



CODE OF CONDUCT AND ETHICS POLICY DOCUMENT

CODE OF CONDUCT FOR TEACHING & NON -TEACHING STAFFS

INTRODUCTION

This code of conduct is intended to serve as a guide and resource for all college staff. It establishes norms of behavior for staff to follow when working for or representing the college. This document is intended to assist staff, and they should seek advice and guidance if necessary. The overall goal is to guarantee that the college provides high-quality service to its necessary. The overall goal is to guarantee that the college provides high-quality service to its students and stakeholders in accordance with our Mission statement, as well as to increase public trust in the college integrity. It incorporates legal obligations and seeks to define the appropriate levels of professionalism to ensure the college's. Staffs and students well being. It was written in accordance with college policies and procedures. Staff are asked to study this code thoroughly and adhere to it in their educational activities. The principal should also guarantee that all staff is properly informed about the codes contents and ramifications. The college's disciplinary procedures and related norms of practice will apply to investigations into alleged violations of this code.

CODE OF CONDUCT FOR THE GOVERNING BODY

The governing body is the college's primary strategic decision making body, creating the strategy framework and ensuring that it fulfills all of its statutory obligations. A governing body's strategic role is to raise achievement; every students has the right to attend an excellent college. The governing body has the following core strategic functions.

1. Establishes the college's strategic direction by:

- Establishing the college's vision, mission, values and objectives.
- Agreeing on a college improvement strategy with priorities and targets, and fulfilling legislative obligations.

2. Ensure accountability by:

- Appointing the principal
- Tracking progress toward goals
- Supervising the principal's performance and engaging with stakeholders (parents & pupils)

3. Maintaining financial integrity by:

- Establishing a budget

- Tracking expenditure against the budget
- Ensuring that you get the most bang for your buck.

4. for governing bodies to be effective, members must be:

- Prepared and equipped to take their responsibilities seriously;
- Recognized as the accountable body by the lead professionals; and supported in that duty by the necessary authorities.

5. As individuals on the governing body, we agree to the following:

A. Role & Responsibilities

- We acknowledge that we have no legal capacity to act independently unless the governing body has given us delegated permission to do so, and that we will only speak on behalf of the governing body when we have been officially permitted to do so.
- we accept collective accountability for the governing body's or its delegated agents decisions . This means that outside of the governing body meeting. we shall not speak out against majority choices.
- we have a responsibility to act honestly and without prejudice, and in so far as we have responsibility for staff, we will do all a decent employer should do; we will foster transparent government and act responsibly.
- we shall promote tolerance and respect for people of all faiths and beliefs, as well as those of different ethnicities, genders, ages, disabilities, and sexual orientations.
- we will follow the process provided by the governing body for making or reacting to criticism or complaints affecting the college.
- we will support the principal and senior leadership team, but we will hold them accountable for the college's performance.

B. Commitment.

- We recognize that assuming office as a member entails a major time and energy commitment, we will participate actively in the governing body activities and accept our fair share of obligations, including service on committees or working groups.
- we will make every attempt to attend all meetings, and if we are unable to do so, we will notify you in advance.
- we'll get to know the college well and take advantage of opportunities to participate in college activities.
- we will pay a visit to the college, with all visit organized in advance with staff ad carried out within the framework established by the governing body and agreed upon by the principal.

C. Relationships

- In our discussions with other members, we will aim to operate as a team which positive working relationships are actively promoted, and we will voice our opinions honestly, courteously, and respectfully.
- We are willing to address questions from other members about delegated functions and take into account any concerns stated, and we will recognize the time, effort, and talents that those involved have dedicated to the delegated duty.

D. Confidentiality

- When matters are deemed private or involve specific members of staff or students, both inside and outside the college, we shall maintain strict confidentiality.
- when discussing college business outside of a governing body meeting, we will take extreme caution at all times.

E. Breach of this code of conduct

- If we believe this code has been violated, we will notify the chair, who will conduct an investigation; the governing body will only employ suspensions a last choice after attempting to address any challenges or conflicts in a more constructive manner.

