



G.T.N. ARTS COLLEGE

(AUTONOMOUS)



|Affiliated to Madurai Kamaraj University|
Recognized under DBT STAR COLLEGE SCHEME
|As ISO 9001:2015 Certified Institution| |Four Star Rating by MoE's Innovation Council|
Old Karur Road, Dindigul, Tamil Nadu - 624005

POLICY ON CODE OF ETHICS

G.T.N. Arts College is committed to moral and ethical behaviour in all college-level activities. Every college member is obliged to follow all applicable laws, rules, regulations, and policies. To preserve and promote an inclusive campus, the college has a set of ethical standards. It is a place where staff and students are treated with integrity, honesty, professionalism, respect and benevolence.

Integrity:

The institution expects all of its members to adhere to the highest standards of ethics of behaviour and integrity.

Honesty:

The college is devoted to being truthful and sincere in its words and actions and does not intentionally mislead others or provide inaccurate information.

Professionalism:

The institution strives to follow ethical professional practices that apply to academic standards.

Respect:

The college honours and respects individuality and demonstrates tolerance through open and honest communication.

Benevolence:

The college encourages students to develop ethically valuable attributes such as willingness to act in the best interests of others.

CODE OF CONDUCT FOR THE PRINCIPAL:

The Principal of the college has myriad roles to play and has to shoulder multifaceted responsibilities such as a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on.

As the head of the institution, the Principal should strive:

- To maintain and preserve the institution's inclusive environment in terms of educational performance.
- To safeguard the collective interests of all sections of the institution, so that every one of the members can perform freely and give their best to the institution's development.
- To ensure the observance of the acts, rules, regulations, conceptions, and other orders issued by the university authorities, other regulatory organisations, and the management, from time to time.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of the Indian Constitution.
- To address and resolve all issues concerning the partakers of education.
- To take all the essential actions to sustain discipline as per the direction of the regulatory authority. In this regard, he/she should take actions, which should be unbiased and he/she should maintain absolute clarity and transparency.
- To promote and maintain the practice of curricular, co-curricular and extra-curricular activities amongst the students

CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHING STAFF IN THE UNIVERSITY/COLLEGES:

(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. He shall be strictly honest and impartial in his official dealings.

2. Every teacher shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every whole-time teacher of the College/University may be called upon to perform such duties as may be assigned to him beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration
4. No teacher shall leave his headquarters except with the previous permission of proper authority even during leave or vacation.
5. Whenever leaving station, a teacher shall inform the Principal/Head of the Department or the Registrar, if he is himself the Head of the Department, the address where he would be available during the period of his absence from station.
6. Every teacher shall devote himself diligently to his work and utilize his 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.
7. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practical and assessment/examination. Valuation work assigned to him by the College/University authorities.
8. 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 him by the University authorities.
9. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies among his colleagues and students.
10. Every teacher shall help the College/University authorities in enforcing and maintaining discipline among students.

11. 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.
12. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical, dissertations, theses etc., he should not indulge in over-making, under making or other attempts at victimization on any ground.
13. 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.
14. 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.
15. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College/University.
16. No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.
17. No teacher shall take active part in politics, so as to cause interference in the discharge of his 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.
18. 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 his subordinates or students against their will for the canvassing of his election.
19. No teacher shall engage himself 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.

20. No teacher shall in any radio broadcast or in any document publish anonymously or in his 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.
 - 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.
21. 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 him divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he is not authorized to divulge or communicate such document or information.
22. No teacher shall except with the previous permission of the College/University authorities, engage himself directly or indirectly in any business or private or accept any other employment.
23. 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 him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.
24. No teacher shall except with previous sanction of the College/University accept or permit his wife or any other member of his 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.
25. No teacher shall speculate in any business nor shall he make or permit his wife or any members of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

26. No teacher shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official transactions beyond the financial ceilings.
27. A teacher shall manage his 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 his salary is continuously being attached, he may be liable for disciplinary action which is legal. Proceedings for insolvency shall forthwith report full facts to the College/University.
28. A teacher who gets involved in some criminal proceedings shall immediately inform the College/University irrespective of the fact whether he has been released on bail or not.
29. 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 his duty unless he gets written permission from the College/University he is deemed to have been suspended from the date on which he was taken to Police custody.
30. 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.
31. A teacher intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the management of the College/University.
32. No teacher who has a wife 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.
33. Whenever a teacher wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to him, he must forward his case through the proper channel.
34. No teacher shall be a signatory to any joint representation addressed to the authorities authorized for redressal of any grievance or any other matter.

