



பெரியார் கலைக் கல்லூரி PERIYAR ARTS COLLEGE

Devanampattinam, Cuddalore - 607 001

(A Higher Educational Institution run by the Government of Tamilnadu)

Affiliated to Annamalai University, Annamalainagar

☎: 04142 213166

www.pacc.in

✉: principal@pacc.in

Professional Ethics for Students, Teachers and Non-Teaching Staff

Introduction

This policy document outlines the Code of Conduct and Professional Ethics for students, teachers, and non-teaching staff at Periyar Arts College, Cuddalore. The principles and guidelines set forth in this document aim to foster a respectful, responsible, and ethical academic environment, ensuring the holistic development of all stakeholders.

1. Code of Conduct for the Principal

1.1 Leadership and Management

- Provide visionary and effective leadership to the college, fostering a positive and inclusive academic environment.
- Ensure the implementation of college policies and adherence to regulatory guidelines.
- Promote a culture of continuous improvement and excellence.

1.2 Professional Integrity

- Demonstrate the highest standards of ethical behaviour, integrity, and transparency in all administrative functions.
- Avoid conflicts of interest and disclose any that may arise.
- Maintain confidentiality of sensitive information and college records.



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1.3 Responsibilities towards Students and Staff

- Ensure fair and impartial treatment of all students, teachers, and staff.
- Facilitate professional development opportunities for teachers and staff.
- Address grievances and issues promptly and effectively.

1.4 Institutional Development

- Work towards the growth and development of the college by encouraging innovation and supporting new initiatives.
- Foster collaborations with academic, research, and industry partners.
- Ensure optimal utilization of college resources for the benefit of the college community.

1.5 Disciplinary Actions

The Principal is accountable to the college's governing body, and any breach of the code of conduct may result in actions as per institutional policies and regulatory guidelines.

2. Code of Conduct for Teachers

2.1 Professional Integrity

- Uphold the highest standards of integrity and honesty in all professional interactions.
- Avoid conflicts of interest and disclose any that may arise.
- Respect intellectual property and avoid plagiarism in research and publications.



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2.2 Teaching Responsibilities

- Prepare thoroughly for classes and deliver high-quality instruction.
- Encourage critical thinking and intellectual curiosity among students.
- Provide timely and constructive feedback on student assignments and assessments.

2.3 Behavioural Expectations

- Treat all students fairly and impartially, without discrimination.
- Maintain confidentiality of student records and personal information.
- Engage in continuous professional development and stay updated with advancements in their field.

2.4 Disciplinary Actions

Teachers who violate the code of conduct may face disciplinary measures, as per institutional policies and regulatory guidelines, based on the nature of the misconduct.

3. Code of Conduct for Students

3.1 General Conduct

- Students must respect the rights and dignity of fellow students, teachers, and staff.
- Abide by all rules and regulations of the college, including those related to attendance, punctuality, and submission of assignments.
- Maintain academic integrity by avoiding cheating, plagiarism, and other forms of academic dishonesty.



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3.2 Academic Responsibilities

- Attend all classes, practical sessions and seminars regularly and punctually.
- Participate actively in learning activities and strive for excellence.
- Use college resources, including the library and laboratory facilities, responsibly.

3.3 Behavioural Expectations

- Exhibit courteous behaviour and refrain from any form of harassment or discrimination.
- Dress appropriately and maintain personal hygiene.
- Respect the college property and maintain cleanliness on campus.

3.4 Disciplinary Actions

Violations of the code of conduct may result in disciplinary actions, including warnings, suspension, or expulsion, depending on the severity of the offence.

4. Code of Conduct for Non-Teaching Staff

4.1 Professional Responsibilities

- Perform duties diligently and efficiently, contributing to the smooth functioning of the college.
- Adhere to the policies and procedures of the college.
- Maintain accurate and complete records as required by their roles.



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4.2 Behavioural Expectations

- Treat students, teachers, and colleagues with respect and courtesy.
- Maintain confidentiality of college records and sensitive information.
- Refrain from any activities that could bring disrepute to the college.

4.3 Use of College Resources

- Use college resources, including equipment and materials, responsibly and for official purposes only.
- Report any misuse or damage to college property promptly.

4.4 Disciplinary Actions

Non-teaching staff found violating the code of conduct may be subject to disciplinary actions, as per institutional policies and regulatory guidelines, depending on the infraction.

5. Implementation and Review

- The Code of Conduct and Professional Ethics policy will be reviewed annually by a committee appointed by the college administration.
- Regular workshops and seminars will be conducted to educate all stakeholders about the policy.
- Feedback from students, teachers, and staff will be incorporated to ensure the policy remains relevant and effective.



S. Armi

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