



# P. A. COLLEGE OF EDUCATION

(Approved by NCTE, New Delhi & Affiliated to Tamil Nadu Teachers Education University, Chennai)  
Pollachi, Coimbatore (Dist.) – 642 002.

Phone: 04259- 230893 Cell: +91 9942499814

Email: [paeducation@rediffmail.com](mailto:paeducation@rediffmail.com) Website: [www.paeducations.org](http://www.paeducations.org)

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## Code of Conduct for Students General Discipline:

The students are expected to maintain a high standard of discipline and uphold the reputation of the institution. They should renounce from involving themselves in party politics and anti-social activities. Violation of this will be strongly dealt with. The students are personally responsible for the college properties like the furniture, electric fittings, lab equipment etc. In case of any damage, penalty will be levied

- The students are expected to keep the surroundings clean. They should not scribble on the walls or throw litter in the classrooms. Only licence holders are permitted to come to the college by two wheelers. Cycles and two wheelers must be parked only in the respective parking stands.
- The students must bring their ID cards daily to the college and they must produce the cards on demand.
- There is no ragging on the campus. The Anti-ragging Vigilance Squad will keep a watch over the attitude and behaviour of the senior students towards the juniors and vice versa. The relationship between the seniors and juniors must be warm, friendly and cordial.

## Code of Conduct for Teachers

The Code of Professional Conduct for teachers serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honor and dignity of the teaching profession.

## Teachers and their Responsibilities

Teachers should:

- Adhere to a responsible pattern of conduct and demean or expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university.

### **Teachers and the Students**

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare

### **Teachers and Non-Teaching Staff:**

Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution and Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### **Leave**

- Prior written permission is required from the Principal / at least a day in advance while availing OD.
- Not more than 25% of staff members in a Department will be allowed to go on OD on a particular day.
- Twelve days of casual leave can be availed in a calendar year.
- Casual leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed fifteen days.
- Medical Leave will be sanctioned only for medical reasons. Medical Certificate must be submitted along with such leave.
- Study leave for higher studies will be granted at the discretion of the Government.