



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

POLICY DOCUMENT

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)





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Policy on Codes of Conduct:

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. Comply 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.

Code of Ethics for Non-teaching staff

Office staff constitute the work force for the smooth and effective functioning of the College. Therefore, the following traits are expected of them.

1. Being punctual and reliable in their duties.
2. Being honest in words and actions.
3. Maintaining proper interactions with students and professional boundaries with staff.
4. Being supportive to other staff members.
5. Equipping themselves with the required standards for every assigned task.
6. Being committed to the wellbeing of individuals, the wider community and the common good of all people.
7. Maintaining the hierarchy in the administration.
8. Adhering strictly to the official resumptions, the closing time and the dress code.
9. Not allowing unauthorized persons to perform official duties.
10. Conform to all the Provisions and Statutes of the Tamil Nadu Private Colleges (Rules and Regulations) Act 1976.

Code of Ethics for Students

Good Manners and Behaviours:

1. Every student should conform to the rules and regulations relating to attendance, library, college fees, examinations etc., Hostel residents must obey the hostel regulations.
2. Students are forbidden to smoke on the college premises, to write or make any marks on the walls or to throw paper or ink on the floor of the classrooms or the verandas.
3. Students are not allowed to stand or walk along the verandas of the college during class hours.
4. Strict silence must be observed during class hours in the classrooms.
5. Students are expected to be courteous to all, especially, to their teachers and elders.
6. When a faculty or any other member of the staff enters a class room, the students must stand and should not remain seated until the staff asks them to do so or he himself takes the seat. They should likewise stand up when the staff/faculty leaves the class room.
7. No student should leave the classroom during lecture hours without the permission of the faculty. Similarly, no student can call out any student from the class without permission from the faculty.

8. Any difference that may arise among the students and staff should be resolved by peaceful methods, and with a spirit of give and take. Therefore, the students should not address any authority in a collective body. Such an action is subversive to good order. Requests, petitions, appeals and complaints of any kind must be made in the first place to the Head of the Department concerned and never directly to the higher authorities.

9. College property and furniture should be handled with care and anyone who damages them will be held liable to pay for the damage caused. Stealing of college property or belongings of others constitutes a serious offence and therefore immediate action will be taken. Lights and fans in the classroom must be switched off when there is no lecture in the class.

10. Science students will not be permitted to take away any broken apparatus from the laboratories.

11. Two-wheelers should be parked in the sheds and not anywhere else on campus.

12. Students are expected to regularly go through the notices put up on the notice board. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with the directions contained in it.


29/07/20
PRINCIPAL

PRINCIPAL
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