

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

1. Teachers should apply leave in the prescribed format of the college at least a day prior to the availing of OD/ leave. 2. Casual Leave can be availed for twelve days in a calendar year. 3. Medical leave are provided as per the Government norms.

GENERAL RULES: 1. College Teachers should be exemplars of excellent conduct and keep up their dignity and /of the profession. They should evince keen interest in academic matters and extension services.

2. The teachers should lead a life of purity and simplicity and avoid such habits as smoking, taken alcoholic drinks and gambling inside the premises of the college.

3. Every Teacher is required to report at the College before the commencement of working hours. No Teacher will be granted permission for coming late if they have a class allotted to them during the first hour. If the teacher is not found to be punctual at the commencement of the first hour class, the HOD shall make alternative arrangements to protect the interest of students. Under such circumstances, the concerned Teacher will be deemed to be absent for half a day and has to submit a leave letter accordingly.

4. They shall sign the attendance register when they come to the college for the morning session and failure to sign the attendance register for a session will be considered as absence for the particular day.

5. They shall go to the classes punctually and engage the students for the entire period and shall not dismiss the classes or permit the students to go out before the period is over. They shall not cancel or exchange any class with the other teacher without the permission of the principal.

6. They shall prepare scheme of lessons for the subjects they teach for each semester, and submit the scheme of lessons to the Principal and Heads of the Departments once a month or wherever asked for. They shall have the scheme of lessons with them while they teach their classes, and present them, when required, to the Heads of the Departments or the Principal/Secretary, when they come round to supervise the classes. The Scheme of lessons must contain the plan of portions of lessons for the allotted hours based on the syllabus and CIA exams. In the case of PG classes, in-addition to the above, the teachers must submit the plans of written assignments and seminars for the Semester.

7. In the classrooms the teachers should strictly confine to the teaching of their subjects. They should refrain from indulging in anti-religious, communal, political and anti-institutional propaganda lest they should wound the feelings of any section of the students or staff.

8. Teachers should teach subjects allotted to them. No change should be introduced in the time table and distribution of work without the permission of the Principal.

9. The staff members should take active part in extracurricular and cocurricular activities assigned to him/her by the Principal. Teachers should participate in the College functions and attend diligently and efficiently to the duties allotted to them.

10. The staff members who are on invigilation duty during CIA exams and End of the Semester exams should exercise efficient and effective supervision and give no room for malpractices by the students. No alternative arrangements should be made without the permission of the Principal. They should prepare the CIA exam question papers as assigned by the Principal in the prescribed format and submit the same to the CIA exam committee within the specified time.

11. Teachers should conduct the practicals, compositions and translations as per the scheme drawn. Negligence, slipshod and insincere work on the part of any member of staff will be viewed seriously.

12. It is expected of the teachers to convene tests and Model examinations of all nature outside the allotted working hours and contact hours. If they could manage to conduct the tests during allotted working hours after completion of the portions jointly or individually depending on the nature of the subjects, they could do so after intimating the Principal and the Head of the Department for convenient supervision.

13. Teachers should endeavour to get good results and earn credit to their Department and the College by effective teaching and guiding. Results of examinations will be reviewed periodically and placed before College Committee for considerations.

14. All instructions and any Departmental work assigned to the staff by the Principal should be carried out efficiently and with utmost sincerity.

15. The class attendance book shall be within the custody of the concerned Head of the Department. It shall be collected from the Head of the Department before going to the class and returned to him/her as soon as the class is over. The Head of the Department should countersign the attendance register and transmit them to the office assistant at the end of the afternoon session getting his/her counter signature in the register.

16. The Teachers are responsible for the proper use and maintenance of all movables, equipment and registers kept under their charge and supervision. They shall properly maintain the Stock Register, Acquittance Register and Equipment maintenance Register and submit the same to the Principal whenever required to do so.

17. Any letter/Representation by any Teacher to the authorities in Collegiate Education, the Government, university Grants Commission, University or any statutory body should be strictly routed through the HOD, the Principal and the Secretary of the college.

18. Representation could be made individually to the Principal or the Secretary. The collective representation by anybody other than the one approved by the Principal and the Management will not be entertained.

