



THANTHAI HANS ROEVER COLLEGE

(Autonomous)

(Re - Accredited by NAAC with B** (2nd Cycle), Affiliated to Bharathidasan University, Tiruchirappalli)

ELAMBALUR (P.O), PERAMBALUR - 621220.

web : www.roevercollege.ac.in | E-Mail : office@roevercollege.ac.in | Phone : +91-9750970166



CODE OF CONDUCT FOR ADMINISTRATORS

1. Provide ethical leadership by setting a positive example for colleagues and students.
2. Uphold and promote the values and mission of the college in all professional activities.
3. Act with integrity and honesty in all administrative decisions and actions.
4. Be transparent in your communication and decision-making processes, to the extent permitted by law and college policies.
5. Foster a diverse, inclusive, and equitable environment within the college.
6. Treat all members of the college community with respect and fairness, regardless of their background.
7. Abide by all local, state, and federal laws and college policies.
8. Ensure that all administrative actions and decisions are in compliance with applicable regulations and college policies.
9. Manage college resources, including budget, facilities, and personnel, responsibly and in the best interest of the institution.
10. Prioritize student welfare and academic quality in administrative decisions and actions.
11. Support initiatives that enhance student learning, development, and success.




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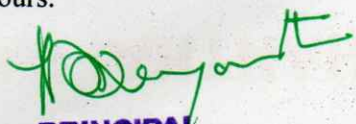
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CODE OF CONDUCT FOR TEACHING AND NON TEACHING STAFF

1. No teacher shall involve themselves in any act of moral turpitude that may cause impairment or bring discredit to the institution or management.
2. No teacher shall involve themselves in any form of political activity, either inside or outside the campus.
3. Teachers should attend the college neatly dressed and wearing shoes.
4. Teachers should not participate in any strikes or demonstrations, either inside or outside the campus.
5. Any instructions issued by the competent authority via circulars from time to time must be complied with.
6. No teacher shall send circulars or distribute handbills to the staff or organize meetings on the campus without permission from the Principal.
7. Teachers must always wear their identity cards while inside the college premises.
8. Heads of departments must submit the department's timetable and individual teacher's timetables to the Principal/Vice Principal on the last working day of the previous semester. Any changes must also be reported to the Principal/Vice Principal in writing.
9. Teachers are encouraged to conduct research on topics of interest.
10. Each department association must conduct at least three special meetings in each semester.
11. Teachers are expected to attend department academic association meetings, seminars, and college functions such as Sports Day, College Day, Independence Day, and Republic Day celebrations without fail.
12. Teachers are expected to volunteer to take up extra classes for students of certificate, diploma, and other career-oriented programs.
13. When making any representation to the Principal, teachers should avoid meeting the Principal as a group.
14. The Department Association Coordinator should plan activities for the semester well in advance and submit them to the Principal with the budget.
15. All department meetings of teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be scheduled during class hours.




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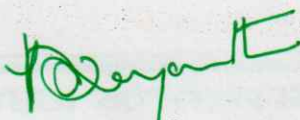
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CODE OF CONDUCT FOR STUDENTS

1. Every student shall dress decently and maintain a smart appearance.
2. No student shall leave the classroom without the permission of the professor or until the professor has left the room or asked the class to disperse.
3. During class hours, students should not loiter in the verandah.
4. Students should not make any noise while moving from class to class.
5. Any damage to college property, furniture, or buildings caused by students will be repaired at their expense.
6. Students are expected to read notices exhibited on the College Notice Board, and ignorance of any notice posted there will not be accepted as an excuse for failing to comply.
7. No meetings of any kind shall be held on the College campus without the prior written permission of the Principal.
8. Students found using unfair means during examinations will be subject to punishment.
9. Any lost property found must be handed over to the Principal, from whom the owner can promptly claim it after providing proof of ownership.
10. Stringent action will be taken against students involved in eve-teasing, as per the TN Prohibition of Eve-Teasing Act 1998.
11. Ragging is strictly prohibited, and anyone involved in ragging in any manner shall face punishment.
12. Students of the College are expected to behave both inside and outside the college in a manner that upholds the good name of the college and their own.
13. Students should abstain from actively participating in party or communal politics.
14. Students should wear the Identity Card inside the campus.




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CODE OF CONDUCT FOR OTHER STAFF

1. Demonstrate professionalism in all interactions with colleagues, students, and visitors.
2. Be punctual and maintain regular attendance as per your designated work schedule.
3. Dress appropriately, adhering to the college's dress code policy.
4. Treat all individuals with respect, courtesy, and dignity, regardless of their position or background.
5. Maintain a positive and collaborative attitude when working in teams or with other staff members.
6. Avoid any form of discrimination, harassment, or offensive language or behavior.
7. Use college resources, including equipment and facilities, responsibly and for authorized purposes.



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