



St. Joseph's College of Arts and Science for Women

(Affiliated to Periyar University, Salem)
An ISO 9001:2015 Certified Institution
Recognised U/s 2(f) and 12(B) of the UGC Act
Mookandapalli, SIPCOT, Hosur - 635 126



St. JOSEPH'S COLLEGE OF ARTS AND SCIENCE FOR WOMEN HOSUR

CODE OF CONDUCT FOR STAFF

INTRODUCTION

“Those who have instructed many in righteousness will shine like stars for eternity.” - Dan.12:3

Teaching is a vocation rather than a profession. Staff are the architects in moulding the young hearts and minds. Through our educational institution, we aim at imparting a total and integrated formation, sending them back to the society as the messengers of peace and harmony. Hence, we give below a broad outline of a basic code of conduct for our staff in our institution.

The confirmation of appointment is subjected to the adherence of the norms of the Tamil Nadu State Government and the Management.

IN GENERAL

1. Regularity and punctuality are taught to pupils more effectively by personal example than by any precept. Staff are expected to sign the teacher's attendance before the second bell and be present at the classroom to maintain silence at the stroke of the second bell. If late, they are expected to sign in Late Attendance Register.
2. Promptness and regularity in submitting the lesson plan, mark list etc., on the said dates must be strictly observed without need for reminders.
3. Going out of the college campus during college working hours is not permitted. However, in times of emergency, permission to leave the campus must be obtained from the Principal at any cost.
4. Staff are not permitted to make collection of money in any form from the students, unless they are instructed and permitted to do so by the Principal.
5. Basic law of courtesy demands that one should not be a source of disturbance to others around her. This must be borne in mind chiefly in the Staff Room. It is considered a place of preparation, but certainly not a place for recreation. It would be an insult to the dignity of the person and the place to descend to the level of treating it as a place for idle gossip. Free time must be utilized for academic purposes only.
6. The Staff are expected to make proper use of Library. It is the duty of the staff to encourage the habit of reading among the students.
7. It shall be the personal responsibility of the Tutor to instruct and see that the students of her class behave well not only in their classes but also during the conduct of any official function. The physical presence of the staff with the students on such



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occasions is a must.

8. The institution gives priority for the Academic excellence of the staff and students for which it supports the enhancement of research.
9. Substitution work is part of the regular work of every staff. It will be negligence of duty if she fails to report to the class for substitution work, if and when she is appointed as substitute.
10. The staff are expected to prepare and publish quality articles according to UGC norms in Peer reviewed Journals. The staff should encourage and guide the students to equip and widen their knowledge in this field.
11. Any Teaching staff employed in the institution shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a staff of the institution. The one who habitually fails to perform task assigned to her within stipulated time for the purpose and with the quality of performance expected of her shall be deemed to be lacking in devotion to duty.
12. She shall comply with and obey all lawful orders and directions which may from time to time be issued to her in the course of her official duties by any person or persons to whom she may be subordinated in the service of the Management.
13. She shall serve the Management honestly, efficiently and diligently under the orders and instructions of the Principal or Correspondent or the Officers or Secretary of the institution under whom she shall be placed from time to time. She shall discharge satisfactorily all the duties attached to her post and make herself useful in other respects as may be required of her.
14. No staff employed in the college shall absent herself from duty without prior permission. In case of sudden sickness or any emergency or absence on medical grounds information for leave must reach the Principal as early as possible.
15. No staff employed in the college shall send any application for employment under any other agency or appear for an interview except with the consent of the Management.
16. Staff employed in the college shall engage directly or indirectly in any trade or business, in the case of remunerative work like private tuition etc., with prior permission.
17. No staff employed in the college shall appear for any examination without the expressive prior consent of the management.
18. Without prior permission no staff employed in the college shall accept any honorary work which is detrimental to her work.



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19. No staff employed in the college shall accept any gift or gratification in kind or cash from the pupils or their parents for the work done by her in the institution.
20. No staff employed in the college shall engage herself in any political activity. She shall not be associated with any political party or organization whose objectives or activities are prejudicial to the interests of the institution, sovereignty and integrity of India or morality and decency.
21. No staff employed in the College shall contest in any political election or movement. With permission she may stand for selection to teachers constituency.
22. No staff employed in the college shall bring any political or outside pressure on the management in respect of her individual service interests.
23. No staff employed in the college shall engage herself or participate in any demonstration which is prejudicial to the interests and objectives of the Management, the security of the State or morality, or which involves contempt of court, defamation, or incitement of an offence.
24. No staff employed in the college shall resort to any form of strike in connection with any matter pertaining to service or the service of others under the Management.
25. No staff employed in the college shall indulge in any criticism of the policies of the Management or Government directly or indirectly or participate in any activity, which brings disrepute to the Management or Government.
26. Any staff employed in the college is liable to be declared unfit if adjudged as insolvent.
27. REFUSAL TO RECEIVE PAY – concerted or organized refusal on the part of the staff to receive her pay shall entail serious disciplinary action.
28. The college will be functioning through various Committees. The Chairperson will convene the Committee meetings for follow – up actions periodically and the decisions will be taken accordingly for implementation.
29. The college commences the day with devotion to God and to the Nation with Assembly and Prayer.
30. Attendance of the students must be marked in the morning and afternoon and sent to the parents through online.
31. The respective class teachers must submit the list of weak students (desirably those who failed in more than three subjects) to the Principal so that personal intimation will be given to their respective parents during PTA meetings.



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32. There will be no financial transaction between students and teachers. The Tutors will be in-charge of conducting field trips, tours and picnics. In consultation with the Principal, the expenses for the tour, the dates and places must be finalized. Surrender of accounts must be done once they return. All the teachers who accompanied the students are responsible for the safety and discipline of the students. So, all should jointly submit the account to the Principal.
33. Any lost working day will be compensated on the following Saturday and for the academic improvement of the students. The Principal is empowered to declare other days also if it is needed, as working days for efficiency and effectiveness.
34. All staff are encouraged to attend in all important Functions / Seminars/ Retreats / Orientations / Refresher courses in the college and contribute their mighty share of service for the success of the programmes.
35. Teachers are advised to avoid any complaints or adversary remarks from the students and parents. They are expected to devote their time for the welfare of the students.
36. **ENGLISH CONVERSATION IN THE CAMPUS:** The medium of instruction and conversation in the campus is English. Hence, the staff must be the role model to inspire students to converse in English in the campus.
37. The code of conduct must be strictly followed.
38. Every teacher shall assist impartially the performance of students in tests, examinations, assignments, practical's, dissertation, theses etc., She should not indulge in over making, under making or other attempts at victimization on ground of caste, creed, sect, religion, sex, nationality or language.
39. No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.
40. 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.
41. Staff members must utilize ICT tools to ensure timely and accurate updates throughout the academic year.
42. Each staff members are expected to publish one paper annually in international and national seminars and workshops.