



AAA COLLEGE OF ENGINEERING & TECHNOLOGY

(An ISO 9001: 2015 Certified Institution)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

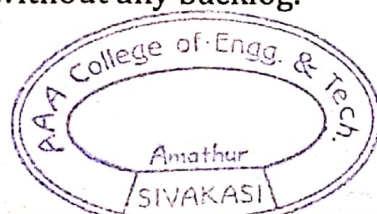
Amathur, Sivakasi - 626 005.

CODE OF CONDUCT FOR TEACHERS

- Teachers shall be present in the classroom at the scheduled time.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the hour punctually at the end of the hour.
- A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
 - a) taking correctional action if it is within his/her power, or
 - b) reporting the matter to the HoD/Principal.
- Every faculty member shall attend all the departmental and college functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculties and students shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- Faculties and students shall not receive gifts of any kind from the Students or their Parents for any favoritism.

Teachers shall maintain a respectable work conduct in terms of :

- Preparation for the particular day's Classes, with latest information added to earlier course content.
- Keeping all teaching aid material required for conducting the class in an orderly manner.
- Going according to session plan for the day and completing the syllabus for the semester without any backlog.



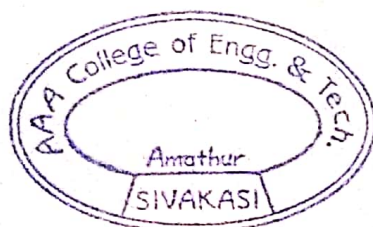
- Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

Teachers shall observe good personal conduct in terms of :

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging in any activity/business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.

Ethical Standards of a teacher as described below

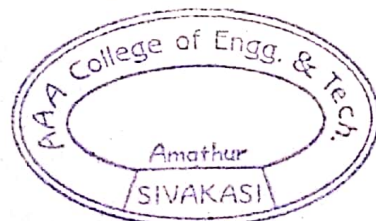
- A Teacher Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students,
 - ✓ To respect parents, teachers, elders
 - ✓ To express the love of brotherhood to fellow students
 - ✓ To accept and extend due respect to every religion and social grouping
 - ✓ To love the Nation and commit their endeavors to his/her progress
 - ✓ To have a sense of belongingness to the college
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional expertise.
- Shall wear a respectable attire, befitting the society's expectations.
- Shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of wearing any ornamental materials.
- Shall never have the habit of chewing tobacco, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.



- Shall always listen to students with concern, whether it is in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall attend to parents as a true representative of the college, clarify their doubts with concern and help them understanding the system in a better manner.
- Shall confer with the parents on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the College or of fellow teachers, students or any other member of society.
- Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.
- Shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

Disciplinary Procedure

- Any staff member who is violating the code of conduct will be subjected to appropriate disciplinary action by the Principal/Secretary/Correspondent.
- If a staff member commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.



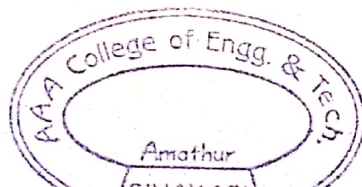
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- On receipt of the explanation or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

The course of action for disciplining a teacher shall be under the following categories

- a. Memo and Censure.
 - b. Warning in writing, with recovery of financial loss is involved in the act.
 - c. Suspension from work without remuneration.
 - d. Dismissal or discharge from service.
 - e. Any staff member receiving more than two memo or warning will be given punishments as mentioned above.
- The Principal shall report the proceedings periodically to the Chairman/ Secretary / Correspondent.

Grievance Re-Dressal Procedure

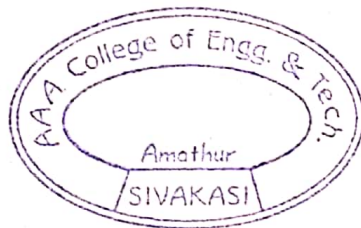
- The Principal shall constitute a Grievance Re-Dressal Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Re-Dressal Committee shall be composed of among the ranks of Head of the Departments, Principal/Correspondent.
- The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- The grievance re-dressal committee shall:
 - i. have a member secretary, to monitor the proceedings
 - ii. meet once in every month on a stipulated day and time



- Any teaching or non-teaching staff having grievance shall make a representation to the Committee.
- The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed immediately by the committee and by the Principal.
- The Member-Secretary shall record and maintain the minutes of the meetings.

Suggestion Box

- College provided Suggestion Boxes in all prominent places for all employees and students to give their suggestions and make a culture of it.



Handwritten signature and date: 08/02/18

PRINCIPAL

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SIVAKASI.