CODE OF CONDUCT FOR PRINCIPAL

1. The principal should make an attempt to be fair to both staff and pupils. Principals should be fair to faculty , staff, and students, and they should know that when you make a choice, they will be handled properly.
2. The principal must be honest in his or her work. He should never tell somebody a direct lie. They must never keep crucial information from the general population.
3. The principal accepts responsibility for his or her performance and attempts to demonstrate competence on a regular basis.
4. The principal strives to uphold the profession's dignity by respecting and upholding the law, as well as displaying personal integrity.
5. Professional boundaries should be maintained by the principal.
6. Understand that you and your teachers are accountable for your actions 24 hours a day, seven days a week.
7. The principal makes a concerted effort to communicate to parents the information that is required in the student's best interests. The principal shall not submit any fraudulent reimbursement, cost, or pay request. The principal must have a good moral character and be capable of instructing or supervising the state's young.

CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

1. The HOD is in charge of carrying out all of the Department's academic Programmes in accordance with the requirements of the affiliating university. He/She is needed to carry out the a fore said objectives.
2. To create Schedule –Tables that provide enough contact hours to finish the syllabus on time while also allowing enough time for personality development and sports.
3. Educate and train faculty so that they can provide quality instruction to students.
4. TO ensure that students performance is properly evaluated and that remedial actions is taken to improve the performance of slow learners.
5. To promote positive relationship between students and faculty while also maintaining student discipline and ethical behavior.

Specific Duties of HOD

- Ensure that all classes are held on time and that alternate arrangements are made for the class work of teachers who are absent on that day. Should suggest disciplinary action against individuals who take time off without making previous arrangements for class work.
- Every weekend, examine the student attendance registrations for correct marketing of attendance and implementation of lecture plans. On the last working day of each month, he shall send all of the registers to the Director for review. Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.

CODE OF CONDUCT FOR TEACHING FACULTY

Teachers should:

1. Follow the colleges working calendar when it comes to their responsibilities . Students should have access to them for consultations.
2. Maintain the dignity and decorum of the position; comport oneself in accordance with the profession's ideal.
3. They carried out their responsibilities with sincerity. Tutorials, practical classes, and seminars are all dedicated to research.
4. Accept numerous responsibilities assigned to them in various committees, participate in extension activities, and occasionally engage in co-curricular and extracurricular activities, such as community service.
5. Install national educational principles in students.
6. Temperamentally, be calm, patient, and communicative.
7. Obtain their leaves with advance notice to the principal, unless there is an emergency.
8. Avoid taking on any other jobs or commitments, such as private tutoring or coaching sessions.
9. Refrain from letting caste, creed, religion, or sex to influence their professional decisions.
10. Treat non-teaching staff as collaborators and partners in collaborative effort.

DUTIES & RESPONSIBILITIES OF THE TEACHING FACULTY

- Promote the teaching profession's interest through appropriate ethical actions.
- Consider themselves to be lifelong learners who engage in ongoing professional development .
- Be honest about their qualifications and abilities while making statements.
- Assist in the creation and professional culture that is open and thoughtful.
- Respect your Co-workers and associates and work with them in a pleasant environment.
- Assist novices to the profession, unless disclosure is compelled by law or serves a compelling professional reason.
- Keep confidential information about co-workers to yourself until its absolutely necessary.
- Speak up if a colleague's behavior is seriously violating this rule.

RESPONSIBILITY AND ACCOUNT ABILITY

- Teachers must manage the subjects assigned by the department head. Teachers must finish the syllabus on schedule. Teachers are responsible for producing high-quality results in the disciplines they teach.
- The mentor –mentee system must be establishment correctly. Teachers are responsible for keeping an eye on the students that are assigned to them.
- Within a week of the start of the semester, students should receives assignment themes for each course.
- Note books should be used to write assignments. The students Note Books must be collected on time and returned to them once they have been corrected.
- Each semester, two UT Tests will be conducted. Answer Books should be appreciated, and pupils should be notified of their grades. Mark for assignments, UT tests, and any seminars attended must be recorded in the counseling report.
- Good counselors is effective and successful, they should help, lead, encourage, and assist the pupils. Their motto must be value –based education.
- Teachers should set a good example for their students by maintaining decorum both inside and outside the classrooms.

DRESS CODE FOR FACULTY.

On all days, male staff should wear formal shirts and pants, as well as shoes. On all working days, female staff should wear formal sarees.

ID CARD

Students and staff must wear their ID cards at all times while on campus, and staff should avoid seizing ID cards from students who are engaging in questionable activity. ID Cards can only be required to verify a student's identity. After taking down the student's information, the ID card must be immediately returned to the student information, the ID card must be immediately returned to the students in question.

