



THIAGARAJAR COLLEGE OF ENGINEERING

(A Government Aided Autonomous Institution Affiliated to Anna University
Approved by AICTE, Ranked in NIRF, Programmes Accredited by NBA
Accredited with A+ Grade (3.47 out of 4) by NAAC in Cycle 1)
MADURAI 625015, Tamil Nadu



Code of Conduct: Faculty Members

1. **Professional Development:** Teachers should consider themselves as learners and engage in continual professional development.
2. **Integrity and Devotion to Duty:** Teachers must maintain absolute integrity and devotion to duty at all times.
3. **Compliance:** Teachers are expected to abide by and comply with the rules and regulations of the college, as well as all orders and directions of the management.
4. **Conflict of Interest:** Teachers should not engage directly or indirectly in any trade or business.
5. **Service Termination:** Teachers should not unilaterally terminate their service during the middle of the academic year. If termination is necessary due to unavoidable circumstances, prescribed notice period or salary for the prescribed period must be provided as per the service rules.
6. **Contribution to Educational Policy:** Teachers should contribute to the development and promotion of all-encompassing educational policy.
7. **Syllabus Completion:** Teachers are responsible for completing the syllabus within the stipulated time.
8. **Assessment Procedures:** Conduct Internal assessment as per the approval by the Academic council for the respective courses and maintain the records of marks..
9. **Dress Code:** Teachers are advised to wear formal dress during college hours.
10. **Disciplinary Measures:** Teachers must refrain from administering physical punishments to students for mis-behavior. Instead, they should warn the students or report the incident to the Head of Department (HOD) or Principal for necessary action.
11. **Disciplinary Cases Handling:** Cases of indiscipline, misbehavior, or insubordination should be addressed at the HOD or Principal level. Teachers should not threaten students with punitive actions in the name of marks or other consequences.
12. **Enforcement of Dress Code:** Students violating the dress code must not be allowed to attend lectures, laboratories, or the library.
13. **Administrative Responsibilities:** Teachers with administrative roles must meet stakeholders as per the Standard Operating Procedure (SOP) of their work.
14. **Examination Conduct:** Teachers should adhere to the rules set by the Controller of Examinations (COE) for the smooth conduct of examinations.
15. **Malpractice Reporting:** Any cases of malpractice must be reported to the Chief Superintendent or Assistant Superintendent of the examination center immediately. Invigilators should not condone malpractice by giving oral warnings.

Adherence to these guidelines ensures professionalism, fairness, and discipline among the teaching staff, contributing to a positive academic environment.