



# V.O.C COLLEGE OF EDUCATION

## Thoothukudi

### CODE OF CONDUCT FOR TEACHERS

The profession of teaching is a vocation that calls for high personal standards of ethics, responsibility and accountability. A teacher has to lead by example and his/her conduct in a school environment has great impact on students. As responsible, educated adults, teachers need to shoulder certain norms.

Teacher should

1. Treat all students equally.
2. Do not discriminate against any student on the ground of caste, creed, language and place of origin, social and cultural background.
3. Transacts the curriculum in conformity with the values enshrined in the constitution of India.
4. Facilitates students physical, social, intellectual , emotional and moral development.
5. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication.
6. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
7. Participate in extension, co-curricular and extra-curricular activities, including the community service.

## CODE OF ETHICS FOR STUDENTS

### Attendance

As per the regulations of Tamil Nadu Teachers Education University, each candidate of the B.Ed. Degree Course must earn 85% of attendance. 10% of condonation of shortage (i.e.) 75% will be provided to appear for B.Ed. Degree Examination on valid reasons for all including women students, who are in the family way during the academic year. No condonation of shortage of attendance will be granted in the attendance of 16 weeks for teaching practice which is mandatory and if a student fails to complete teaching practice, the shortage of attendance must be compensated.

1. No student shall avail leave without prior permission.
2. Absence without leave letter will be treated as breach of discipline and negligence of duty, shall be dealt with severe action.
3. No leave can be granted during the period of intensive teaching practice and practical examination and Internal Test.
4. Unforeseen and unavoidable cases of absence may be treated as special cases only if proper steps are taken by student at the proper time.
5. Whenever leave is absolute necessary, the application must be made in the prescribed form through the professor concerned to the Principal in proper time and leave can be availed of, if sanctioned previously.
6. Punctuality, regularity and proper behavior are necessary conditions for student-teachers for continuing in the college.
7. Late comers shall not enter the classes without getting permission of the Principal. Chronic late comers will be asked to discontinue.
8. Leave on medical grounds will be granted only if medical certificate is produced.

### Bio-Metric System of Attendance

Students and teachers should give their attendance in time by imprinting thumb impression on the bio-metric machine at 9.15 a.m. and 4.30 p.m. Half a day leave, request for late reporting and early pick up are not permitted for students.

## **Discipline**

Discipline is the bridge between goals and accomplishments. Discipline is essential for success in any field. One who leads a disciplined life can make the best use of one's abilities. Considerably one is judged by one's behaviour. Politeness and good manners make a favourable impression.

1. The best discipline is self discipline. Every student teacher is expected to be earnest, sincere and vigilant in his/her duties. He/She should be courteous, clean and modest in dress, appearance and behavior.
2. All movements of the trainees should be smart, purposeful, silent and speedy whether they are in the classrooms or in corridors or even outside.
3. Every student-teacher is expected to develop a cosmopolitan, non communal, non political outlook right from the training period. The cooperation of one and all is necessary to drive away all unhealthy habits and to develop good habits.
4. A student is not permitted to enter the college campus without the college I.D. Card.
5. Parents/visitors are not permitted to meet students during working hours. If any urgency, they should contact the Principal, office and get permission.
6. Students in class should stand up when a visitor/teacher enters the room. Students should get permission to enter the class when the teacher is inside.
7. Student teachers should not bring cell phones and other costly items to the college. VOCCE family members are expected to park their vehicles in the respective sheds.
8. Students should not damage/spoil the college properties and write or draw anything on the furniture.
9. No students will leave the college premises, during college hours without the permission of the Principal.
10. All the student - teachers should adhere to the Panchaseela Principles of the college.
11. In general, everyone is expected to be a good teacher emulating the great V.O.C., after whom the college is named.

## **Practical Work**

This includes the teaching practices preliminary and intensive class room work, the preparation of teaching aids, the maintenance and the prompt submission of records. Lack of alertness, and irregularity undisciplined behaviour will automatically lead a student - teacher being assessed as poor. These acts will also involve penalties prescribed by the Principal.




## **Library**

The library is the centre of the activities of any educational institution and students will be given every opportunity to make the best use of it and at the same time to train themselves in habits of self – discipline. The college library contains about 16,255 books and 50 education journals. The library is a centre of knowledge. Every effort is taken to make this treasure available to every student. The trainees are expected to avail themselves of the opportunity afforded to them by making the fullest use of the library and by equipping themselves fully for the noble profession which they have chosen. The photo copy facility is also available in the library.

## **Library Rules**

1. Strict silence should be maintained in the library. There should be no rush or overcrowding either in the library or near the book racks. Wherever there is a rush, queue system should be followed.
2. When entering the library, all the books and other belongings of the trainees should be left outside. A rough note book or pieces of paper may be allowed by the librarian as a special permission.
3. Reference books and current journals and a few selected text books are not to be taken out. They are available for reading only within the library.
4. Books which are in great demand will be issued in the order in which applications are received from them.
5. Each student will be allowed to keep FIVE BOOKS.
6. Books should be returned on or before the 7th day of issue. Specified book may be re-issued to the same student only if no one else has applied for it. Such re-issue will be made only on the production of the book.
7. If any book needed is kept beyond the 7th day, then it will be considered as a serious offence.
8. A fine of Rs. 2/- per book will be levied for each day of delay in returning. If the seventh day happens to be a holiday (during term only), the due date will be the next working day.
9. Books should not be sub lent. All transfers should be effected through the librarian and only on the physical production of the book in the library.

10. Books should be handled and treated with extreme care. On receiving books from the library, the books should be carefully examined for any damage or disfigurement and the same should be reported at once. If trainee fails to do so, he/she will be held responsible for any damage subsequently made.
11. Lost and damaged books should be replaced by the trainee who borrowed them. If any loss or damage cannot be traced to particular person, all students of the year will be held responsible for such loss or damage caused during the year and it will be recovered from all the students.
12. For holidays and the intensive teaching practice period, following procedure will be followed for issue of Library books.
  - i) All Books taken before the holidays should be returned three days before the last Working day.
  - ii) Application for books for the holiday also may be submitted on the same day.
  - iii) Two books are allowed to each student during holidays but books in great demand will be evenly distributed.
  - iv) Books will be issued a day prior to the holidays and all the books should be returned on the reopening day.
  - v) Books may also be exchanged during the holiday on specified days notified by the librarian.
13. At the beginning of the year, the Principal may select volunteers to assist the librarian in issuing and rearranging books and for the maintenance of order inside the library. It must be the endeavor of all students and especially the volunteer to safe guard both the library and the interest and general welfare of the students with regard to the library.

  
**PRINCIPAL**  
**Dr. T. KANAKARAJ**  
**PRINCIPAL**  
**V.O.C. COLLEGE OF EDUCATION**  
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