

## ISLAMIAH COLLEGE (AUTONOMOUS)

VANIYAMBADI – 635 752

### CODE OF CONDUCT FOR COLLEGE TEACHERS AND OTHER EMPLOYEES

*As per rule 18(2) of the Tamil Nadu Private colleges (Regulation) Act 1976 and rule 12 of the Tamil Nadu Private Colleges (Regulation) Rules 1976.*

The code of conduct shall be applicable to and binding on all the Teachers and other employees of the Islamiah College (Autonomous), Vaniyambadi – 635 752, herein after called the “college”.

### **CODE OF CONDUCT:-**

#### **1. Acceptance of the status of the College:**

Every employee of the college accepts and affirms faith that the college has been constituted under Article 30 (i) of the Constitution of India and recognized as a Muslim Minority Institution; and as such shall be governed by the rules, regulations and provisions guaranteed by the Constitution. Employee shall not either directly or indirectly seek to abridge, impair or challenge the right of the Institution under the said Article.

#### **2.DISCHARGE OF DUTIES :-**

“(1) Every teacher or other person employed in this college shall discharge his duties efficiently and diligently and shall conform to the rules and regulation”.(Annexure-I Sub rule –(1) of TNPCR rules 1976)

Every teacher and other persons shall attend to the duties assigned by the Principal or any other designated person from time to time and he shall attend to the duties whenever his services are required for the College. The services may include teaching, teaching in special classes, remedial coaching classes, classes for slow learners, assignments or record note correction etc. They shall attend to the duties such as preparing the students for participating in various competitions / talent shows of the college/university/Govt./other colleges or agencies which will be assigned by the college Principal / any other designated person. He shall attend to the duties assigned by the Principal / any other designated person when ever his services are required for the curricula, extracurricular activities, and duty as a member in any committee for

which he has been nominated and assigned work whenever the academic situation so demands.

Every teacher shall be present in the class in the allotted hours and he shall not report late to the classes.

The teacher shall confine himself to teaching of the curricula and the teachers are expected to update themselves of the curricula. The teacher shall also impart education about ethical and moral values to the students. They shall make use of ICT/smart boards extensively in the teaching-learning process.

The teachers should advise and encourage slow learners and also counsel them in a way which may be necessary to cope up with other students. The teachers shall not use harsh and wounding words towards the students and where ever the student need special attention and counselling, the same shall be brought to the notice of the Principal / or any other designated person and act as per the advice of the Principal or any other designated person.

The teacher shall not indulge in criticism of the policies of the Government / Management of the College either directly or indirectly or speak/ teach in such a way which may result in disharmony or groupism among the students. No student shall be addressed by nick name/caste name/ or by the personal appearance of the students or by his religion. The teacher shall not try to impose his religious faith or otherwise among the students. Students belonging to different faith and religion should be treated equal. The teacher shall not criticise the religion or faith of the student and he shall not indulge in any activity or activities which may lead to communal disharmony among the staff and students.

No teacher and other employee shall collect money from the student by way of donation for charity / other purposes. No teacher shall canvas the student for private tuition for monetary purpose and they shall not canvass or recommend the name of any particular commercial agency or tutorial centres / person or persons for special / private tuition.

Students shall not be discriminated and punished in the matter of awarding internal marks or otherwise as the case may be. Similarly the students shall not be engaged to do the personal work of the teachers or others.

The teacher or other employee of the college shall not indulge in canvassing or showing favouritism to particular candidate or group during election to students union or representatives as the case may be. Similarly, no student or group of students shall be encouraged / canvassed to join any political party/organisation or religious outfit with political and divisive characteristics.

The teacher shall use polite language both inside and outside the class and particularly while addressing the students. Whenever a student requires a teacher to clarify any doubt in the vernacular language the teacher shall try to satisfy and clarify the doubt of the student.

The teacher shall not use mobile phones and other personal electronic devices inside the class room except wherever it is essential for the learning and teaching. No student shall be compelled to become friends in facebook of a particular group or organisation. ICT facility shall be used only for learning and to enhance the knowledge of the student. The students shall be encouraged to the optimum use of e-resource journals and they shall be encouraged to participate in seminar or conference to enhance their knowledge.

