



# Sadakathullah Appa College

\*An Autonomous Institution, Re-Accredited by NAAC at an 'A++' Grade, \*ISO 9001 : 2015 Certified\*

## AQAR

(2021 – 2022)

### CRITERION VII

### INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1.10 CODE OF CONDUCT

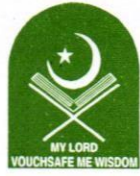
#### FACULTY MEMBERS

*Submitted to*

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)



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## Code of Ethics for Teachers

The teacher is the heart of the educational system. Therefore, the teachers are expected to be of exemplary characters. Teachers are required to:

1. Be present on the College premises before the College beginning time and remain on the campus till the end of the College hours.
2. Sign the attendance register and bio-metric while reporting for duty.
3. Be available on the campus unless and otherwise they are assigned duties elsewhere.
4. Avail written permission from the principal, at least a day in advance, while availing CL or OD.
5. Be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value-based education must be their motto.
6. Monitor the group of students who are assigned to them as per the Tutor-Ward/Mentor-Mentee system.
7. Maintain decorum both inside and outside the classrooms and set a good example to the students.
8. Carry out academic, co-curricular and organizational activities that may be assigned to them.
9. Write text books, publish articles in reputed Journals, present papers in Seminars and Conferences, take up Research Projects and also attend Faculty Development Programmes and Quality Improvement Programmes to update their knowledge.
10. Compile with any instructions issued by the Competent Authority by way of Circulars.
11. Attend the Department association meetings, seminars and College functions like Sports Day, College Day, Independence Day and Republic Day without fail.
12. Employ himself honestly, efficiently and diligently under the orders and instructions of the Principal or College Managing Committee.



13. Be responsible for the internal management and the academic functioning of the College and exercise such powers as may be necessary for the due discharge of his duties.
14. Forward a proper medical certificate of communication in case of sickness or other inevitable causes explaining the extraordinary circumstances to the Principal.
15. Conform to all the provisions of the Tamil Nadu Private Colleges (Rules and Regulations) Act, 1976.



**Principal**

