

MOHAMED SATHAK ENGINEERING COLLEGE



KILAKARAI – 623 806.

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CODE OF CONDUCT




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI-623806.

CODE OF CONDUCT FOR PRINCIPAL, TEACHERS AND STUDENTS

Code of Conduct for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal. He has to

- Chalk out a policy and plan to execute the vision and mission.
- Promote industry institution interaction and inculcate research development activities.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

Code of Conduct for Teaching Staff

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

- Teachers should uphold the honor and dignity of the teaching profession.
- Teachers shall abide by the code of conduct, discipline and rules of the Institution and Trust.
- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Teachers should provide an innovative and quality education to pupils.
- Be impartial and discriminative against students.
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Be good counselors and facilitators.

- Help, guide, encourage and assist students in their learning.
- Three Internal tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, Internal tests, Seminars if attended are to be entered in the counseling report.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time
- He / She shall employ himself / herself honestly, efficiently and discharge his / her duties diligently.
- He /She shall not normally or on any pretext absent himself / herself from his / her duties without the prior permission of the authorities.

- If he/ she decide to leave the service for any reason before the expiry of the term period as mentioned above, the management reserves the right to grant such relief and the same shall be considered only at the end of the academic year in order to avoid dislocation of the academic activities at the institution.
- No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- Teachers Associations should not be formed without the permission of the Management.
- No teacher should involve himself or herself in any form of political activity inside or outside the campus.
- Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear over-coats inside the Class rooms. Jeans pant & T-Shirts are prohibited.
- The staff who had availed 10 days vacation during Phase I (Nov/ Dec 2017) are eligible for 23 days during Phase II (Apr/May 2018). The Vacation for the Staff who availed less than or more than 10 days vacation in Phase I will be accounted accordingly.
- Any emergency duties/work assigned by the management / Principal should be attended immediately and all staff should be communicable during vacation

Code of Conduct for Non-Teaching Staff

The following traits are expected from the Non-teaching staff. He / She must

- Report to duty at least 30 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.

- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, WhatsApp, etc during the working hours.
- The Non Teaching staff who had availed 5 days vacation during Phase I (Nov / Dec 2017) are eligible for 9 days during Phase II (Apr/May 2018). The Vacation for the Non Teaching Staff who availed less than or more than 5 days vacation in Phase I will be accounted accordingly.

Code of Conduct for students

1. Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
2. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
3. The college expects students of both sexes to foster a healthy and decent relationship both on campus and of campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
4. During leisure hours, students are advised to use the library, and internet browsing centre.
5. During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.
6. 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.
7. Late comers are forbidden from entering the classrooms.
8. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
9. Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
10. Defacing the blackboards of walls will be severely dealt with.
11. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.

12. Students should stay away from any anti social activities.
13. Students should stay wear their identity cards inside the campus daily.
14. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
15. Ragging in any form is a serious offence and it will be dealt with severely.
16. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
17. Visitors are not allowed to meet the students in the classrooms.
18. Students should take care of their belongings. The institution will not be responsible for any loss.




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