

## **QUALITY POLICY AND OBJECTIVES**

To provide professional training by establishing a high level centre of learning that provides quality education at par with the international standards and Provide excellence education with well-equipped infrastructure to all the rural women.

### **Objectives of the Institution**

1. To train the student teachers intellectually by proper mechanisms.
2. To prepare them for self-development.
3. To create awareness among the student teachers about the pollution free environment.
4. To inculcate value system through convention.
5. To provide employment opportunity in various institutions.
6. To promote Patriotism and National Integration among the student teachers.

**VPMM COLLEGE OF EDUCATION FOR WOMEN  
KRISHNANKOIL, SRIVILLIPUTHUR,  
VIRUDHUNAGAR.**

**Code of Conduct for the Principal**

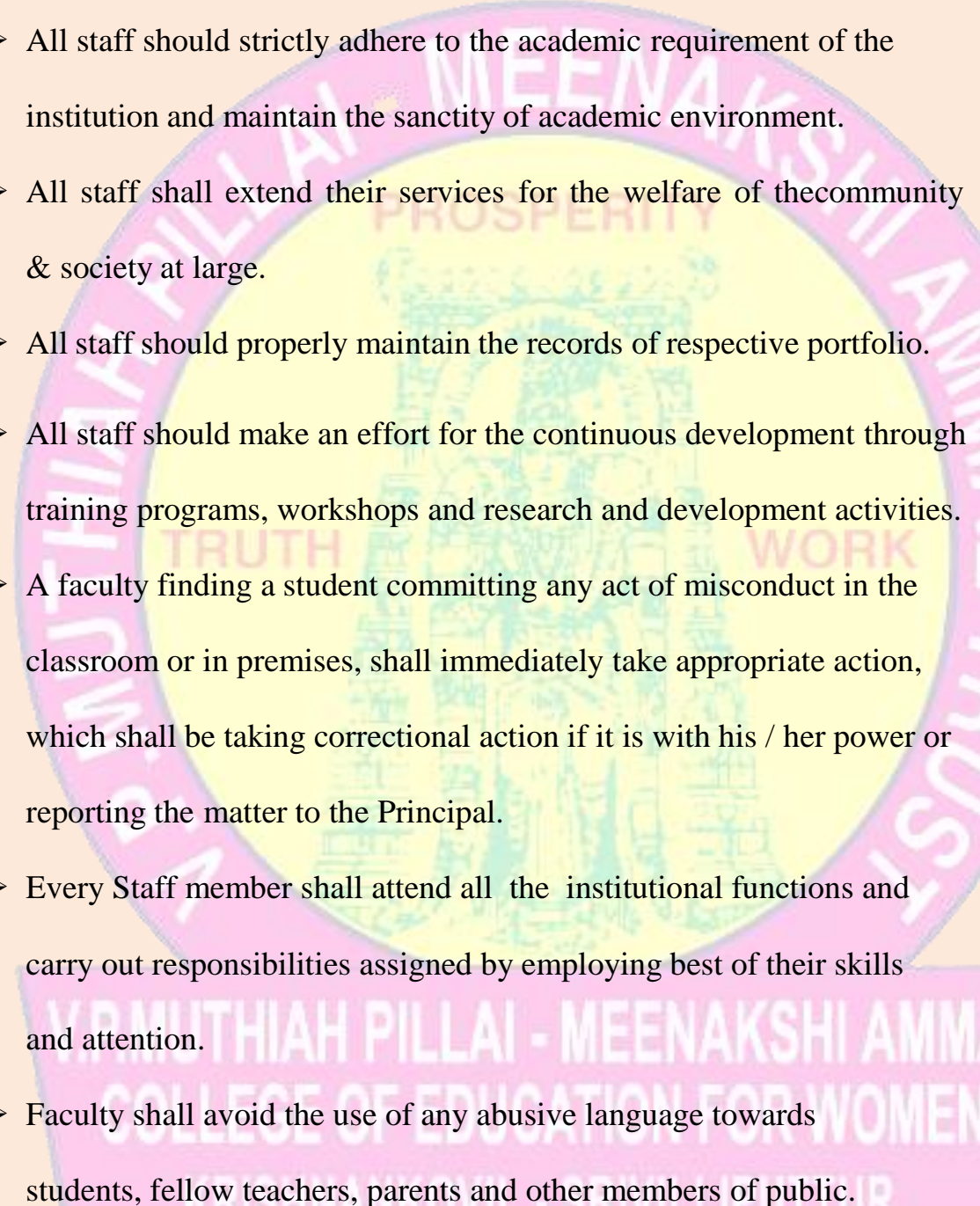
- Ensure that the staff and students aware of rules, policies and procedures lay down by the college and enforce them fittingly.
- Chalk out a policy and plan to execute the vision and mission.
- Be fair in his/her actions for all the members of faculty, non-teaching staff and students.
- Listen to the student's ideas and set a supportive tone.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Recommend and forward communication to the authorities.
- Carry him/her with the highest integrity and has to exhibit outstanding and strong leadership skills.
- The principal should ensure quality in education and academic activities.
- The Principal should chalk out policy and plan to execute the vision and mission of the college.
- The Principal should form various college level committees and appoint co-ordinators.
- The Principal should convene meetings of different Cells as and when required
- The Principal should monitor financial matters efficiently.
- The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- The Principal should ensure that the directions issued by the Department of College Education are strictly complied with.

