

MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL

Code of Ethics Policy

The Code of Conduct of Mother Teresa Women's University has been framed for

- Students
- Teachers
- Administrative staff.

In addition an amendment on the statutes was made to incorporate the State Government conduct rules, wherever there is no corresponding rule in the statutes.

The students, teaching and non-teaching faculty are expected and instructed to abide by the conduct rules, dispose their duties and help in effective functioning of the University.

CODE OF CONDUCT RULES FOR STUDENTS

Students of Mother Teresa Women's University are expected to uphold the pride and fame of the University and evolve as responsible citizens to serve the society and Nation through education.

1. DISCIPLINE AND CHARACTER

Students are expected to behave with modesty, respectful character and good manners and are advised to strictly avoid

- a. Ragging in any form
- b. Rebellious and violent behavior against teachers
- c. Indecent and impolite language usage
- c. Causing damages to the property of the University/Institution.
- d. Bribing any employee of the University/institution for wrong favours.
- e. Encourage and involve in gatherings within the campus with students/people not studying or not employed in the University.
- f. Discrimination on grounds of religion, race, place of birth, residence, language, caste or community or any other ground.

2. DRESS AND IDENTITY CARD

- a. Students are expected to dress with dignity and modesty.
- b. Students should put on their identity card and it should be produced to the teacher or security whenever required.

3. CLASS ROOM DISCIPLINE AND PUNCTUALITY

Students are expected to be punctual to the class, well behaved, respectful and attentive in the class to ensure effective learning.

4. RESPECTFUL BEHAVIOR TOWARDS FACULTY

The students shall behave with due respect towards the authorities, teaching and non-teaching faculty

5. MISUSE OF INTERNET AND MOBILE PHONES

The students should use the internet facility and mobile phones for academic and research purposes and shall not misuse the same.

6. USE OF ALCOHOL AND DRUGS

Possession and Consumption of alcohol, chewing gums, paan, smoking and illicit drugs inside the premises of University is prohibited and liable for punishment.

6. POLITICAL ACTIVITY

Students should avoid any form of political activity inside the campuses and liable for punishment if found guilty.

7. PROTESTS AND STRIKES

Students shall not

- a. Indulge in protests and strikes.
- b. Participate in any form of threats, wrongful confinement or any violent activity

8. STARTING OR JOINING ASSOCIATIONS

Students shall not join or continue to be a member of any non- academic association or organization, the object or activities of which are prejudicial to the sovereignty and integrity of India, security of the State, or to public order, decency or morality or the interest of the University.

9. FUNDS COLLECTION

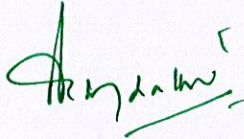
Students shall not raise any fund or make any collection in cash or any kind without the prior consent of the authority.

10. PRESS / RADIO / TELEVISION ANY OTHER MEDIA RELEASE

Students are not permitted to give press/media release without the prior permission of the authorities.

11. GRIEVANCE REDRESSAL

Students shall not harm any of the fellow students, teachers and non-teaching faculty for any kind of dissatisfaction or dispute through words or action,. Grievance of any kind shall be brought to notice to the students Grievance redressal committee and due action will be taken.



**REGISTRAR,
MUTHER TERESA WOMEN'S UNIVERSITY,
KODAIKANAL.**

THE CODE OF PROFESSIONAL ETHICS FOR TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession, assumes the obligation to conduct herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of her students and the society at large. Therefore every teacher should see that there is no incompatibility between her precepts and practice. The national ideals of education which have already been set forth and which she should seek to inculcate among students must be her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amicable in disposition.

A paid Teacher of the University College shall not engage in remunerative work other than that of her office without the express permission of the Executive Council. A paid Teacher of the University / College shall follow the "Code of professional Ethics"

Teachers should-

- 1) adhere to a responsible pattern of conduct and demean and what is expected of them by the community;
- 2) manage their private affairs in a manner consistent with the dignity of the profession;
- 3) seek to make professional growth continuous through study and research;
- 4) express free and frank opinion by participation at professional meetings, Seminars, Conferences, etc., towards the contribution of knowledge;
- 5) maintain active membership of professional organizations and strive to improve education and profession through them;
- 6) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- 7) co-operate and assist in carrying out functions relating to the educational responsibilities of the College and the University such as; assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of the University and College examinations including supervision, invigilation and evaluation;
- 8) participate in extension, co-curricular and extracurricular activities including community service.

