



Code of Conduct – Teaching staff

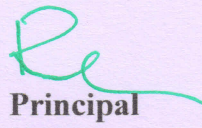
The teaching staff will employ herself/himself honestly, efficiently and diligently under the orders and instructions of the Secretary/Principal or other Officer of ARUL ANANDAR COLLEGE under whom she/he shall from time to time be placed as teacher in the said college in which capacity she/he will discharge all such duties pertaining to that office and do all things which may be required of her/him or which are necessary to be done in her/his capacity as aforesaid and will make herself/himself in other respects generally useful as may be required of her/him.

The teacher will not normally or on any pretense be absent herself/himself from her/his duties without first having obtained the permission of the Secretary/Principal or any one authorized in his behalf or in case of sickness or inevitable accident without forwarding where necessary and medical certificate is satisfactory to the Management as may be required by the leave rules for the time being in force in ARUL ANANDAR COLLEGE.

The teacher will develop her/his whole time to fulfill the duties of the said employment and will not on her/his own account or otherwise either directly/indirectly carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative kind without the specific written sanction of the Secretary.

The teacher shall conform to all the rules and regulations for the time being in force in ARUL ANANDAR COLLEGE and obey all lawful orders and direction, as she/he shall, from time to time, may receive from any authorized officer of ARUL ANADAR COLLEGE.




Principal
PRINCIPAL
Arul Anandar College
Karumathur-625 514
Madurai Dt.



ARUL ANANDAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (3rd cycle) by NAAC with 'A' Grade - CGPA 3.66
on a 4-point scale
Karumathur - 625 514, Madurai District, Tamilnadu

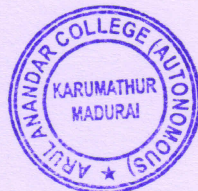
Code of Conduct – Non-Teaching staff

The non-teaching staff will employ herself/himself honestly, efficiently and diligently under the orders and instructions of the Secretary/Principal or other Officer of ARUL ANANDAR COLLEGE under whom she/he shall from time to time be placed as non-teaching staff in the said college in which capacity she/he will discharge all such duties pertaining to that office and do all things which may be required of her/him or which are necessary to be done in her/his capacity as aforesaid and will make herself/himself in other respects generally useful as may be required of her/him.

The non-teaching staff will not normally or on any pretense absent herself/himself from her/his duties without first having obtained the permission of the Secretary/Principal or anyone authorized in his behalf or in case of sickness or inevitable accident without forwarding where necessary and medical certificate is satisfactory to the Management as may be required by the leave rules for the time being in force in ARUL ANANDAR COLLEGE.

The non-teaching staff will develop her/his whole time to the duties of the said employment and will not on her/his own account or otherwise either directly/indirectly carry on or be concerned in any trade, business or canvassing work or the like of a remunerative kind without the specific written sanction of the Secretary.

The non-teaching staff shall conform to all the rules and regulations for the time being in force in ARUL ANANDAR COLLEGE and obey all lawful orders and direction, as she/he shall, from time to time, receive from any authorized officer of ARUL ANADAR COLLEGE.




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Code of Conduct – Students

General Discipline

- Students are to wear the identity card within the college campus and while representing our college elsewhere.
- Talking in English in the college-premises is mandatory.
- At the stroke of the first bell, all students are to move towards the classroom and occupy their seats.
- The students are expected to keep standing in silence during prayer.
 - For Shift – I: There is a short prayer at 8.25 am and teaching-learning process begins at 8.30am.
 - For Shift – II: There is a short prayer at 1.25 pm, and teaching – learning process begins.

Conduct during Class Hours

- Students should remain standing as the teacher enters, and again as she/he leaves the classroom.
- Only authorized persons can enter the classroom during working hours.
- Students should avoid loitering on the verandahs, during classhours.
- Students should move from one class to another without causing any inconvenience to others.
- Students should maintain dignity and decorum in all common gatherings.

Notice –Board

- Students are to go through daily, the information displayed on the notice boards. Ignorance is not an excuse.
- Students are not to tamper with any notice displayed.
- Only with the explicit permission of Fr Principal, any notice can be put up and/or any handbills can be circulated



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Dress code

- Every student is expected to be in a simple and modest formal dress. Girls are expected to be either in saree with sleeved blouse or chudidhar or salwar kameez with sleeved long kurtha and dupatta.
- Boys are expected to come in shirt and full pair of pants. T- Shirt is not permitted.
- Boys are expected to have a normal Haircut & avoid Earrings.

Code of Relationship

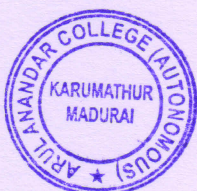
While the college administration is for fostering wholesome relationships in our campus among all its members, it expects everyone to take extra-care to scrupulously shun occasions and places involving meetings of members of complementary sexes that invite attention of the authorities.

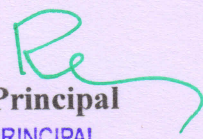
Eco-Friendly Zone

Students are responsible to keep the campus clean. They should further keep the campus litter-free. Our campus is "Smoke-Free and Plastic-Free".

Code of Behaviour

- Use and possession of drinks and drugs imply immediate dismissal from the college.
- Smoking in the campus (including the college hostel) is prohibited.
- Under the *Educational Rules of the Government*, students involved in anti-social activities are liable to be fined, suspended, and expelled.
- Under the *Educational Rules of the Government*, students resorting to ragging in any form within and outside the campus will be expelled from the college.
- Decent conduct is expected of an AAC student both within and outside the campus.
- No AAC student shall be a member of any association or club without the express permission of the Principal.
- Use of mobile phones is prohibited inside the college campus. Possession/use of cell phones within the campus will invite severe punishment.
- Decency demands that students are not involved in any kind of wild, noisy and disturbing behaviour during celebrations.
- Racing the vehicles or use of vehicles with defective silencers are not permitted.




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