19. On important occasions in the college, all the staff members should be in their uniform dress.

20. Teachers should be available in their respective departments during working hours of the College except when they are engaged in teaching their classes, in laboratories, library or reading room. They are not expected to move from one department to the other and disturb the normal functioning of the departments. However, if they want to consult any member belonging to other faculty, they should get the consent of the Head of his/her Department as well as Head of the other Department and the staff member must make an entry in the movement register while leaving the department. The movement register will be under the custody of the Head of the Department and should be submitted to the Principal whenever called for.

21. Every staff member should do his/her duty diligently and conscientiously. Any slack, or disobedience or violation on the part of the staff member will be viewed seriously.

22. The supervisory staff (HOD) must always keep strict vigil in maintaining the general discipline of the students belonging to their department. In the absence of any teacher of the department, students must be clearly informed about their responsibilities. Under no circumstances they must be allowed to disturb the other classes.

23. The Teacher should serve as a Role Model for the students and uphold the values cherished by the Institution.

24. The Teacher shall regularly organize Seminars and Workshops for the benefit of the students of their class and for the professional advancement of the Teachers in the College.

25. The Teacher shall unfailingly participate in the meetings of the Departmental Students Associations and Alumni Meeting whenever they are held and ensure their successful functioning.

26. The Teacher shall teach all the periods allotted to them and any omission will be deemed as absence and such unfinished portions have to be regularized by taking them after class hours.

27. The Teacher shall maintain proper discipline and create a conducive academic atmosphere in their classes.

28. The Teachers shall take special coaching classes for the weak and slow learners outside College working hours to improve the learning skill and academic performance of these students.

29. The Teachers are required to obtain the prior written permission from the Secretary/College Committee before accepting any outside remunerative assignment such as tuition, examiner ships or delivering speeches for which payment is received.

30. They may publish books or any other publications only with the written permission of the Secretary or College Committee.

31. The Teachers shall not have any monetary transactions or involve themselves in collection of money from the students without the written permission of the Secretary/College Committee.

32. The Teachers shall not perform any act which amounts to abusing any of the staff or the Management in the presence of any general or departmental Inspection commission that visits the college.

33. No Teachers shall receive or entertain any visitor/guest while at work in the classroom or laboratories.

34. National holidays such as Republic Day, Independence Day, etc. are meant for celebration in the College. All the staff should attend the celebration in the College without fail and such holidays can be availed of only after the celebrations in the College.

35. All Teachers shall carry out their role as Tutors under the tutorial system (adopted by

every class) diligently and work for students' welfare. In performing the role of a tutor, every teacher shall closely monitor the attendance and academic performance of every student placed under him/her. Whenever necessary, they shall call the parents to the College in person and counsel them about the shortcomings of the student. All Teachers shall maintain a proper profile of every student tutored by them.

36. It will be the primary responsibility of every HOD to ensure that there is no cancellation of any class on account of casual or other leave applied by the Teaching staff of their department.

37. Teachers availing leave shall ensure that all portions allotted to them are fully covered and if necessary, organize special classes after college hours to complete the syllabus and protect the interests of the students.

38. Any action of the Teacher which affects the interests of the students will be liable for disciplinary action.

39. Teachers must desist from visiting the college office during working hours to avoid interruption in the work of the office staff.

40. Any Teacher wanting to meet the JDCE/DCE must obtain the prior permission from the Secretary of the College.

41. No Teacher shall engage himself/herself or participate in any action that is likely to cause disharmony in the College or conduct themselves in a manner prejudicial to the interest of the Institution. They shall not act in any manner which is antiinstitutional or causes disrepute to the image of the College.

42. Any Teacher or a group of Teacher desiring to interact to interact with the members of any Inspection team visiting the College must have the prior permission of the Principal and the Secretary. In the event of any written representation, a copy of the same must be submitted before hand to the Secretary of the College. The number of teachers in any group seeking to interact with outside Inspection teams must not exceed 5 in number.

43. It is the primary duty of every Teacher attending to examination duties to ensure efficient execution of the task assigned to them without any scope for error. For example, incomplete and wrong shading of OMR sheets, totaling clerical errors, etc.

44. It will be the duty of every teacher to submit any individual or departmental data as required by the Principal from time to time promptly and within the prescribed time.

45. Whenever circular from the office of the Secretary/Principal/Controller of Examinations is issued to the classrooms for the information of students, it must be read out by the concerned teacher immediately and as a confirmation of the same, the signature of the class students' Representative or Council Member must be obtained on the circular and returned through the messenger.