**Chairman**

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**CODE OF CONDUCT FOR FACULTY**

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority.

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- All staff should constructively contribute toward the development of the college and university.
  - All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
  - All staff shall extend their services for the welfare of the community & society at large.
  - All staff should properly maintain the records of respective portfolio.
  - All staff should make an effort for the continuous development through training programs, workshops and research and development activities.
  - A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action if it is within his / her power or reporting the matter to the Principal.
  - Every Staff member shall attend all the institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
  - Faculty shall avoid the use of any abusive language towards students, fellow teachers, parents and other members of public.



## **Ethical Standards for Faculty**

- ❖ A faculty shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
- ❖ Shall have a sense of belonging to the Institution.
- ❖ Shall assume total dedication to the teaching profession.
- ❖ Shall always have an urge to excel in professional acumen.
- ❖ Shall wear respectable attire, benefiting the society's expectations.
- ❖ Shall keep up immaculate personal hygiene at all times.
- ❖ Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- ❖ Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- ❖ Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- ❖ Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- ❖ Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- ❖ Shall produce outgoing ship when he/she leaves the college in the middle of the college time at security.

### **Dress Code: Faculty**

Following is the dress code for the faculty of Institute:

**Men:** Tucked in shirts and shoes

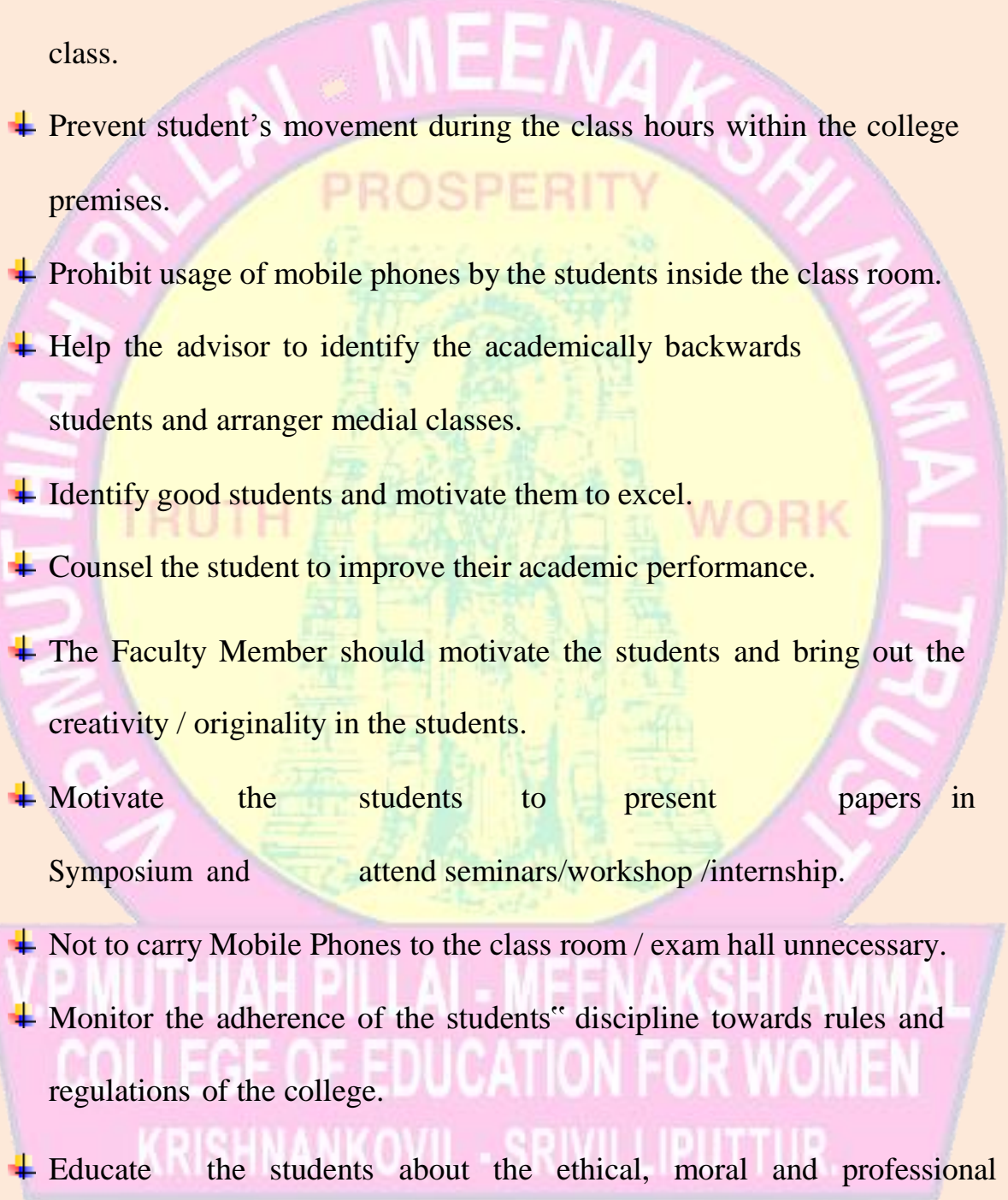
**Ladies:** Saree

It is Mandatory for staff to wear ID card at all times when they are in the campus.

