



ST. IGNATIUS COLLEGE OF EDUCATION
(AUTONOMOUS)
Accredited with 'A' grade by NAAC (Second Cycle)
Palayamkottai – 627 002

CODE OF CONDUCT

CODE OF CONDUCT FOR STUDENTS

- Abide by the rules and regulations of the institution. The rich culture and heritage of St. Ignatius College of Education has to be inherited and implemented throughout.
- Be punctual and Regular in attending the College.
- Attendance is compulsory and is considered for internal assessment. Students should be present in the class on all working days of both semesters.
- Moral and ethical principles are to be maintained realizing one's own responsibility as a student teacher of this prestigious institution.
- Students should handle the infrastructure and other properties of the institution with care.
- Every student is expected to maintain general cleanliness and perfect silence within the classrooms, laboratories and the campus in general.
- All students shall strictly adhere to the dress code.
- All students are answerable to the Principal, Management, Faculty members and other designated persons for their conduct or any misconduct.
- Student Identity Card should be worn at all times while in the College Campus. Also, during Internship and Extension Activities, students must wear their Identity Card and Uniform saree.

- Students are advised to use the library, before or after class hours or in accordance with the schedule. Laboratory usage must be under the guidance of the staff concerned.
- Disciplinary action will be taken for absence without prior permission or timely information.
- Students should stay away from all anti-social activities.
- Two wheelers and bicycles should be parked only in the students' parking area.
- Ragging in any form is strictly prohibited in the Institution. Students who are directly or indirectly involved in ragging will be punished as per the Government rules.
- Grievances should be reported directly to the Principal, in person or written grievances could be dropped in the Grievance box or through online, utilizing the provision available in the Institutional website.

CODE OF CONDUCT FOR THE FACULTY MEMBERS

- All the Members of the staff should comply with the rules and regulations of the Institution as prevalent from time to time.
- As faculty members of St. Ignatius College of Education, they are responsible for the sustenance of the standards of the institution.
- Staff should contribute to the vision, mission and objectives of the Institution through committed and dedicated service to the community.
- Staff are expected to be punctual, sincere and committed to the responsibilities and duties assigned to them.
- All the faculty members are required to be present in the respective classrooms on time during working hours as per the time table on all working days.
- The faculty members are required to be presentable, dignified and professional and maintain the decorum of the Institution.
- Every Teacher Educator shall update her knowledge and skills to equip herself professionally for the proper discharge of duties assigned to her.

- Faculty members should devote their duty time to the service of the College and the students and should not engage directly or indirectly on any other private work.
- All faculty members are liable for disciplinary action for disobedience, misconduct, misappropriation or negligence of duty.
- All are expected to make professional growth through research, projects and publications.
- Express frank and valuable opinion at staff meetings, seminars, conferences and participate in all extension, co-curricular and extra-curricular activities, organized by the institution.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Familiarize with college policies that are relevant to your responsibilities.
- Maintain a supportive environment for working and learning.
- Update knowledge and skills to contribute more to the institution.
- Use computing and communication facilities and services only for the purposes for which they are authorized.
- Use and maintain all equipment and stationaries provided by the college for various use, with due concern.
- Demonstrate courtesy, respect, patience and willingness to help to the students and stakeholders in any context.



PRINCIPAL i/c
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