

# **ST. XAVIER'S COLLEGE OF EDUCATION**

## **(AUTONOMOUS)**

[Re-accredited (3<sup>rd</sup> cycle) by NAAC at 'A' Grade with CGPA: 3.67]

**PALAYAMKOTTAI – 627 002**

**Tirunelveli, Tamilnadu**

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### **CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF**

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

St. Xavier's College of Education, being a community of prospective teachers, the staff and management, tending towards a common goal, life in the campus must be inspired by unity, mutual trust and cooperation among these partners. The following general code of conduct should be observed.

1. Every student should conform to the rules and regulations relating to attendance, library, college-fees, examinations tests, etc.
2. Students are forbidden to smoke in the college / hostel premises, to write or make any marks on the walls or to throw paper or ink on the floor of the class rooms or the verandas.
3. Students are not allowed to stand or walk along the verandas of the college, during class hours.
4. Strict silence must be observed during class hours in the classrooms.
5. Students are expected to be true gentlemen, by being courteous to all, especially to their professors and elders.
6. When a lecturer or any other member of the staff enters a class, the students must stand up and not sit down until he invites them to do so or he himself takes the seat. They should likewise stand up when he leaves the class.
7. Mobile Phones are prohibited inside the classes and in the campus.
8. No student should leave the class room during a lecture without permission of the lecturer. Similarly no student should call out any student from the class without permission from the lecturer.

9. Any difference that may arise among the students, staff and management should be resolved by peaceful methods. Requests, petitions, appeals and complaints of any kind must be made to the staff concerned and never directly to higher authorities.
10. College property and furniture should be handled with care and anyone who damages them will be held liable to pay for the damage caused. Stealing of college property or belongings of others constitutes a serious offence and immediate sanction will be imposed. Lights and fans in the class room must be switched off when there is no lecture in that class.
11. Students will not be permitted to take away any broken apparatus from the college.
12. Staff and Students should park their Cycles, Scooters, etc. in the respective Cycle Stands and not anywhere else in the Campus.
13. Any organized form of social or cultural celebrations or activities by students either inside the campus or outside should be done only with the explicit permission of the Principal and under the guidance of the staff.
14. Students should attend meetings as per instructions; Decency and discipline should be maintained in meetings and celebrations.

## **02. CODE OF CONDUCT FOR TEACHERS**

In fulfillment of their obligations to the teaching profession, teachers will strive to:

1. The teachers shall conduct themselves honestly, efficiently and diligently under the orders and instructions of the authorities of the institutions and the Province.
2. Teachers shall not on any pretext absent themselves from duties without the previous permission of the authorities of the institution.
3. Advance the interests of the teaching profession through responsible ethical practices and regard themselves as learners and engage in continual professional development
4. Be truthful when making statement about their qualifications and competencies.
5. Contribute to the development and promotion of sound educational policy and Contribute to the development of an open and reflective professional culture.
6. Treat colleagues and associates with respect, working with them in a very congenial environment, assist newcomers to the profession. Respect confidential information on colleagues unless disclosure is required by the law or serves compelling professional purpose. Speak out if the behaviour of a colleague is seriously in breach of this code.



7. Teachers shall during their tenure of employment, devote their attention to the duties of their employment and shall not on their own account or otherwise either directly or indirectly carry on to be concerned in any trade, business or canvassing work, private tuition or the like or a remunerative nature without the specific sanction of the authorities of the institution in writing in that behalf.
8. Teachers shall not have any affiliation, membership or involvement with any political parties or in any clubs or organizations or groups excepting academic bodies.
9. Employees shall make themselves available and take full participation in all programmes conducted by or connected with the institution.

### **03. CODE OF CONDUCT FOR ADMINISTRATORS**


1. The administrative officials of the college such as Principal, Secretary, Controller of Examinations, Dean, Director of Research Centre, Library Director and other work officials must understand the importance of team work, futuristic planning and human relationship which would play a vital role in upgrading the quality of the institution as well as the institutional climate.
2. They must to ensure in their respective domains the implementations of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
3. Principal in collaboration with other academic officials, is expected to lead the academic planning, construction of competence of faculty and staff, and formation of students as per the vision and mission of the institution, whereas the Secretary has to ensure the maintenance of campus, providing the infrastructure and updating the ICT equipments.
4. The administrators have the responsibility of addressing and resolving all issues concerned with the stakeholders of education in their domains in consonance with rules and regulations of the institution.
5. The administrators shall adhere to the following principles to maintain standards in the institution: Selflessness, Objectivity, Accountability, Openness, and Leadership.
6. The administrative officials who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of

such information to protect any individual concerned. Officials the college should also undertake to maintain privacy of oral communications where that has been requested.

7. The administrators of the institution should commit to provide an environment of equal opportunity, free from discrimination, for existing and prospective staff and students in pursuit of their academic and professional goals and the realisation of their potential to contribute to the society.
8. The college resources must be used only for college development and not personal gain except in a manner that is incidental, and reasonable in light of the employee's duties.

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

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 5.30 p.m.). They should report for duty at least 30 minutes in advance (9.00 a.m.)
2. Non-Teaching staff should wear the Uniform if provided by the Management.
3. Non-Teaching staff must always wear their identity badge during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the Principal in writing immediately.
6. Non-Teaching Staff, working in the office / Library / other offices / Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the Principal at the end of each semester and their signatures obtained.
7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the Principal, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before 5.30 p.m.

  
**Principal**  
**St. Xavier's College of Education**  
**(Autonomous)**  
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