## Basic Duties of Faculty members

- ✚ Prepare the Lesson plan according to the course outline and academic schedule well in advance and get approval from the Principal.
- ✚ Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time.
- ✚ Mark the attendance in the classroom itself and enter in the College Attendance on time and send it to university daily.
- ✚ Ensure good class control.
- ✚ Encourage the students listening and active participation in the class.
- ✚ Preparing Course file is important for faculty members.
- ✚ Ensure that the planned syllabus is finished during the hour.
- ✚ The Faculty Member should encourage students asking doubts / questions.
- ✚ Aim for 100% pass results in their subjects and work accordingly.
- ✚ Be available in the Staff room during the working hours for consultation by the students.
- ✚ Prepare and submit the internal test question papers to the COE in time.
- ✚ Evaluate the answer scripts as per the key in the genuine manner and enter the marks in time after verification by the students in the COE system.
- ✚ Instruct the students to attend the internal test and university examination without fail.



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- ✚ Monitor the regularity in the Students attendance.
  - ✚ Monitor the student's punctuality to their class.
  - ✚ Monitor and regulate proper dress code, hair style and wearing ID in their class.
  - ✚ Prevent student's movement during the class hours within the college premises.
  - ✚ Prohibit usage of mobile phones by the students inside the class room.
  - ✚ Help the advisor to identify the academically backwards students and arranger medial classes.
  - ✚ Identify good students and motivate them to excel.
  - ✚ Counsel the student to improve their academic performance.
  - ✚ The Faculty Member should motivate the students and bring out the creativity / originality in the students.
  - ✚ Motivate the students to present papers in Symposium and attend seminars/workshop /internship.
  - ✚ Not to carry Mobile Phones to the class room / exam hall unnecessary.
  - ✚ Monitor the adherence of the students" discipline towards rules and regulations of the college.
  - ✚ Educate the students about the ethical, moral and professional responsibilities towards institution, parents and society.
  - ✚ Inform the parents about their absence unnecessarily over phone.

- ✚ Follow the guidelines / instructions given by the principal from time to time
- ✚ The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.



Principal



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**CODE OF CONDUCT FOR STUDENTS**

**1. Students are required to maintain regular attendance to be eligible for appearing in the University Examination. They should follow the parameters given below:**

- A student-teacher must have 80% of attendance in Theory (TH) classes and 90% attendance in Practicum (PR) classes in each course for appearing the Semester Examinations.
- Student-Teachers who have 79% to 65% attendance of total classes\* shall apply for Condonation in the prescribed form with the prescribed fees.
- Student-Teachers who have 64% to 50% attendance of total classes\* shall apply for Condonation in prescribed form with the prescribed fee along with the Medical Certificate / any other Certificate with reasonable ground.
- Student-Teachers who have below 50% attendance of total classes\* are not eligible to appear for the Semester Examinations.
- If a student-teacher is absent for more than two weeks without prior permission / intimation of the Principal, his/her name is likely to be struck off the register.

**2. All Student-Teachers must be in their classes and take their seats at the beginning of each period. They must not enter or leave the Class-Room without permission. Student-Teachers must return to their respective rooms after the last retiring bell and observe silence. They are not to go into the rooms of other students after the last retiring bell.**

**3. Student-Teachers should not possess mobile phones or any other electronic device for communication in the Class-Rooms/Seminar-Halls/Examination Halls/Library/any other place of academic interest within the College. It is prohibited and is liable for punishment.**

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4. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and it is punishable offence.
5. Student-Teachers are required to check the Notice Board (both Offline & Online) for important announcements in regular basis. Rules for the conduct of examinations placed on the Notice Board must be strictly observed. No excuse will be considered if Notices on the Board are ignored.
6. All student-teachers are to participate in the various co-curricular activities of the Institution.
7. Students must refrain from mishandling and tampering with library books or college computer systems.
8. Student-Teachers are not allowed to loiter or stand about the Verandas or Corridors of the College during class hours.
9. Student-Teachers are forbidden from inviting friends from other institutions and outsiders to the College.
10. No posters are to be pasted or fixed with cello-tape anywhere on the College Building/walls. Any writing, scribbling on the walls will attract disciplinary measures against the student-teachers.
11. The right to access Girl's Common Room and Ladies Toilet is reserved to only Women/ Girls` Student-Teachers
12. Smoking, chewing tobacco products, playing cards, spitting and loitering are strictly prohibited inside the College & Hostel Campus and shall invite severe punishment/disciplinary action.
13. A student shall not commit or cause breach of peace inside and around the College campus.
14. Student-Teachers are expected to treat the members of the staff both teaching and non-teaching with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.

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**Principal**