COMMUNICATING WITH PARENTS

Under no circumstances should faculty summon parents to the Institute. Parents will be summoned to the campus only if the principal or the Discipline and welfare committee recommends it.

STUDENTS –LATE COMING

Students should not be refused access to classrooms or laboratories if they are late for class.

- Teachers must refrain from punishing children who engage in disobedience in the classrooms with physical punishment. They can, however, issue a warning to such children or report them to the HOD/principal for further action.
- Cases of indiscipline, misbehavior, or insubordination should be dealt with at the HOD or principal level, and teachers should not threaten students with punishment in the form of grades or other forms of punishment for their lapses or indiscipline.

Taking Attendance

- Staff must take attendance within the first 5 minutes of the period beginning.
- Latecomers should not be denied entry to classes due to their tardiness. Such pupils, on the other hand, do not require attendance.
- It is recommended that teachers refrain from using consequences such as dismissal from class, making them stand in class, or summoning their parents to school.
- Classroom troublemakers must be reported to the HOD/Principal for further action.
- Students who do not follow the dress code should not be permitted to attend lecture classes, laboratories, or the library. Faculty members must submit such cases to the administrative office in order to have their attendance for that day cancelled.

COURSE DIARY

Every teachers is required to keep a course diary for each subject taught during the semester or year. It must include the following information.

- Syllabus
- Lecture plan
- Lectures notes for each period
- Date and time of preparation
- Date and time of delivery.

CLASS ADJUSTMENT BEFORE AVAILING LEAVE

Staff must change their classes and show the HOD the consent of the substitute teacher before departing on leave, according to institute norms. All staff are recommended to follow the following protocol to the letter; otherwise, the leave will be considered unapproved and pay will be excluded.

Procedure to be followed on Resignation

1. Faculty members who choose to resign must provide the Institute three month's notice according to the Institutes service standards.
2. To ensure compliance of (9.01) above, staff should deposit following original certificates.
 - a. 10th or equivalent
 - b. 12th or equivalent
 - c. B.Sc.M.Sc. & M.Phil/Ph.D
3. During the notice period, the Institute reserves the right to relieve the staff at any time.

Instructions to Staffs During Invigilation

- Arrive at least 30 minutes before the start or the examination to report to the chief Superintendent. collect the seating arrangement and examination begins.
- Candidates must be present in the examination halls prior to the start of the examination , and no candidate should be permitted to enter after the start of the examination. Ensure that the candidate does not bring any items into the examination halls other hall ticket, ID card , and non-programmable Calculator. Exams to not allow the use of programmable calculators, cell phones, or other electronic devices.
- Confirm that the appropriate question papers are distributed in the hall.
- Candidates are not permitted to leave the examination hall until three hours have passed from the start of the examination.
- Please guarantee that the applicants answer books are collected before they leave the examination hall.

- Any incidences of malpractice should be immediately reported to the chief superintendent/UR. Invigilators should not take it upon themselves to excuse defaulters by issuing an oral warning.

Norms to Be Followed by staffs for conducting University practical examinations

- Practical examinations have to be conducted in the respective Laboratories /Workshops/Drawing Halls only.
- Both the examinations (Internal and External) have to assess the students for 50% of marks assigned for practical's. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the award lists.

DISCIPLINE IN COLLEGE BUSES

- In order to prevent ragging on college buses, all staff members should seat in the middle and last row.
- The in-charger of transportation is required to immediately notify the undersigned of the above instruction's fulfillment.
- Senior faculty members are once again being asked to keep a close eye on students who are involved in ragging.

CODE OF CONDUCT FOR NON- TEACHING FACULTY

1. They are accountable for upholding the highest ethical standards of the college and the larger community in which they work.
2. While the college's goal is to support the holistic development of students as future citizens of India, the technical and administrative personal should work to ensure that all students are treated fairly and equally, regardless of religion, community, caste, creed, sex, economic, or social position.
 - Making a consistent contribution to students personal growth while also looking out for their interests and well being.
 - Treating all pupils with respect and affection, and assisting them in improving their behavior, regardless of any unfortunate events that may have occurred, rather than feeling retaliated against.
 - Dealing kindly and compassionately with parents/guardians of wards when they approach the administrative staff about his/her wards education concerns. providing proper public relations.