GUIDELINES FOR TEACHING AND NON-TEACHING STAFF ISSUED BY THE MANAGEMENT:

- All teaching & non-teaching members of staff shall observe the instructions regarding the attendance issued by the Regional Deputy Director of Collegiate Education.
- All teaching staff shall sign the attendance at the beginning of the College session (before 10.00 A.M. for aided, 8.30 A.M. for SSP Shift I & 12.30 P.M. for SSP Shift II) and they shall be available in the college during the working hours of the College.
- All teaching & non-teaching staff members shall acquire the permission in writing of the Principal if they want to attend late or leave the College early after signing the attendance.
- All leave application for faculty, or on other duty shall be submitted well in advance to the Principal for processing and getting the approval in time.
- No member of the staff shall address any correspondence directly either to the Management or the Government authorities. Such correspondences should always be routed through the principal.
- The teacher should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- The teacher's aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

CODE OF CONDUCT FOR STUDENTS:

- Every student should show physical orderliness like a clean and decent dress and good behavior.
- Every student shall greet the teachers when he/she meets them for the first time during the day.
- When a teacher enters the classroom, the students shall stand up and remain standing till the teacher takes his/her seat. Similarly, they shall rise and

remain standing when he/she leaves the room.

- No students shall leave the classroom without permission or until the teacher has left the room.
- Students are required to spend their leisure hours in the reading room They shall not loiter on the verandas or the college campus or disturb other classes at work. Students shall not make any noise while moving from class to class.
- All motor vehicles/two-wheelers of Students must be parked in the shed near the college entrance gate. Cycles must be parked in the cycle shed provided in the college. Riding on vehicles inside the college is prohibited and those who violate will be severely penalized.

RULES REGARDING ATTENDANCE AND LEAVE OF ABSENCE:

1. It shall be the duty of each student to attend the classes regularly and punctually on all days and satisfactorily go through the course of instruction.
2. The attendance slips for I and IV periods will be collected within five minutes after the commencement of the said periods. For other periods, the attendance slips will be collected during the respective periods.
3. Students must be inside the classrooms before the teacher finishes taking attendance. Students who come to classes after the teacher finishes taking attendance, will not be permitted to enter the classrooms.
4. No Student shall absent himself/herself from class without leave. Absence from class without obtaining leave either before or after will be considered a serious breach of discipline and dealt with accordingly.
5. Attendance will be taken during every period.
6. A Student who is absent during any period of any session will be regarded as having been absent forth at the session.
7. A student who has to absent himself/herself at any time shall submit an application in the prescribed form to his/her adviser. In all cases, where the need for absence can be before seen, the application should be submitted in advance, in case of sudden illness, the application should be submitted to the adviser along with a medical certificate immediately on return.

All leave applications with the remarks of the adviser shall be forwarded to the Principal for orders which shall be final. Submission of leave letter by the student and its sanction by the Principal will exempt the student from paying fine for absence only and will not entitle him/her for the benefit of attendance.

8. All absentees who have not applied for leave in proper form and got it sanctioned will be required to pay a fine of Rs.100/- for a full day or part of the day.
9. If a student is absent, himself/herself for a continuous period of ten working days without leave, his/her name will be struck off the rolls for continuous absence unless he/she can show that failure to obtain leave was unavoidable.
10. The certificate of attendance required for admission to the (Semester) will not, in any case, be granted by the college unless. The student's progress and conduct have been satisfactory and the student has attended 80 percent of the working days in the semester.
11. No student shall be permitted to leave the class in the course of the period.

STUDENTS ATTRIBUTES FACILITATED BY THE INSTITUTION:

G.T.N. Arts College concentrates on instilling principles and values to the students to become ambitious, goal-oriented, honest, determined, and responsible citizens of the country. The college guarantees that students to shine as individuals and make significant contributions to the betterment of society. The college instils the following qualities, assisting them in adopting and imbibing key values such as competence, creativity, diversity, honesty, and empathy.

The students of the college should

- be responsible citizen
- be an inspiration for others
- be determined
- be optimistic
- be creative
- be competitive
- be goal-driven
- be industrious

- be courteous
- be aware of social and moral responsibilities
- exhibit leadership qualities
- have excellent communication skills
- have interpersonal skills
- have problem-solving skills
- have environmental consciousness