CONDUCT, BEHAVIOUR AND DISCIPLINE-STUDENTS

1. All the students should wear clean and decent dress.

2. The girls should wear only Chudidhar/Saree and the boys should wear only Full Pant and Shirt (Half Sleeve/Full-Sleeve). They should not wear shirts bearing pictures and printed matters. T-Shirts and Casual/Sportive Jeans (Multi-Pockets with stripes in fading colour) are totally banned inside the campus.

3. Every student should wear the identity card all the time inside the campus. Students who lost their ID cards shall make a written request to the Principal for a duplicate identity card.

4. Every student should greet the members of the staff on his/her first meeting on the day.

5. When a member of the staff enters the classroom, the students have to stand up as a token of respect.

6. No student shall leave the class or laboratory without the permission of the staff in-charge.

7. Students shall not loiter on the corridors during the College hours.

8. Students are strictly forbidden to enter other class rooms.
 9. Students shall attend the College function and meetings in College uniform.
 10. Smoking is prohibited inside the college premises.
 11. Usage of Mobile phone is strictly prohibited inside the college premises.
 12. Students are advised to read notices displayed in the notice board now and then. Ignorance of any notice thus put up will not be accepted as an excuse for failing to comply with it.
 13. Strict silence should be maintained while moving from classroom to laboratory and viceversa.
 14. Students are advised to go to the reading room/ library during leisure hours and spend the time usefully.
 15. In case, any criminal case is registered against a student by the law enforcing authorities, he/she should intimate the same within 24 hours to the Principal, failing which, he/she is liable for disciplinary action leading to expulsion. a. Under Tamil Nadu Educational rules, the Principal is empowered to inflict the following punishments in the interest of students or the institution concerned: i. Fines ii. Loss of attendance iii. Loss of term certificate iv. Suspension v. Expulsion b. The power to take disciplinary action against an erring student is inherent with the Head of the institution.
 16. With regard to the matters not specified above, students shall aim at conducting themselves in a manner thoroughly suited to the functioning of the college
- ATTENDANCE AND LEAVE-STUDENTS.**

1. Students should attend the classes regularly.
2. Attendance is marked for each period at the commencement of the class.

3. University and College rules require REGULAR ATTENDANCE in all classes both theory and practical.
4. Absence during one period in any session is treated as absent for half-a-day.
5. In case of absence of the medical reasons, the student should produce a Medical Certificate from a Registered Medical Practitioner.
6. The leave application should be submitted only in the prescribed form available in the office/departments.
7. The leave application with the counter signatures of the parent/Guardian, the Tutor (and the Deputy warden, in case of hostel students) should be submitted in advance or on the first day of return to the college.
8. The monthly statement of attendance will be displayed on the Department Notice Board by the respective Department within the first five working days every month in a semester.
9. To appear for the University/Autonomous examinations, a student has to: a. Earn 75 of attendance for each semester and that attendance reckoned in terms of day only and not subject-wise. b. Satisfy the college by his/her conduct and progress. c. Perform all the experiments laid down in subject practical, making a proper record of each before starting the next.
10. The Principal is authorized to condone deficiency in attendance up to a maximum of 10 of the number of days for each semester.
11. Only 15 days will be permitted as on duty for students who represent the college in NCC,NSS,YRC,PYE,RRC,EC C,WEC and other extracurricular activities, which will not be included under the minimum eligibility of attendance (75)appearing for the examinations.

12. The Principal may take appropriate disciplinary action in case of continued violation of leave rules.

DRESS CODE-STUDENTS

The college uniform for men students is white full pant and white shirt with full sleeves. They should also wear black shoes and necktie dark blue in colour.

1. For women students, the uniform is pink Saree with pink blouse.
2. A uniform Saree is provided to all students and they are insisted to wear on all the important occasions of the College.

DRESS CODE-TEACHERS

Male staff members should wear formal shirts and pants. They should wear college uniform (white white) during important occasions like Republic –day, Independence-day, College day etc. They should wear only formal dress on other working days. Female Staff Members should come in formal sarees on other working days and College uniform saree during important occasions that are specified above. They should not come in Chudidhar.



PRINCIPAL
KONGUNADU ARTS & SCIENCE COLLEGE
COIMBATORE-641 029.