3. Since the technical and administrative staff are expected to work closely with the college's faculty in day –to –day activities, they should:
 - Establish a cordial and cooperative connection with faculty.
 - Provide complete cooperation and support to faculty members in the creation of the laboratory/workshop, as well as in the maintenance and calibration of equipment.
4. A member of the technical or administrative category is expected to form fraternal bonds with his or her colleagues in order to foster healthy interpersonal connections and team sprit, He/ she should, In particular.
 - Cooperate with his/her colleagues in academic and administrative matters, as well as the advancement of his/her profession.
 - Don't give out personal information about coworkers to anyone or any organization without their authorization.
 - A member is required to establish a good working relationship with his or her employer , the college management .
 - Perform all professional actions through proper channels is one of the suggested measures for achieving the goal.
 - Do not discuss professional or other information about the college with unauthorized individuals.
 - Only seek promotion /elevation based on competence/.performance.
 - Completely cooperate with the colleges authorities in the accomplishment of the colleges mission and goals by fulfilling his or her position in a professional manner.
 - Avoid immoral acts just because they're customary'.
 - Integrity should never be compromised for the sake of expediency.
 - Should adhere to all college rules and employment specifics as prescribed by the college from time to time.

Duties of Lab Technicians

- Any unanticipated failures of Lab Machines/Equipment must be immediately reported to the teaching staff in charge of the specific lab.
- Any mistreatment of lab equipment by students must be reported to the appropriate staff members for future action.
- All maintenance work must be carried out and recorded as per the schedules given by the Lab-in-Charge , preferably before the beginning of the semester.
- For each and every Lab, an issue register for tools supplied to students must be kept.
- Ensure that all procurements are properly recorded in stock register and that consumables and non-consumables are kept in separate registers.

- Assign lab work to a technician who is familiar with that lab in the event that you are unavailable.
- check that the machine is in good working order before allowing the pupils to complete the task.
- To ensure the availability of “first aid facilities and firefighting equipment” as well as their good maintenance.

Code of Conduct For Students

The students must be aware of the vision and Mission of the RDB. They should be familiar with their Department goals. Students should take all efforts to enable their Department to achieve these goals. The following Rules and Regulations based on the RDB regulations would be followed. These are subject to changes effected by the Institution from time to time.

- Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
- Every students must obtain on admission, the Identity card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
- Ragging is banned on the institute campus. Anyone found guilty of ragging and/or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed. form the institute and a case will be filed with the local police authorities.
- The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
- Students shall compulsorily wear the prescribed institute uniform on all working days except Wednesday. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility. not liability. parents are to see that the uniform and hairstyles of their wards are in tune with modesty and dignity.
- Strict silence must be observed in a reading room and library.
- Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
- If the academic performance of the student is not satisfactory, the students is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
- Students must not wait on the Institute premises while the classes are going on.
- Talking and other disruptive behaviors are not permitted while classes are in session.
- Students must not attend classes other than their own, without the permission of the parent teacher or HOD.

- Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
- Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited. When the students meet a member of the staff within the campus or outside, they will greet him/her as a mark of respect.
- Students should address faculty as “professor” or “Dr” Calling faculty by their first names is not appropriate.
- Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.
- Be polite and respectful towards other, instructor and other students.
- If the teacher is absent, the class leader should inform the Head of the Department alternative arrangement.
- No Society or Association shall be formed In the Institute and no person will be invited to address a meeting without the HODs or Director prior permission .
- No Student shall collect any money or contribution for picnic, trip, educational visit to some place, get –together , study –notes, charity or any other activity without prior sanction of the HOD or Director.
- No Student will be allowed to take active part in current politics.
- Prior permission from the Director is essential to take part in inter–collegiate competitions.
- No student shall communicate any information or write about matters dealing with the Institute administration to the press.
- Students are expected to take proper care of institute property and help institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc. is breach of discipline, and the guilty will be duly punished.
- Students should not leave their books, valuable and other belonging in the classrooms.
- The institute is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.
- Students applying for certificates, testimonials, etc. Which require the E O’s signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the E O’s for his/her signature.
- Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
- Students receiving Government of Institute Scholarships or any remission in fees. must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.

Punctually and Attendance

- Students should be punctual for lecture and practical classes and submit assignments, records, homework, etc. in time.
- A minimum of 75 % of attendance is necessary for each semester/year. for practical classes students should have completed all experiments/exercises as per schedule announced at the beginning of each semester.
- Attendance in tests and model examinations is compulsory and leave of absence will be granted only in rare cases (for pressing/valid reasons, such as admission in hospital etc.)
- Staff members will take attendance for each period at the commencement of the class. Attendance once recorded will not be corrected later to include those students who report late.
- Students should equip themselves with approved drawing materials, instrument boxes, record note-books and standard note-books as and when necessary.

