

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

The Code of Conduct - Students

As per the guidelines of the Department of Health & Family Welfare, Government of Tamil Nadu, all must follow the COVID 19 appropriate behavior such as usage of masks, not crowding & maintaining social distancing, use hand sanitizers etc. without any lapses.

COVID 19 vaccination is to be done immediately.

Should wear the student Identity Card (ID) and is compulsory in the college campus

A decent dress code is important and be followed strictly.

Two wheelers and bi-cycles be parked at specified sheds/ places.

Use of mobile in the classes and college premises is prohibited.

Attend all your classes regularly as per the college calendar / class time- table.

Should be seated in the class rooms / laboratories 5 to 10 minutes before the commencement of the classes.

Following at most discipline in the class rooms, laboratories and other premises is strictly expected.

Interval time duration should strictly be followed after refreshment / attending the nature's call.

Active participation in all the components of the Continuous Internal Assessment (CIA) is advised.

Participation in any one of the 'Extension Activities' (NCC, NSS, YRC, RRC etc.) is compulsory for all undergraduate students.

Participation in extra- curricular and co- curricular activities shall suitably be carried out.

Attending 'Computer Literacy Program' (CLP) and 'Soft Skill Courses' is required.

A leave letter signed by one of your parents should be submitted as and when it is availed.

Relatives / friends are not allowed inside the college campus unless or otherwise required.

The affiliating Bharathidasan University, Tiruchirappalli, semester examination rules and regulations should be followed strictly.

Smoking / use of alcohol or any such substances abuse is strictly punishable.

Respecting all your teachers and valuing the facilities provided by the government are the first and foremost.

Any change in class- time/ room/ duration, and any guidelines from the Directorate of Collegiate Education, Department of Higher Education, Government of Tamil Nadu will be final and be obliged/ practiced.

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The Code of Conduct - Teachers

COVID 19 appropriate behaviors must be followed without any lapses.

Vaccination against COVID 19 is to be done

Staff Identity Card (ID) is compulsory in the college campus.

Two wheelers and four- wheelers be parked at the parking sheds of staff members.

Classes should be begin on time

Theory and practical syllabi should be completed well ahead of the University examinations.

Students should be supplied with required book materials/ notes for studies / preparation.

Continuous Internal Assessment (CIA) of students should be done fairly without any prejudice/ partiality.

Students should be assisted during hands- on sessions of practical classes; their performance assessment should be without any favoritism/ preference.

Staff members of ‘Students monitoring and disciplinary committee’ should attend the duty as per the drafted schedule.

Should attend National (Independence Day, Republic Day, and Teacher’s Day) and International Commemorative Day (international yoga day, women’s day) celebrations meetings without fail.

Staff in-charge of NCC, NSS, RRC, YRC, Placement cell, Career Guidance Cell etc., and members of various committees (students’ admission committee, disciplinary committee, examination cell, students’ hostel representative committee etc.) should deliver their duties and responsibilities letter and spirit.

All should attend as and when any oath taking event is scheduled.

A casual leave application to be submitted to the Principal through the Head of the Department in advance, if availed.

Class teachers should maintain all relevant records of their class without fail.

Election duty or any other official duty assigned by the government is to be shouldered.

A holistic thought about the teaching profession and parental approach towards the learners’ are primary.

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The Code of Conduct - Administrators

Head of the Departments (HODs) should attend the college council meetings and staff members of their department should be briefed during the department meetings with the minutes of council meetings.

Staff - note order stating the details of department meetings to be maintained by the HODs.

Staff- work load and student time – table should be submitted to the Principal before the ‘first day’ of reopening of the classes.

HODs should be available as and when higher officials visit the college campus.

Based on the allocation of funds by the Principal, HODs shall place purchase orders (books, laboratory articles, contingencies etc.) for their department with endorsement of the Principal.

All the relevant records of every purchase should be maintained at the Department as per the standard procedure. Similarly, all other academic records maintenance is important.

All the purchase records are be submitted and audited whenever an auditing is scheduled by the Principal/ the Directorate of the Collegiate Education, Chennai / AG auditing.

Activities under UGC, New Delhi, IQAC, NAAC, NIRF, AISHE, RUSA etc., should be coordinated.

HODs should look- after all the academic activities of their department, students’ discipline and staff coordination.