



# **A.D.M. COLLEGE FOR WOMEN**

(Autonomous)

*Affiliated to Bharathidasan University*

(Nationally Accredited with "A" Grade by NAAC – 3<sup>rd</sup> Cycle)

**NAGAPATTINAM 611 001.**

## **CODE OF CONDUCT (TEACHING AND NON – TEACHING)**

**(Annexure IV: Government of Tamil Nadu, Department of Education, Manuscript Series  
1988, G.O.No: 1169, Dated 28th June 1988)**

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. She shall be strictly honest and impartial in her official dealings.
2. Every teacher shall be present at the place of her duty during the prescribed working hours.
3. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
4. Every whole-time teacher of the College /University may be called upon to perform such duties as may be assigned to her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration
5. No teacher shall leave her head quarters except with the previous permission of proper authority even during leave or vacation.
6. Whenever leaving station, a teacher shall inform the Principal / Head of the Department or the Registrar, if she is himself the Head of the Department, the address where he would be available during the period of her absence from station.
7. Every teacher shall devote herself diligently to her work and utilize her time to the service of the College/University and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
8. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. Her academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars/ Practicals and Assessment / Examination / Valuation work assigned to her by the College / University authorities.
9. Every teacher shall participate fully and enthusiastically in the corporate life of the College / University and shall perform any other curricular or extra-curricular work related to the College / University as may be assigned to her by the University authorities.

10. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. She shall also discourage such tendencies among her colleagues and students.
11. Every teacher shall help the College / University authorities in enforcing and maintaining discipline among students.
12. No teacher shall incite students against other students, teacher or College / University authorities. This does not interfere with the right of a teacher to express his opinion on principles in seminars or other places where students are present.
13. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practicals, dissertations, theses. Etc. She should not indulge in over-making, under making or other attempts at victimization on any ground.
14. No teacher shall resort to unauthorized use of College / University resources or facilities for personal, commercial, political or other purpose not related to the College/University.
15. No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College / University with the intention of interfering with the performance of his duties.
16. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College / University.
17. No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.
18. No teacher shall take active part in politics, so as to cause interference in the discharge of her duties nor shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
19. No teacher shall without previous intimation to the College / University stand for election or accept nomination to any local body, legislature of the State or Parliament not shall be in any manner force her subordinates or students against their will for the canvassing of her election.
20. No teacher shall engage herself or participate in any demonstration or activity which is prejudicial to the sovereignty or integrity of India, the security of the State, the friendly relation with foreign Status, public order, decency or morality or which involves contempt of Court, deformation or incitement to an offence.

21. No teacher shall in any radio broadcast or in any document publish anonymously or in her own name or in the name of any other person or in any communication to the press make any statement or public utterance or express an opinion.
  - a. Which is in the nature of character assassination reflection on the personal life of his superiors, or
  - b. Which is in the nature of criticism of individuals as distinct from policy decision. Provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his official capacity or in the due performance of the duties assigned to him on academic matters.
22. No teacher shall except in accordance with any general or special orders of the College / University or in the performance in good faith or duties assigned to her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom she is not authorized to divulge or communicate such document or information.
23. No teacher shall except with the previous permission of the College/university authorities, engage herself directly or indirectly in any business or private or accept any other employment.
24. Every teacher shall on his first appointment to the College / University and thereafter individually submit a return in the prescribed form in details of movable, immovable and valuable property owned, acquired or inherited by her or held by her on lease or mortgage, either in her own name or in the name of any member of her family or in the name of any other person.
25. No teacher shall except with previous sanction of the College / University accept or permit her spouse or any other member of her family to accept from any person any gift of more than trifling value. The interpretation of the term “trifling value” shall be the same as laid down in the Government Servants conduct rules.
26. No teacher shall speculate in any business nor shall be make or permit her wife or any members of her family to make any investment likely to embarrass or influence her in the discharge of her official duties.
27. No teacher shall lend money at interest to any person nor shall be borrow money from any person with whom she is likely to have official transactions beyond the financial ceilings.

28. A teacher shall go manage her private affairs as to avoid habitual indebtedness or insolvency. When a teacher is found liable to arrest from debt or has recourse to insolvency or when it is found that a moiety of her salary is continuously being attended, she is liable for disciplinary action which legal, proceedings for insolvency shall forthwith report full facts to the college / University.
29. A teacher who gets involved in some criminal proceedings shall immediately inform the College / University irrespective of the fact whether she has been released on bail or not.
30. A teacher who is detained in Police custody whether on criminal charge or otherwise for a period of longer than forty eight hours shall not join her duty unless she gets written permission from the College / University be deemed to have been suspended from the date on which she was taken to Police custody.
31. No teacher shall except with the previous sanction of the College / University have recourse to any Court of law or the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory Character.
32. A teacher intending to marry a person who holds a citizenship of another foreign counter shall seek prior permission of the management of the College/University.
33. No teacher who has a wife / husband living shall contract another marriage without first obtaining the permission of the College/University notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him.
34. Whenever a teacher wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to her, she must forward her case through the proper channel.
35. No teacher shall be a signatory to any joint representation addressed to the authorized for redressed of any grievance or any other matter.