

# **QUEEN MARYS COLLEGE(A), CHENNAI-600004**

## **CODE OF CONDUCT**

### **1. CODE OF CONDUCT FOR TEACHING STAFF**

- To abide by the service rules and regulations laid by the Government of TamilNadu.
- To discharge their duties according to the rules of the Department of Higher Education as prescribed by the UGC.
- To be aware of their responsibilities as a paid employee of the Government in the cause of uplifting society through imparting education.
- To uphold the dignity of the profession at all times.
- To be loyal to the institution and to cooperate with the higher authorities for its betterment.
- To shun all notions of caste , creed or religion in the work place and to work towards an equal society within the campus and outside.
- To create an atmosphere of harmony with fellow workers and students alike.
- To maintain utmost decorum in dealing with students, both by deed and word.
- To treat all students alike without partiality.
- To be punctual to work and to the class and to be conscious of the students welfare when taking leave.
- To be instrumental in creating a harmonious environment and never go on strikes or protests.

### **2. CODE OF CONDUCT FOR NON-TEACHING STAFF**

- To abide by the service rules and regulations laid by Governmaent of TamilNadu.
- To be loyal to the institution and to cooperate with the higher authorities for its betterment.
- To shun all notions of caste , creed or religion in the work and to work towards an equal society within the campus and outside.
- To be punctual to work.
- To be instrumental in creating a harmonious environment and never go on strikes or protests.

### **3. CODE OF CONDUCT FOR STUDENTS**

- Regularity and punctuality to college and classes is a must. Attendance will be taken at each hour.
  - Students must behave with decorum, greet their teachers and talk politely.
  - Students should learn to live in harmony with their classmates.
  - Students should be decently dressed. If she wears indecent clothes she will be sent back.
  - Use of mobile phones in class is strictly forbidden. If found, the instrument will be confiscated.
  - Students should wear their ID cards throughout the day on campus.
  - The student must be aware of personal hygiene. She should be neatly turned out at all times.
  - Students should at all times be aware that cleanliness is of utmost important.
  - Students must keep the toilets very clean. Disposal of sanitary napkins should be done properly.
  - For grievance redressal, students must approach the Grievance Redressal Committee so that the problem is solved amicably.
  - Communal politics or any other sort of incitation to violence is a serious offence and will lead to the student being dismissed.
  - At all times the student will conduct herself in such a way as to uphold the honour of the college, state and the Nation.
  - Attendance at the weekly assembly is compulsory.
  - Ragging is prohibited and punishable by the law.
  - Violence in act and speech will be dealt with severely. Students will not create disharmony on any account and especially in matters of caste, creed, or religion. Such acts will be treated very seriously
  - To be aware of extraordinary usage of social media and cybercrimes.
  - To insist use of ten minutes of class hours to impart ethics, values and improve life skills.
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