- Professional ethics are personal and institutional regulation that governs the behaviour with the context of respective profession. The professional ethics for the teaching fraternity are as follows:
- “Teaching” is a Nobel profession with the obligation to conduct the ideals of the professionalism to engrave responsible citizens to the country. The prime responsibility of every teacher is to ensure that there is no incompatibility between his perception and practice. They should be calm, patient and communicative temperament amiable to all stake holders. The teachers should treat students with dignity and mutual respect.
- To abide by the service rules and regulations laid by the Government of TamilNadu.
- To discharge their duties according to the rules of the Department of Higher Education as prescribed by the UGC.
- To be aware of their responsibilities as a paid employee of the Government in the cause of uplifting society through imparting education.

### **Teachers and Students**

- Respect the right and dignity of the students in expressing their opinion
- Adhere to equality, fairness and impartiality with students regardless of their religion, caste, political, economic, social and physical characteristics
- Identify and train students based on their capabilities and strive to meet their individual needs
- Improve academic and personal achievements and develop their personalities through community welfare.
- Inculcate research culture among the students by organising, conferences, seminars, incubation and encouraging students.
- Mutual respect, trust and consistent communication for a greater connection and effective learning.
- Refrain from inciting students against other students, colleagues and administration.
- Develop an inclusive approach and stronger alumnus connect for the current students.
- Be affectionate to all the students and avoid vindictiveness against any student.
- Make themselves available beyond the class hours and guide them without any remuneration or reward.
- Maintain a strong teacher student relationship that leads to student engagement and a better learning environment to achieve higher order in the knowledge map.
- Should adopt humane approach in dealing with students who are physically challenged.

### **Teachers and Colleagues Teachers**

- Treat their fellow teaching fraternity in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional accomplishment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour.
- Avoid creation of toxic work environment through gossips, rumours and grapevine communication.
- Create a professional environment during the working hours and adhere to their professional commitments.
- Refrain from using mobile phones during the working hours and teaching hours in particular.

### **Academic and non-academic staff**

- Treat the non-teaching staff as colleagues with equality and respect during their tenure in the Institution.
- Help in the function of joint staff councils covering both academic and non-academic fraternity.

### **Teachers and Parents/Guardian**

- Maintain contact with the parents/guardians and send reports of their wards performance at regular intervals as and when required.
- Meet the parents/guardian as convened for the purpose of exchange of ideas and for the benefit of the Institution.

### **To treat all students alike without partiality.**

- To be punctual to work and to the class and to be conscious of the students welfare when taking leave
- To be instrumental in creating a harmonious environment and never go on strikes or protests.

## **Code of Conduct of Students**

1. All students are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity and inclusiveness are valued, to assure the success of both the individual and the community. The Student Code of Conduct reflects a concern for these values and tries to ensure that members of the college and the public can make use of and enjoy the activities, facilities and benefits of the college without undue interference from others.
  2. Students Code of Conduct, nor is it intended to be, a substitute for the Code itself or the college's full policies and regulations regarding non-academic student misconduct. Students are responsible for reading, understanding and abiding by the Code.
  3. Every student shall wear clean, neat and formal dress, fitted to our culture and tradition.
  4. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule shall have to face disciplinary action.
  5. When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes her seat.
  6. Students shall move from one classroom to another or get out of the classroom to another or get out of the classroom in an orderly manner, without making any noise.
  7. Students should stay away from any antisocial activities.
  8. Without the permission of the Principle, Students are not permitted to circulate any printed materials or pamphlets.
  9. Ragging in any form is a serious offence and it will be dealt with severely.
- 10. Campus Code of Conduct**
- (i) All students should wear ID's at all times during their stay in college.
  - (ii) Students are expected to maintain the highest standards of discipline and dignity on and off the college campus
  - (iii) Students should abide by the rules and regulations of the College and should maintain the esteem of the college.
11. All the students are expected to be present in the class as per the scheduled time. Late comers will not be entertained. An hour of absence will lead to losing half a day attendance.
  12. 75% of attendance is mandatory for all the students.



13. The entire faculty should be addressed as Dr/Prof. or Sir / Madam. All non – teaching staffs to be addressed as Sir / Madam
14. Political activity in any form is not permitted in the College campus. Unauthorised meetings, propaganda work, Processions or fund collections are forbidden within the college, hostels and outside the campus.
15. Ragging is an offence and enforceable by law..
16. Misbehaviour towards girl students, like use of threat, physical or psychological harassment will be dealt as per the legal provisions. Above mentioned misbehaviour towards any of the institutional personnel will also be dealt as per legal provisions.
17. Any violation of the above rules will invite penalty in the form of warning, parents meet, corrective measures or punishment by higher authorities of the college and legal authorities of the state.
18. Warning – indicating that the action of the student was in violation of the code and any acts of misconduct shall result in severe disciplinary action.

### **Code of Conduct of Non Teaching Staffs**

- To abide by the service rules and regulations laid by Government of TamilNadu.
- To be loyal to the institution and to cooperate with the higher authorities for its betterment.
- To shun all notions of caste , creed or religion in the work and to work towards
- San equal society within the campus and outside.
- To be punctual to work.
- To be instrumental in creating a harmonious environment and never go on strikes or protests.

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28.03.23

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29/3/2023

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29/3/23