



Kalaingar Karunanidhi Government Arts College for Women (Autonomous)
(Nationally Re-accredited with B⁺⁺ Grade by NAAC 3rd Cycle)
(Affiliated to Bharathidasan University, Tiruchirappalli)
Pudukkottai - 622001, Tamilnadu, India.

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITIES

7.1.10.2 Code of Conduct

Code of Ethics for Students

1. Students should conduct themselves in a good manner in the College campus and outside in order to protect the reputation of the student society. Every student should wear clean clothes.
2. Students meeting their teacher for the first time in the college campus should salute.
3. Students should stand up when teachers enter the classroom and when they leave the class.
4. Students should only leave after their consent unless the teachers cancel the classes.
5. No student should walk in the corridors in front of classrooms during class time thereby disturbing other classes.
6. If classes are cancelled, students should quietly go to the library.
7. Students should maintain silence, when moving from one classroom to another.
8. Students should not be a member of any forums, groups, or other organizations without the permission of the Principal.
9. Students should not indulge in any activity that disrupts social cohesion.
10. Students participating in competitions outside the college must obtain Principal's prior approval in writing. They should also submit the permission letter signed by their parent.
11. Students violating the rules will be immediately expelled from the college.
12. Students should not convene or participate in meetings on or off the college campus without the permission of the Principal.
13. Appropriate action will be taken against any student who makes any mistake. The decision of Principal is final.



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14. All the notifications will be displayed in the college notice board. Students should view the notice board every day. No notification will be made individually. Failure to look at it will not be accepted as a reason.
15. Students should park their two-wheelers and bicycles in the appropriate order.
16. Students should not visit the college office during class hours.
17. Students should compulsorily attend the Medical Inspection in the first semester.
18. Student leave applications should be submitted to the Principal only through the respective staff in charges.
19. Students who wish to obtain bus pass concessions, Conduct Certificate, Course Certificate, etc., should send the requisition through the Heads of the Department to the Principal.
20. Student should not write or scribble on the walls or desks of the college campus. They should not distribute any notice / advertising brochures in the classroom. Anyone who commits an act of misconduct will be severely punished.
21. Ragging is strictly prohibited.
22. If a student misbehaves or disobeys, she will be punished by the Principal under government educational regulations. The punishment may be Payment of penalty or Suspension from college or Dismissal from college.

Code of Ethics for Teachers and Other Staff

1. Teachers should maintain strict confidentiality in matters related to examinations, evaluation and results.
2. They should not reveal students' personal details like illness, weaknesses and other sensitive matters and they should not share Students' data at any cost with any outside agency.
3. Records of the institutions should be meticulously prepared and maintained carefully. The data should be made accessible for college use even in the absence of an individual.
4. If any data is required by the college, staff members should provide the same without any delay.
5. There should be no conflict among the staff on matters of caste, creed and religion.
6. Staff members should not show disparity in social and financial status in the working environment.
7. College resources including human resource should not be utilized for personal use.



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