



# V.O.C. COLLEGE OF EDUCATION

## THOOTHUKUDI - 628 008, TAMIL NADU.



## Criteria - 7

### Institutional Values and Best Practices

#### 7.1. Institutional Values and Social Responsibilities

7.1.9 Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code



**7.1.9. A) Copy of Code of Conduct for students, teachers, administrators and other staff of institution /Affiliating University**

**Code of professional Ethics for Teachers:**

Whoever adopts teaching as a profession assumes the obligation to conduct in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of their students and the society. Every teacher should see that there is no incompatibility between their precepts and practice. The teacher should be calm, patient and communicative by temperament.

**I. Obligations towards students:**

1. Treats all students with love and affection.
2. Respects the rights and dignity of the students in expressing their opinion.
3. Impartial to all students irrespective of their caste, creed, religion, gender, economic status, disability, Political, economic, social and physical characteristics.
4. Recognises the difference in aptitude and capabilities among students and strive to meet their individual needs
5. Encourages the students to improve their attainments, develop their personalities and at the same time contribute to community welfare
6. Inculcates scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace among students
7. Treats the students with dignity
8. Made themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
9. Aid students to develop an understanding of our national heritage and national goals

**II. Obligations towards parents:**

1. The institution maintain contact with the parent/guardian
2. The institution sent the reports of the student's performance to the parents/guardians whenever necessary and meet them in the parent teacher meetings.



3. In the parent teacher meetings mutual exchange of ideas between the parent and teacher is done for the benefit of the institution.

### III. Obligation towards the society:


1. Recognises that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Works to improve education in the community and strengthen the community's moral and intellectual life.
3. Aware of social problems and take part in such activities as would be conducive to the progress of the society.
4. Performs the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

### IV. Obligation towards the Profession:

1. Safe – guards and enhances the professional mechanism.
2. Respects the profession.
3. Open to professional growth.
4. Contributes towards the growth of profession.
5. Maintains congenial atmosphere at work place.
6. Inspires people to join the profession.
7. Active participation in all activities.

### V. Obligation towards the Colleagues:

1. Treats their colleagues in the same manner as they themselves wish to be treated.
2. Respects the professional standing and opinions of colleagues.
3. Speaks respectful to other teachers and renders assistance for professional betterment.
4. Refrains from making unsubstantiated allegations against colleagues to higher authorities.
5. Refrains from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
6. Avoids making derogatory statements about colleagues, especially in the presence of pupils, other teachers, officials or parents.
7. Maintains confidentiality of information concerning colleagues.

  
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### **Code of Conduct for Student Teachers:**

1. The student teacher must adhere to the rules and regulations of the college
2. The student teacher must arrive on time for all classes
3. The student teacher must participate in the college assembly everyday
4. The student teacher must complete the work assigned in the classroom on time
5. The student teacher are not allowed to bring mobile phones and other electronic device to the college.
6. The student teachers must not visit visitors in the campus without getting prior permission from the principal.
7. The student teacher must not be absent during unit and model examinations.
8. The student teacher must not indulge in any sort of malpractice during examinations
9. The student teacher must not move out of the college during class hours and breaks. In case of any emergency, they can get permission from the principal and they can move out.
10. The student teacher must respect the views and opinions of the classmates during discussion in the classroom.
11. The student teacher must be courteous in all oral and written communications.
12. The student teacher should cite references while writing assignments.
13. The student teacher must not be absent during the days of intensive teaching practice.
14. The student teacher must abide by the rules and regulations of the practice teaching school.
15. The student teacher must respect the developmental needs of the children entrusted to them during teaching practice.
16. The student teacher must be responsible for the cleanliness of the campus.
17. The student teacher must exhibit eco-friendly behaviour in the campus.
18. The student teacher must participate actively in all the programmes organized in the college.
19. The student teacher must communicate their grievances through the Grievance Redressal cell in-charges.

## **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.

## **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.

#### **Rules and regulation of 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.

#### **Rules and regulation of 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.



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 of 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 endeavour 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.

#### **Rules and regulation of physical science lab**

1. No one should enter the lab without the permission of the concerned teacher
2. No apparatus or chemicals must be taken out of the laboratory without permission
3. Apparatus and chemicals can be used during micro teaching and intensive teaching practice after proper entry in the register
4. Apparatus should be cleaned after using and should be replaced in the place
5. Breakages or any accidents must be reported to the teacher immediately
6. Trays should be used to carry glass and other apparatus

#### **Rules and regulation of Biological science lab**

1. Silence should be maintained in the lab
2. Should not work alone without permission and prior knowledge of the teacher
3. Eatables are not allowed inside the lab
4. Should keep eyes, face and mouth away from chemicals, preserved specimens and microorganisms
5. Before leaving the lab should make sure that the work area is clean and tidy
6. Any accidents, spills, breakages or injuries should be reported to the teacher.

  
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## **Code of Conduct for Administrators**

1. The administrative staff must maintain high standards of honesty, punctuality and professional ethics
2. They should work within the institutional policies, practices, to satisfy the vision and mission of the institute
3. They should be properly aware of the duties, responsibilities and limitations of their posts.
4. They should properly study the pros and cons of the work so that they could facilitate the requirements of the teaching staff, general administration and students.
5. The staff should cooperate and collaborate with colleagues and external agencies, necessary to support the development of the college.
6. The administrative staff should maintain the decorum, dignity and curtsy in their speech and behaviour. They should imbibe skill of tactful communication. They should follow the maxims of cooperation and politeness in their verbal and non -verbal communication.
7. Administrative staff should act in a professional and congenial manner towards colleagues, irrespective of their related position, gender or status within the institutional hierarchy.
8. The administrative staff should maintain harmonious relations with other staff and students
9. The administrative staff should maintain confidentiality in conduct of examination and any other policy related information, unless asked to reveal by the institutional authority.
10. The administrative staff must strictly follow directions and instructions of the authority. It should constructively contribute towards the development of college and students. It should maintain sanctity of academic environment.
11. The administrative staff should properly maintain records of respective portfolio.
12. The administrative staff should make effort for the continuous development through training programme, workshops and skill development activities.
13. The administrative staff should respect and maintain the hierarchy in the administration. They should be sensitive in following the norms of protocol in the institution.
14. All the administrative staff maintain integrity and fairness in all activities. They should exercise self-discipline, restrain at all times and deal positively with staff, students and public.
15. The administrative staff should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official documents of receipts. They must not intercept or misappropriate college resources.

16. They should avoid spending time on social networking site during the working hours & should not waste office time for personal reasons.
17. They should remain away from party politics
18. They should assign proper time limit for completing usual requirements of the students. They should also display the tentative time required and the due procedures of receiving varied documents.
19. The office staff should not indulge in any form of addiction during the office hours
20. They should not remain absent from duty without official approval or approved leave.
21. They should make judicious use of e-resources and electricity, provided impetus for office automation and inculcate paper free practices in order to make in more eco friendly
22. Be present at the college and be available full-time and shall work in such capacity and at such place as he/she may be so directed from time to time.
24. Ensure the smooth conduct of the student's admission, examination issues and college/institution and administration activities.
26. Abide and obey all orders and instructions which may from time to time be given to him/her.
27. At all-time maintain absolute integrity and honesty, show dedication to duty and shall avoid unnecessary action which will lead to unbecoming of an employee of the College.
28. He shall work hard to promote the interest of the College and well-being of the students.



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