### **3. EXAMINATION DUTIES:**

“(1-A)It shall be the duty of a teacher or other person employed in this college to do any work in connection with an examination conducted by the University or any College which he is required to do by the Vice Chancellor, or the Registrar of the University / by the Principal, of the College as the case may be.” (*Annexure-I Sub rule –(1) of TNPCR rules 1976*)

Examination of the College shall include test/terminal/model examination/special examination for slow learners etc., and University Examinations shall include the duties of invigilators/hall supervisors/ member of examination committee / preparatory work of examination/honorary

invigilator for all sessions of the University examination / Addl. invigilator / Asst. to Chief Superintendent / Addl. Chief Superintendent or Chief Superintendent. Teachers and employees shall attend to the duties in connection with the examination work as assigned by the Chief Superintendent or Principal or any other designated person. No teacher and other employees shall be absent from examination duties without written prior permission of the Principal or any other designated authority. Teacher and other employees are forbidden from assigning his work to any fellow staff of this college/other colleges.

The Principal / the designated person of the college shall depute the teacher and other employees to undertake examination work of the University/other colleges including Autonomous colleges. The teachers are forbidden from taking examination work of other colleges/other universities without written prior permission of the Principal or any other designated person. The Principal or any other designated person after satisfying himself that the examination work of other colleges/universities are not likely to affect the academic work of this college, may permit the teacher to undertake such work. **However, the decision of the Principal / the designated person is final in all matters relating to examination work and in the discharge of its duties.**

#### **4. ABSENCE/LEAVE:-**

“(2)No teacher or other person employed in this college shall absent himself from his duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.” (*Annexure-I Sub rule –(1) of TNPCR rules 1976*)

Leave applications for Casual Leave/RH should be addressed to the Principal and shall be routed through the HOD only. In extra ordinary circumstances where the teacher or other employee is not able to obtain prior permission, the absence shall be informed to both the HOD and the Principal over phone. All other leave applications such as Medical Leave/Leave on Private Affairs/Earned Leave/study leave/maternity leave and leave on loss of pay shall be addressed to the Secretary of the College and routed through the HOD and Principal. The Secretary of the college reserves the right to refer any

case of Medical Leave to the Medical board, if the authorities have reasons to believe that the leave has been applied to evade any assigned duty / responsibilities or to prevent himself from physical presence in the college.(G.O.Ms.No.460 P&AR dated 21.04.1976, G.O.Ms.No.783 P&AR dated 28.06.1977)

Habitual late comers are liable to disciplinary proceedings on the recommendation of the Principal/any other designated person. Teachers will not be permitted to come late to the college. Any such late coming shall be treated as unauthorized absence and dealt with accordingly. However in case of delay due to unavoidable circumstances, the Principal/ or any other designated person shall decide on accepting their explanation.

The Head Quarters of every teacher and other employee shall be Vaniyambadi Taluk only. While going out of station, they shall get prior permission from the Principal/ or any other designated person.

#### **GENERAL:-**

“3. No teacher or other persons employed in this college shall engage directly or indirectly in any trade or business. In case of remunerative work private tuition etc. specific sanction of the college authorities in writing shall be obtained”. (*Annexure-I Sub rule –(1) of TNPCR rules 1976*)

“4. No teacher or other person employed in this college shall send any application for employment under any other agency directly”. (*Annexure-I Sub rule –(1) of TNPCR rules 1976*)

If they intend to send any such application it shall be sent only through the Principal and/or Secretary of the college. The Secretary of the College reserves the right to reject any such application if it is found that it is not in the interest of the Institution.

“5. When a teacher or other person employed in this college seeks to accept honorary work without detriment to his duties, prior permission of the Principal/Secretary in writing shall be obtained” (*Annexure-I Sub rule –(1) of TNPCR rules 1976*)

6. "A teacher or other person employed in a college, when involved in criminal proceedings, shall inform the Principal/Secretary of such proceedings. (*Annexure-I Sub rule –(1) of TNPCR rules 1976*)

No teacher or any other employee shall file suit against any fellow staff member/students or any other stake holders of the college without the permission of the Principal/Secretary and Correspondent.