II TEACHERS AND THE STUDENTS:

Teachers should-

- 1) respect the right and dignity of the student in expressing her opinion.
- 2) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- 3) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 4) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

- 5) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- 6) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- 7) pay attention to only the attainment of the student in the assessment of merit;
- 8) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- 9) aid students to develop an understanding of our national heritage and national goals,
- 10) refrain from inciting students against other students, colleagues or administration.

III TEACHERS AND COLLEAGUES:

Teachers should:

- 1) treat other members of the profession in the same manner as they themselves wish to be treated;
- 2) speak respectfully of other teachers and render assistance for professional betterment;
- 3) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- 4) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV TEACHERS AND AUTHORITIES:

Teachers should:

- 1) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own
- 2) institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- 3) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- 4) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 5) co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- 6) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- 7) should adhere to the conditions of contract;
- 8) give and expect due notice before a change of position is made,
- 9) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- 1) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution.
- 2) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff

VI. TEACHERS AND GUARDIANS:

Teachers should try to see through teachers bodies and organizations such that institutions maintain contact with the guardians of their performance whenever necessary and meet the guardians in a meeting convened for the purposes for mutual exchange of ideals and for the benefit of the institutions.

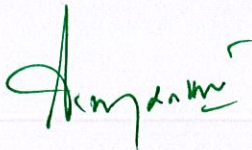
VII. TEACHERS AND SOCIETY:

Teachers should-

- 1) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- 2) work to improve education in the community and strengthen the community's moral and intellectual life;
- 3) be aware of social problems and take part in such activities as would be condensive to the progress of society and hence the country as a whole.
- 4) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public officers.
- 5) refrain from taking part in or subscribing to or assisting in anyway, activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

VIII. DRESS CODE

Teachers should be modestly dressed and follow the State Government guidelines regarding the same.



**REGISTRAR,
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CODE OF ETHICS FOR ADMINISTRATIVE STAFF

- 1) The University employees shall uphold the esteem and reputation of the University and remain truthful and sincere in discharging their duties.
- 2) The University employees should be modestly dressed and follow the state government rules regarding the same.
- 3) The University employees not reveal confidential official information to outsiders.
- 4) The University employees shall not indulge in any criticism of the University administration in public. Any grievance or suggestion shall be brought to the notice of the authorities through proper channel .
- 5) The University employees shall not associate themselves with or take active part in politics.
- 6) Employees shall not submit applications directly for appointment to higher posts/studies in the University or for advance increments or for other kinds of preferment. But they may submit their claims to higher posts through the Officers under whom they work if they have any special representations to make. The same rule is applicable for the employees who aspire for any post/studies outside the University.
- 7) A full-time University employee may be entrusted with any work connected with the University, academic or administrative, as required by the proper authority without any liability to meet the claim for additional remuneration.
- 8) The full -time University employees shall not accept while in University service additional employment or any employment on part-time basis with or without emoluments or honorary work without the previous sanction of the Vice-Chancellor/ Registrar in writing.
- 9) Persons on appointment and employees on transfer to posts dealing with cash, stores and other valuables including book shall at the discretion of the Syndicate furnish security to the University for such amount and of such character as may be determined by the Executive Council. This shall be a condition attached to the post and shall not entitle the employee concerned, who fills the post to claim any additional remuneration or compensation or privilege on this account.
- 10) An employee of the University for good and sufficient reason, including any breach of any of the statutes and laws of the University on negligence, inefficiency, insubordination, misbehavior or failure to conform to the instructions of her superiors or any irregularities in the discharge of he duties or nay criminal offence involving moral turpitude shall be liable to minor penalties/ major penalties.

- 11) University employees shall not, except with the previous sanction of the University contribute any article about the University or write any letter either unanimously or in his/her own name or in the name of any other person to any newspaper or other Periodical Publications.
- 12) University employees shall not be a member of or be otherwise associated with any organization, which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground.
- 13) University employees shall not indulge in any act of sexual harassment in the work place.
- 14) University employees shall not be found drunk or under the influence of liquor or any intoxicating substances in the work place.
- 15) University employees should treat teaching staff as equal partners in a cooperative manner and there should not be any discrimination between the two.


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