Leave Rules

- It is compulsory that a leave letter in the approved form should be submitted for every day/period of absence. Repeatedly failing to submit leave letter could result in suspension from classes for a period of time.
- Leave letters should be signed /countersigned by parents/guardians/Hostel warden. Medical leave letters should be accompanied by medical certificate for availing leave. prior permission must be obtained for availing leave. A fitness and medical certificate should be submitted while rejoining the classes.
- Leave on Medical ground will be accepted only for genuine reasons. HODs Should use their discretion in discretion in treating such requests. Once a medical leave application is rejected by the HOD, it will be treated as ordinary leave and will be covered by the previous clause.
- Leave on medical ground will be normally permitted during class tests and model tests, unless the students are admitted in the hospital on or for similar reasons.
- It is important that all students are present on the reopening day as well as on the closing day. Absence will be permitted only for unavoidable reasons. Suitable fine will be levied for absence on the opening day and closing of the semester.
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Ragging

Ragging in any form is strictly forbidden and severe action will be taken against those who indulge in such activities as per the Tamil Nadu prohibition of Ragging Act.No. 7 of 1997.

DISCIPLINE

- Students should maintain good conduct inside and outside the classes.
- Students should maintain discipline. Those who are found indisciplined will be dismissed immediately.

DRESS CODE

- Students are required to wear their identity cards (in an easily noticeable way) when they are in the college campus and also when they travel using the college Bus. Not wearing the Identity card will be considered as an act of indiscipline.

CELL PHONES

Students are not allowed to use cell phones in the campus.

OVERALL PROGRESS

- Students should maintain good academic progress on a continuous basis.
- Students should maintain satisfactory progress on all fronts.
- Corrective actions proposed by the department to maintain academic excellence should adhere to by the students.
- Unsatisfactory performance will also make the students ineligible to sit for university examination.

HOSTELLERS

Students admitted to the Institute Hostel, shall abide by the rules, and regulations of the hostel as existing at the time of admission and as amended from time to time.

MONITORING COMMITTEE FOR STUDENTS

For a smooth functioning of the code of conduct of students in the college, the following committees are formed.

1. Anti –Ragging Cell:

As suggested by University of Grants Commission, New Delhi, our college has established Grievance Redressed Cell. This cell is formed to look into complaints lodged by students in all the activities related to students. This grievance cell also looks into sensitive issues like harassment problems. Any individual with genuine grievance can approach the members of the cell in person. And if the person is unwilling to appear in person he/she can lodge a complaint as letter and post it in respective suggestion boxes

which have been kept in various places in the college campus. Also the complaint can be posted via email to the officer in charge of the Grievance cum Redressal cell.

2. Anti sexual Harassment Cell:

As Suggested by University of Grants commission , New Delhi, our College has established Grievance Redressal Cell. This cell is formed to look into complaints lodged by students has Redressal is taken for the grievances. It helps in ensuring transparency in all the activities related to students. This grievance cell also looks into sensitive issues life harassment problems. Any individual with genuine grievance can approach the members of the cell in person. And if the person is unwilling to appear in person. And if the person is unwilling to appear in person he/ she can lodge a complaint as letter and post it in respective suggestion boxes which have been kept in various places in the College Campus. Also the complaint can be posted via email to the officer in charge of the Grievance cum Redressal cell.

Objective

- To have an unbiased system for Redressal of issues faced by the students.
- Strict confidentiality of grievances of students is ensured so that students can approach the cell without bondage between students as well as students staff relationship.
- To ensure a healthy bondage between students as well as students staff relationship.
- To ensure that immediate action is taken by faculty or the Management depending on the nature of grievance.

Students Grievances Cell:

The Grievance Redressal Cell comprises of Faculty Members of various positions. The committee has been formed to enquire the grievance and suggest necessary action initiated at the Institution. level for Redressal of the same. Any student can approach the following members if they have any grievance and the committee will talk necessary action.



M. Mahesh Kumar

Principal
Rajagiri Dawood Batcha
College of Arts & Science
Papanasam-614 205.
Thanjavur District.