No teacher or other employee shall indulge in any act of moral turpitude. In respect of marriages Rule 19 (4) of the Tamil Nadu Government Servants 'conduct rule 1973 shall be applicable.

Teacher and other employee of the college shall nominate only their family members as per the rules of the Government in PF/Gratuity or other retirement benefits. (*Rule 2 (5) of TNGSC RULES/PF RULES*)

"7.No teacher or other person employed in a college shall engage himself in any political activity. He shall not associate with any political party or any organisation which takes part in politics or shall subscribe to, or assist in any other manner, any political movement". (*Annexure-I Sub rule –(1) of TNPCR rules 1976*)

No teacher or any other employee shall participate in political / divisive debate in any form both in electronic and print media. They shall not communicate through any source of communication including any material / speeches etc., which may incite hatred or disharmony among the people of this country.

"8. No teacher or other employee of this college shall contest or participate in or canvass for any election" (*Annexure-I Sub rule –(1) of TNPCR rules 1976*)

No teacher or other employee of this college shall contest/participate/canvass for any election to the state legislature / parliament / local bodies.

**No teacher or other employee in a college shall absent himself from important National functions such as Independence Day or Republic day.**

Teacher or other employee shall attend college functions organized within and outside the college premises.

“9. No teacher or other person employed in this college shall bring or attempt to bring any political or other influence on his superior authority in respect of his individual service interests”. (*Annexure-I Sub rule –(1) of TNPCR rules 1976*)

Teacher or other employees intending to send letters/ representation to the Govt. and other educational authorities shall send such applications only through the Principal or other designated person or the Secretary of the College.

“10.No teacher or other person employed in a college shall engage himself or participate in any activity which is anti secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of states, friendly relation with foreign states, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence”. (*Annexure-I Sub rule –(1) of TNPCR rules 1976*)

Teacher or any other employee of this college shall not leave this country either for official work or for personal reasons including religious pilgrimage without the written permission of the Government.

Teachers or employees visiting foreign countries other than the restricted countries shall strictly adhere to the purpose for which they visit the country. They shall not criticise the Government of India/state and shall not indulge in any activity which shall create disharmony among the nations or people.

“11. (a) No teacher or other person employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which brings disrepute to the Government.” (*Annexure-I Sub rule –(1) of TNPCR rules 1976*).

**(b) No teacher or other employee shall indulge in violence or instigate the students to indulge in violence in the campus so as to spoil the peace and academic atmosphere and bring disrepute to the institution.**

(c) No teacher or other employee shall incite the students for demonstration / strike in the college or outside against the authorities / Management or Government. The employee shall also not incite the student

against a particular student / group of students / class/ other shift students/other college students / staff or other employee of the college.

12. The entire college campus is declared as a smoke free zone. Any teacher or employee found smoking shall be treated as violating this rule and guilty of committing an offence under the Tamil Nadu Prohibition of smoking and spitting Act 2002 (*Tamil Nadu Act 4 of 2003*).

13. Teachers and other employees shall report cases of ragging to the anti ragging committee or the anti ragging squad or to the Principal. (*The Tamil Nadu Prohibition of Ragging Act, 1997 & Rules & rule 6.h of UGC regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009*)

The teacher or any other employee shall commit himself not only to the class room or other academic duties but also strive towards the general development and sustenance of the disciplined atmosphere of the college.

Teachers and other employees shall not damage or attempt to damage the college properties.

14. Promotions in respect of teaching staff shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal. {*Tamil Nadu Private Colleges Regulation Rules 1976-(4)(i)*}

15. Every teacher or any other employee shall abide by all other rules of the University and the Government not specifically mentioned herein and such other stipulations, conditions and rules evolved by the academic administration of the college and the Management.

#### **DISCIPLINARY PROCEEDINGS:**

The Secretary & Correspondent is empowered to take disciplinary action against any violation of the above mentioned code of conduct inclusive of any action which is detrimental to the interest of the Institution/Government or the Society and the mention of the same does not find a place in the above code of conduct.

**SECRETARY & CORRESPONDENT**