

**Code of Conduct  
for Students,  
Teachers,  
Administrators,  
and  
Non-Teaching  
Staff**



**Sri Sarada College for Education (Autonomous),**

Affiliated to Tamilnadu Teachers Education University, Chennai-600 097

**Salem-636 016.**

# Sri Sarada College of Education (Autonomous), Salem

(Approved by NCTE & Affiliated to Tamilnadu Teachers Education University, Chennai)

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## Contents

S.No.	Particulars	Page No
01	Introduction	02
02	Institutional Policy	02
03	Leave for Teaching Policy	02
04	Special Duties of Principal	04
05	Code of Conduct for Staff	05
06	Code of Conduct for Non – Teaching Staff	06
07	Code of Conduct for Students	07

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## **1. INTRODUCTION**

Sri Sarada College of education is an institution of higher education, is committed to offer quality education as the way of life with competent teaching faculty and other learning resources to ensure students' holistic development and transformation required for India's human resource development.

## **2. INSTITUTIONAL POLICY**

- A. The Teacher undertakes to fully abide by the leave rules as per the government.
- B. The teacher appointed in the college shall be considered to be on probation for one year (100 working days) from the date of joining subject to the approval of her qualifications by the Tamil Nadu Teachers Education University, Chennai.
- C. If a teacher wants to leave the service after the completion of probationary period at the end of an academic year, she shall give three months' notice to the management.
- D. Any teacher who wants to leave the service in the middle of an academic year shall inform to the management.

## **3. LEAVE FOR TEACHING STAFF CASUAL LEAVE**

- A. The total number of casual leave allowed to employees in an academic year is 12 days
- B. Casual leave can be combined with any other leave or notified holidays/authorized holidays
- C. Casual leave taken along with any other leave or notified holidays shall not exceed 5 days at a time
- D. The period of absence under casual leave will be treated as "ON DUTY" for all purposes
- E. Application for casual leave must contain the purpose for which the leave is requested/availed
- F. Application for causal leave must invariably be submitted and the sanction obtained before availing the leave. If however, due to unavoidable circumstances, it is not possible, the leave application must be submitted immediately after re-joining the duty.
- G. Casual leave cannot be claimed as a matter of right and the sanction is linked to the exigencies of service
- H. The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service
- I. The number of days of casual leave remaining un availed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.

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- J. The eligibility of casual leave will be calculated with reference to the period of duty of the employee in the commencing year of service, at the rate of 1-day casual leave for every month served.
- K. Prior written permission is required from the principal / at least a day in advance while availing CL or OD.
- L. Not more than 25% of staff members in a department will be allowed to go on OD / CL / RH on a particular day.
- M. Only five days or the maximum period of valuation work at a stretch in a valuation session whichever is longer will be allowed as OD for evaluation work in a year.
- N. Half a day CL will not be sanctioned.
- O. 12 days of causal leave can be availed in a calendar year
- P. Causal leave can be combined with other holidays. However, the total period of continuous absence from duty should not exceed ten days.
- Q. All must report for duty on the reopening day and the last working day of each semester.
- R. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
- S. Study leave for higher studies will be granted at the discretion of the management.
- T. As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the principal before going on leave
- U. The staff shall make themselves available for duty/other work if required by the management on notified/ Government/Weekly holidays.
- V. Leave on Loss of pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same. Loss of pay will be accounted then and there and it will not be allowed to be adjusted or carried forward against future pay and allowances.
- W. All leave applications shall be supported by documentary evidences (when availing Maternity leave under special leave) and shall be submitted for sanctions by the competent authority well in time. The teaching staff shall always furnish his/her leave address and contact phone number at the time of availing leave.
- X. Every permanent employee in the College shall, hereafter earn a special leave of 9 days for every completed year of service for the enhancement of their Academic quality only. This shall not have any retrospective effect. The leave earned by the employee can neither be encashed nor accumulated. But proof requests for availing such leave shall be only for valid reasons with necessary documentary.

### **3.1 MATERNITY LEAVE**

- A. As per the Rule 101(a) of the Tamil Nadu Fundamental Rules, maternity leave on full pay can be granted to permanent married women government servants (with less than two surviving children) not exceeding 270 days, which may spread over from the pre-confinement rest to post confinement recuperation. Nov 2, 2019

### **4. SPECIFIC DUTIES OF PRINCIPAL**

- A. Principal is responsible for conducting all academic programmes of the college as per the norms of affiliating University.
- B. To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting various developmental programmes.
- C. To ensure proper evaluation of student’s performance and take remedial action to improve the performance of slow learners.
- D. To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students. Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- E. Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the Director’s perusal.
- F. Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- G. Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
- H. Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures. Should monitor students’ development and problems through feedback and counselling.
- I. Should appoint faculty counsellors so as to meet the needs of students suffering from the effects of stress and peer pressure.

## **5. CODE OF CONDUCT FOR STAFF**

- A. Every Teacher shall discharge her duties efficiently and diligently to match with the academic standards and performance norms lay down by the College Management from time to time.
- B. Every teacher shall update her professional knowledge and skills to match the academic standards and performances laid down by the college.
- C. Teacher shall agree to execute all the work to her by the principal from time to time sincerely.
- D. The Teacher shall actively associate, involve, participate herself in all activities and programmes of the college and motivate the students to participate in and out the various programmes and activities of the college.
- E. For the purpose of effective guidance and supervision, each faculty members will be given set of groups (Tutorial groups). Each staff are expected to meet her tutorial groups periodically at least once a month and give a report of what has been done for students and give advice on all matters concerned with the activities of the college.
- F. The teacher shall not only confine her contribution to the classroom teaching but involve herself in all the efforts of the college in giving extra inputs to the students.
- G. No teacher shall act or degrade, harass or insult any students or staff members for any reason whatsoever in a manner unbecoming of the teaching profession.

