

C. Kandaswami Naidu College for Women, Cuddalore, Tamilnadu



CODE OF CONDUCT

Code of Conduct for Students

- Students are expected to maintain punctuality, discipline and decorum in the college.
- Six working days are scheduled from Monday to Saturday. Shift I Classes are scheduled from 9.30 a.m. to 2.00 p.m and Shift II classes are scheduled form 2.15pm to 6.00pm.
- Students of Shift I are expected to be available in the campus by 9.20am and students of shift II are expected to be available in the campus by 2.00pm.
- Once the class starts, no students will be allowed to move outside the classroom without permission.
- Science Students are expected to go lab on time with lab coat.
- In case of emergency, students can leave the campus during class hours only after getting a proper permission from the Principal, HoD, and the Class in charge.
- Student should get prior permission for taking leave.
- Students are not supposed to use mobile phones in the classroom and library.
- Students shall come to the college with formal dress code.
- All the students should wear their identity cards.
- Students are encouraged to make use of the library before and after college timings.
- Students are encouraged to take part in extra-curricular/extension activities like fine arts, sports, NSS, NCC, etc.
- As per the University Rule, Students should have atleast 75% of attendance, if not, they are not eligible to appear for the university examination.

Code of Conduct for Teachers

- Teachers shall exercise integrity, fairness, openness through their professional commitments, responsibilities and actions.
- Based on the decision made on Departmental meeting, teachers undertake teaching assignments.
- Teacher should perform her assigned duty in a regular and punctual manner.
- Teachers are expected to use ICT tools to ensure that the learning experience is effective and successful.
- Teachers are encouraged and supported to get involved in various study activities such as participation in various refresher/orientation courses, conferences and symposiums.
- Every teacher should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- All teachers shall prepare a lesson plan, well in advance before commencement of the classes.
- All teachers are expected to be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All teachers must sign regularly in the attendance register which is to be maintained by the head of the institution.
- In addition to teaching workload, teachers have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- Mentor-Mentee System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.

Code of Conduct for Non-teaching/Administrative staff

- All non-teaching/administrative staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- They should abide to the rules and regulations of the institution.
- They shall undertake responsibilities by meeting the required standards for every assigned task.
- They are expected to be supportive and cooperative with other staff members.
- Administrative staff should perform all professional activities through proper channels.
- They shall take their leave with prior permission.