



Code of Ethics

ANNAMMAL COLLEGE
OF EDUCATION FOR WOMEN

Code of Professional Ethics for Teachers

1. Obligations towards Students:

- 1.1 Treats all students with love and affection
- 1.2 Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth
- 1.3 Facilitates students' physical, social, intellectual, emotional, and moral development
- 1.4 Respects basic human dignity of the student in all aspects of college life
- 1.5 Makes planned and systematic efforts to facilitate the student to actualize his/her potential and talent
- 1.6 Transacts the curriculum in conformity with the values enshrined in the Constitution of India
- 1.7 Adapts his/her teaching to the individual needs of students
- 1.8 Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it
- 1.9 Refrains from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment

2. Obligations towards Parents, Community and Society:

- 2.1 Establishes a relationship of trust with parents/guardians in the interest of all round development of students
- 2.2 Desists from doing anything which is derogatory to the respect of the child or his/her parents/guardians
- 2.3 Refrains from taking part in such activities as may spread feelings of hatred or enmity

3. Obligations towards the Profession and Colleagues:

- 3.1 Strives for her continuous professional development
- 3.2 Creates a culture that encourages the purposeful collaboration and dialogue among colleagues and stakeholders
- 3.3 Takes pride in the teaching profession and treats other members of the profession with respect and dignity
- 3.4 Refrains from engaging herself in private tuition or private teaching activity
- 3.5 Refrains from accepting any gift, or favour that might impair or appear to influence professional decisions or actions
- 3.6 Refrains from making unsubstantiated allegations against colleagues or higher authorities
- 3.7 Avoids making derogatory statements about colleagues, especially in the presence of pupils, other teachers, officials or parents
- 3.8 Respects the professional standing and opinions of her colleagues
- 3.9 Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so



Code of Conduct for Student Teachers

- ◆ The student teacher must adhere to the rules and regulations of the college.
- ◆ The student teacher must arrive on time for all classes.
- ◆ The student teacher must participate in the college assembly every day.
- ◆ The student teacher must complete the work assigned in the classroom on time.
- ◆ The student teacher must turn off mobile phones and other electronic devices while the classes are in session.
- ◆ The student teacher must not meet visitors in the campus without prior permission from the Principal.
- ◆ The student teacher must not be absent during term examinations.
- ◆ The student teacher must not move out of the college during class hours and breaks. In case of any emergency, they can get permission from the Principal, produce a gate pass and then move out.
- ◆ The student teacher must not indulge in any sort of malpractice during examinations.
- ◆ The student teacher must respect the views and opinions of the classmates during discussions in the classroom.
- ◆ The student teacher must be courteous in all oral and written communications.
- ◆ The student teacher should cite references when using materials or information that they have not produced while writing assignments.
- ◆ The student teacher must not be absent during the days of Intensive Teaching Practice.
- ◆ The student teacher must abide by the rules and regulations of the practice teaching school.
- ◆ The student teacher must accept constructive analysis of performance by the school mentor and teacher educator.
- ◆ The student teacher must respect the developmental needs of the children entrusted to her care during teaching practice.
- ◆ The student teacher must be responsible for the cleanliness of the campus.
- ◆ The student teacher must exhibit eco-friendly behaviour in the campus.
- ◆ The student teacher must participate actively in all the programmes organized in the college.
- ◆ The student teacher must communicate their grievances through the Grievance Redressal Cell in-charge (Dr.R.Suryakala & Mrs.A.Vinothini Sylvia).

Rules & Regulations of NRC

- ◆ Enter the lab orderly and quietly.
- ◆ Be on time to the computer lab. Entering in the middle of the session is not allowed.
- ◆ Remove your footwear outside.
- ◆ Using your own software / CDs / Pen drives are not permitted.
- ◆ Do not use mobile phones inside NRC.
- ◆ Uploading or downloading software is strictly prohibited.
- ◆ Report hardware or software problems to the instructor. Do not troubleshoot.
- ◆ Avoid surfing through the websites not related to the course.
- ◆ Maintain silence and enhance learning experience inside the lab.
- ◆ Shut down the system properly and logoff the network after every use.
- ◆ Before you leave check whether mouse, head phone and chair are in position.
- ◆ Taking eatables and drinks inside the lab is strictly prohibited.
- ◆ Do not leave any of your belongings inside the lab.
- ◆ Handle with care the entrance / exit glass doors.
- ◆ Staff members should avoid entering the lab when there is students' session.
- ◆ NRC will be opened from 9 a.m. to 5 p.m. on all working days.



Rules & Regulations of Library

- ◆ Perfect silence should be observed in the library.
- ◆ Library will be open on from 9.00a.m to 5.30p.m. on all days except Sunday & Public holidays.
- ◆ Books will be issued only on production of Library Identity card.
- ◆ Students will be allowed to borrow two books at a time for a period of one week. Staff members are allowed to borrow six books for a period of one month.
- ◆ If the book is not returned on due date, a fine of Rs. 1/- will be collected per day.
- ◆ Marking in books or writing in them or tampering is strictly forbidden. Contact librarian for any assistance.
- ◆ A book lost or damaged shall be replaced by a new copy of the same book within a month from the due date by the borrower\
- ◆ Reference books, Magazines, Journals and Dailies can be consulted only in the library
- ◆ All books must be returned for annual stock verification.
- ◆ Students or staff who leave the college for any reason in the middle of the course should return the books before leaving the college.

Rules & Regulations of Physical Science Lab

- ◆ No one should enter the lab without the permission of the concerned teacher.
- ◆ No apparatus or chemicals must be taken out of the laboratory without permission.
- ◆ Apparatus and chemicals can be used during mini teaching and intensive teaching practice after proper entry in the register.
- ◆ Clean the apparatus you have used and replace it at its place.
- ◆ Breakages or any accident must be reported to the teacher immediately.
- ◆ Pour liquids only, never solids, down the sink.
- ◆ Use trays to carry glass and other apparatus.
- ◆ Turn off the gas, water, electricity etc. when it is not required.

Rules & Regulations of Biological Science Lab

- ◆ Maintain silence & observe cleanliness inside the lab.
- ◆ Never work alone in the lab without permission and prior knowledge of the instructor.
- ◆ Eatables are not allowed inside the lab.
- ◆ Keep hands ,face, eyes and mouth away from chemicals, preserved specimens and microorganisms.
- ◆ Lab benches should be kept free of extraneous items while conducting experiments.
- ◆ Before leaving the lab make sure that your work area is clean and tidy.
- ◆ Ensure that all water taps and all microscopes are completely turned off.
- ◆ Report any accidents, spills, breakages or injuries to the instructor, no matter how trivial they appear.

Rules & Regulations of Sports Room

- ◆ Sports room availability time - 3.45 p.m. to 4.45 p.m.
- ◆ Replace the equipments at proper place after use.
- ◆ Fine will be imposed if any of the equipment gets damaged.
- ◆ Do not sit on the game tables.
- ◆ No food or beverages, other than water, are allowed in the ground.
- ◆ Sports room key and register for issuing sports items are available with Director of Physical Education.