



★ **PIONEER** ★  
College of Arts and Science

**CODE OF ETHICS - POLICY DOCUMENT**

**Affiliated to Bharathiar University & Accredited by NAAC  
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**CODE OF CONDUCT - ADMINISTRATORS**

1. Ensure smooth functioning of the institution.
2. Ensure that the organization's values are upheld and that all students, academic staff, and supporting staff are treated with respect.
3. Be completely in line with the institution's policies, rules, and regulations, and be ready to put them into practice.
4. Make sure that the tasks given to members are appropriate for their training, expertise, and experience.
5. Make sure that the institution's objectives are clearly communicated to all relevant parties and that the activities it plans to engage in are focused on achieving the goals.
6. Assist the team members with the training they require to improve their skills and effectively carry out the tasks assigned.
7. Communicate all information to the concerned teaching and non-teaching members in a very precise and clear manner.

**CODE OF CONDUCT - PRINCIPAL**

8. The Principal should lay out policies and a plan to carry out the vision and mission of the college.
9. The Principal should ensure quality in instruction and academic activities.
10. The principal should ensure that the work allotment is made fairly to all the staff members.
11. The Principal is responsible to keep track of the events to be executed.
12. The principal should establish several committees at the college level and designate coordinators and monitor the functioning.
13. When necessary, the Principal should call meetings of various Cells, Committees.
14. The principal needs to encourage teachers to participate in various trainings to increase their knowledge.
15. The Principal is responsible for ensuring that the Department of Collegiate Education's instructions are strictly followed.

**CODE OF CONDUCT - TEACHERS**

1. He/She, Whoever adopts Teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see there is no incompatibility between his precepts and practice.
2. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.
3. He/She should seek to make professional growth continuous through study and research.
4. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
5. Respect the rights and dignity of the student in expressing his/her opinion.
6. Refrain from inciting students against other students, colleagues or administration.
7. Shall cooperate in the accepting additional responsibilities and positions of the institution and discharge responsibilities which such position may demand.
8. Speak respectfully of the other teachers and render assistance or professional betterment.
9. Cooperate with the authorities for the betterment of the institution.
10. Should adhere to the conditions of contract.
11. Refrain from taking part in any way in activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for National Integration.
12. Should treat the non-teaching staff as colleagues and cooperate with them in the disposition of their duties.

**CODE OF CONDUCT - ADMINISTRATIVE STAFF**

1. The overall office related work should be taken care by the administrative staff.
2. Parents, Students and Staff members are to be treated well.
3. They should be co-operative with the faculty members.
4. All the activities allotted should be carried out through proper channels.
5. Leave should be taken on prior permission.
6. During their working hours they are not supposed to do any trade/business.
7. Administrative Staff should not involve in unethical practices.
8. Office superintendent will co-ordinate with all staff members and ensure all the activities are carried out in time.
9. The transport management is monitored by the Office superintendent.
10. The overall non-academic activities will be monitored by the administrative officer.

**CODE OF CONDUCT - NON-TEACHING STAFF MEMBERS**

1. They should inform leave in advance.
2. They are supposed to do their allotted work in time.
3. They are supposed to treat all students, faculty members, administrative staff and parents in a good manner.
4. They should not involve in non-ethical practices.
5. They should not do any business or trade during their working hours.