### **5.1 DRESS CODE**

- A. Teachers are expected to come in saree neatly draped and pinned and adopt the discipline of putting hair up.
- B. Teachers are strictly forbidden to organize any unauthorized meeting in the college or collect any money for any purpose without the permission of the principal.
- C. Teachers are strictly forbidden to engage in any political or other movements which are undesirable for her profession. In all cases, teachers shall take the advice of the principal, before deciding on any course of action.
- D. No notice of any kind shall be circulated to students or displayed on the notice board, without the previous sanction of the principal.
- E. In all matters affecting the reputation of the college, teachers must conduct themselves with dignity and decorum.
- F. No teacher shall take part in political party which is not associated with the duties and ethics of the teaching profession.

## **Sri Sarada College of Education (Autonomous), Salem**

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- G. No teacher shall act in any manner that violates the morality in her conduct inside and outside the college campus.
- H. No teacher shall instigate any students or any other staff members in to any form of action against the college management which disrupt the academic activities of the college.

### **6. CODE OF CONDUCT FOR NON-TEACHING STAFF**

- A. All staff appointed in the college shall be considered to be on probation for one year (100 working days) from the date of joining.
- B. All staff shall agree to execute all the work assigned by the principal from time to time honestly and sincerely.
- C. Non-Teaching staff are strictly forbidden to organize any unauthorized meeting in the college or collect any money for any purpose without the permission of the principal.
- D. Non-Teaching staff are strictly forbidden to engage in any political or other movements which are undesirable to her profession. In all cases, non-Teaching staff shall take the advice of the principal, before deciding on any course of action.
- E. No notice of any kind shall be circulated to other staff members and students or displayed on the notice board, without approval of the principal.
- F. In all matters affecting the reputation of the college, all staff must conduct themselves with dignity and decorum.
- G. No non-teaching staff shall take part in political party which is not associated with the duties and ethics of his/her profession.
- H. No non-teaching staff shall act in any manner that violates the morality in her conduct inside and outside the college campus.
- I. No non-teaching staff shall instigate any students or any other staff members in to any form of action against the college management which disrupt the academic activities of the college.
- J. No non-teaching staff shall act or degrade, harass or insult any students or staff members for any reason whatsoever in a manner unbecoming of the profession.
- K. No non-teaching staff member shall disclose the confidential official matters, forge official documents and receipts in any form.
- L. The college management, however, at its sole discretion provide an opportunity to the teaching staff for presenting her case through a personal hearing before taking a final decision. The decision of the college management will be final and will not be subject to any appeal to any individual or forum.

## **Sri Sarada College of Education (Autonomous), Salem**

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### **7. CODE OF CONDUCT FOR STUDENTS**

- A. All students are expected to maintain the highest standards of discipline inside and outside of the college.
- B. All students shall wear identity cards, well displayed.
- C. Students who come late to college after 10:15 a.m. will attract fine Rs.5/-.
- D. Every Monday students shall come to the college in uniform issued by the college. Students are expected to come in uniforms when participating in the events organized outside the college.
- E. All the students are expected to attend all college functions in approved uniforms unless otherwise specified.
- F. Students are expected to maintain silence when attending college events to uphold the decorum and any deviant behavior noticed will be treated as an instance of this indiscipline.
- G. All leave applications shall be submitted in time to be sanctioned by the principal and concerned Mentor. Application for Medical leave must be certified by Authorized medical officer.
- H. Students can avail On-duty leave applications to attend any academic events outside the college. However, it will not be entertained beyond working days from the actual date of leave.
- I. It is mandatory to have 85% of attendance to appear in the semester examination.
- J. Students are not allowed to take leave during formative and summative test except special cases.
- K. Students may leave the campus during the class hours, if it is urgent, only after getting due permission from the principal and concerned Mentor.
- L. Students are advised to do pay exam fees and mess fees in time.
- M. All kinds of hair styling and Modern dresses that go against the existing norms which could consider against the spirit of academic values of Sri Sarada College of Education.
- N. Any dress code violation noticed within the campus will be referred to the discipline committee for action.
- O. Students are encouraged to make use of the library, computer lab to involve in events organized by college during or beyond class hours.
- P. Access to college buildings on holidays without permission from the principal will be referred to discipline committee for action.



## **Sri Sarada College of Education (Autonomous), Salem**

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- Q. Students are asked to keep the Mobile phones in the designated place in silent mode. Realizing the importance of using the android phones for academic purpose, students are allowed to make use it during class hours.
- R. Students are asked to keep the college premises clean. Any wastes must be put in the dust bin kept in the campus and classrooms. Any violation of this rule will attract fine Rs.10/-.
- S. Students are advised to refrain from activities such as scribbling on notice board, doors and furniture which could destroy the college ambience.
- T. Students are expected to participate in curricular, co- curricular and extracurricular activities to the optimum level which can lead to mentally alert and academically fit.
- U. Any form of ragging is objectionable and liable to be treated as criminal offence by the law as per the Directives of Supreme Court.
- V. Students can park their two-wheeler in the respective parking area and not anywhere else in the campus.