

# A Handbook of Code of Conduct (for Stakeholders)

## 2019-2020



## **CODE OF CONDUCT**

The government Degree College Chennai, in its endeavour for nation building, gives top priority to character building of the students. In order to achieve the objective, measures such as the course such as Human Values and Professional Ethics (HVPE) has been introduced and well received by the students and teachers. Similarly, every year a handbook containing the courses offered in the college, the physical, academic and student support facilities available on the campus, other useful information pertaining to the college. it also includes rights and obligations of the stakeholders. Besides the Service Rules, the Principal and the teachers of the college are required to observe the Code of Conduct mentioned below. Similarly, the institution has prescribed separate Codes of Conduct for the Students and the Parents.

### **Code of Conduct for Principal**

The Principal is the fountain head of any educational institution and the behaviour, attitude and conduct of the Principal on the campus can make or mar the entire college. Keeping the importance of the principal post in the organisational hierarchy, s/he is expected to maintain higher degree of conduct. Hence the Government Degree College Chennai has prescribed the following code of conduct for its Principal wherein the Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits of conduct are expected from the Principal. S/he has

- To chalk out a policy and plan to execute the vision and mission of the college.
- To promote academia-industry interaction and inculcate research development activities.
- To execute any other qualitative and quantitative work for the welfare of the institution.
- To listen to the student's ideas and set a supportive tone.
- To ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them.
- To recommend and forward communication to the authorities.
- To monitor, manage and guide the entire college administration and initiate appropriate remedial measures on the basis of the feedback received from the stakeholders.

- To be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- To carry himself or herself with the highest integrity and s/he needs to exhibit outstanding and strong leadership skills.
- To empower all his or her staff and students to realize their potential.

### **Code of Conduct for Teachers**

It is the accepted that teaching is the noblest profession and it can shape the character, calibre and future of an individual. A teacher can inspire and ignite the students and instil amongst them a sense of love for learning. Hence, the teachers of the college are expected

- To love his/her students and love his/her profession by upholding the honour and dignity of the teaching profession.
- To abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- To provide an innovative and quality education to students.
- To be impartial towards his/her students.
- To interact with the students in a friendly manner.
- To cooperate and collaborate with fellow teachers.
- To be responsible, interact positively with parents and other stakeholders in the interest of the students.
- To be good friend, and to guide, assist, counsellors and facilitators to his/her pupils.
- To behave as a model for his / her students in all respects.

### **Code of Conduct for Non-teaching Staff**

The members of the Non-teaching staff are crucial in the college administration since the students need their help for various purposes. Hence the college has prescribed certain Code of Conduct for them. The following traits are expected from the Non-teaching staff. A member of the non-teaching staff has

- To report to duty at least 30 minutes in advance and remain on duty during college hours.
- To adhere strictly to the laws and regulations of the institution.

- To respect and maintain the hierarchy in the college administration.
- To maintain honesty, integrity, fairness in all activities.
- To must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- To exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- To must not be absent from duty without official approval or approved sick leave.
- To avoid social networking sites such as Facebook, WhatsApp, etc during the working hours.
- To treat the issues related to the student in sympathetic and serious manner.
- Not to misappropriate college money.

### Code of Conduct for Students

The students are the most important stakeholders of any educational organization. Hence for the benefit of the students and in view of the vision and mission of the institution, as separate code of conduct has been prescribed by the Discipline Committee of the college. As per the code of conduct for students, the students have to behave in the following manner.

- Since ragging in any form is a serious offence and it will be dealt with severely. Hence students should desist in indulging in ragging.
- The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
- During class hours, a student cannot go out of the classroom without the permission of the teacher concerned.
- All students are expected to maintain excellent attendance in all classes (more than 75%), failing which there are not allowed to appear for the examinations.
- Students are requested not to make noise in the college, who disturb the classes is liable for punishment.

- Students are prohibited from loitering in the corridors, the campus or the classes surroundings during working hours.
- During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.
- Late comers are forbidden from entering the classrooms.
- Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
- Students should stay wear their identity cards inside the campus daily.
- Every student shall come to the college in time, in clean, formal and decent dress
- During leisure hours, students are advised to use the library, and internet browsing centre.
- When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
- Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
- Defacing the blackboards or walls will be severely dealt with.
- Students should stay away from any anti-social activities.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.
- Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
- Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- Visitors are not allowed to meet the students in the classrooms.

- Students should take care of their belongings. The institution will not be responsible for any loss.
- If any student violates the conduct such student will be expelled from the class by the lecturer. The student so expelled shall be deemed to be absent for the period. All such case shall be reported to the principal.

### Code of Conduct for Parents

The parents are another important stakeholder for the college and they are expected to observe the following code of conduct in the interest of their ward and the institution. They should

- To send their children to college daily.
- To constantly observe the academic and personal progress of their wards.
- To report to the Principal/teachers any issue related to their children.
- Not to allow their children to become addicted to smart phones, social media, online games, etc.
- To attend the Parent-Teacher Meetings without fail and give their feedback on the curriculum offered in the college.
- To inquire into the progress of their ward with the teachers and the Principal by being in constant touch with them.
- To spend at least half an hour daily with their children and talk to them asking about the activities in the college and the details of their participation in such programs.
- To guide their children properly so as to enable them reach higher levels in career.

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