

Tamil Nadu Physical Education and Sports University

Chennai - 600127

Code of Conduct for Students, Teachers and Non- Teaching Staff

1. Preface

Tamil Nadu Physical Education and Sports University Code of conduct for Students, Teachers and Non-Teaching Staffs drawn to ensure proper and smooth functioning of the University and to preserve the goodwill and reputation of the University.

2. Definition of Code of conduct

A code of conduct is a legal document that provides guidelines on acceptable behaviors of individuals in an organization.

SECTION - A

CODE OF CONDUCT FOR STUDENTS.

1. Students, (Men, Women and Transgender) should attend the University decently dressed up. They should adhere to the cultural values and ethos of the University.
2. Students are required to attend the class punctually. Latecomers will be admitted only in exceptional cases and with the permission of the Heads of Departments.
3. All the applications for leave shall be made in writing in advance and shall include the details of the reason, name, roll number and duration of leave and it shall be endorsed by the Heads of Department/Deputy warden of the Hostel. Any medical leave shall be supported by a certificate issued by an authorized medical practitioner
- 4.. The Students are required to attend the classes on the re opening of the University and on the closing day of every semester compulsorily.
- 5 If the students are attending any curricular co- curricular and extra curricular activities, they should submit the on duty letter in the prescribed format duly signed by the staff in charge to the authorities in advance.
6. Loitering on Verandahs, canteens, hostel blocks corridors, stair case, play fields other passages and other places should be avoided as it disturbs the academic atmosphere in the

campus. Strict action will be initiated against students who are found in the above places during the class hours.

7. While moving from one class to another, strict silence must be observed.

8. Whenever the students are free, they are expected to go to the Library. During free periods, they are advised to train themselves in physical activities in the ground.

9. While inside the class rooms, the students should avoid unnecessary gossip, speech that would disturb their focus and attention, besides causing nuisance to the other class students and teachers.

10. Students are required to go through all the circulars exhibited on the Notice Board and act accordingly.

11. Use of Cell phones by Students inside the class rooms, whether the classes are on or not, and in the examination rooms are strictly prohibited. Cell phones would be seized, if students are found using them inside the Class rooms./examination rooms

12. Possession of Cell phones or any other book or papers inside the examination Hall is strictly prohibited. Bringing and keeping the cash and other valuables in their bags at the time of University examinations will be students own risk. Students are therefore advised not to bring cell phones and other valuables at the time of University examinations.

13. Students are warned that smoking, drinking, using drugs are injurious to health and therefore using them anywhere and at time is dangerous. Use of Tobacco, alcohol, drugs inside the University is strictly forbidden.

14. Students should not involve in any form of ragging inside or outside the campus.

15. Collection of cash or donations for any purpose by the Students are not permitted.

16. The tuition fees, hostel fees, mess fees should be remitted in time. If they don't remit the fees in time, their names will be removed from the enrolment list and transfer certificate will be issued to them.

17. The students should park their vehicles in the area allotted. They are advised not to indulge rash driving.

18. Students during their stay in the university should not exchange greeting cards, photographs, gifts, articles or letters with the students of opposite sex gossiping of any kind should be avoided during sports events, tour, travel, rehearsal for fine arts etc.

19.. The Students should not either make or receive payments unlawfully

20. The Students are forbidden from organizing any meeting in the University campus for any purpose without the prior permission of the authorities of the University.

21. No student shall enter the administrative office and building except on business and at the stipulated time and with the prior permission of the Head of Department.

22. Any property lying and unclaimed by any one should be handed over to the authorities

23. Students should exercise utmost care in handling furniture/ equipment/ apparatus/ sports goods. All breakages, losses and damages shall be reported to the Head of Department at once.

24. The Students should switch off the fans and lights when they leave the classrooms and hostel rooms.

25.. Every student should wear the Identity card issued with his/her photo affixed on it duly attested by the authorities are expected to wear their rope identity cards inside and outside the class. They should be shown on demand while transacting business at the bank or in the University office library, while applying for railway/bus pass, while participating in inter-Universities events and other tournaments. This ID card shall be carried by the Students while entering into the University Examination without which their entry hall may be denied. It should be shown to the security staff manning the University gates.

26.. If any student has any grievance, he/her should approach the concerned Students redressal Cell or the Head of Department.

27. Students are strictly forbidden from participating any political agitations of all kinds.

28. If any student found attending any political meeting or engages in any political activity and conduct herself/himself in a way which is detrimental to the University functioning severe action will be taken

29. Organized absence from the classes and soliciting absence from other Students are also serious breach of discipline which may lead to drastic action.

30.. Students should not resort to any method of protest for whatever reason. If they have any problems and issues, they should address the Student Grievance Redressal Cell and the Head of Department.

31. The Students should not air any of the problems or issues on the social media such as face book, twitter, U tube or in the press.

32.. The students should not indulge in any activity or any act of indiscipline which may bring disrepute to the University.

33. Students should not indulge in any violent activity or group violence. The students found involved in violent behavior inside or outside the campus and in group violence inside the camp leading to bloody clashes, would be severely dealt with.

SECTION - B

CODE OF CONDUCT FOR TEACHING STAFF

1. Teaching faculty should handle the subjects assigned to them as per the time table.
2. They should complete the syllabus in time. They should produce good results in the subjects handled by them and are accountable for the same.
3. Mentor and Mentee system shall be effectively implemented. They should monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester
5. Assignments should be written in the Note books, the note books are to be collected from the students in time and returned to them after correction.
6. Internal tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the Students. Marks for the assignments, internal test, seminars if any attended are to be entered in the counseling report.
7. Teaching faculty should help, guide, encourage and assist the students to ensure that the teaching learning process is effective and successful. Value based education should be their motto.
- 8.. They should maintain decorum both inside and outside the class room and set a good example to the students.
9. They should carry out other academic, co-curricular, organizational activities and extension activities that may be assigned to them from time to time.
10. They should report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
11. They should obtain written permission for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions regarding frequency permission for going out of the University shall not be given during office hours.
12. They should remain in the University campus throughout the University hours.

13. Prior written permission is required at least a day in advance while availing CL or OD,
14. Not all staff members will be allowed to go on OD/on leave on a particular day.
15. No teaching faculty should involve himself/herself in any act of moral turpitude on his/her part or bring discredit/disrepute to the University.
16. No Associations shall be formed without the permission of the University.
17. No Teaching faculty should involve himself/herself in any form of political activity inside or outside the campus. They shall not be associated with any political party or any organization which takes part in politics or shall subscribe to or assist in any other matter any political movement
18. No teacher shall contest or participate in or canvass for any election.
19. No teaching faculty shall bring or attempt to bring any political or other influence on his superior authority in respect of the individual service interests,
20. No teacher shall engage himself or participate in any activity which is anti secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interest of the Nation and Integrity of India. the security of States, friendly relation with foreign states, public order, decency, or morality or which involves contempt of court defamation or incitement of an offence.
21. No one employed in this University shall indulge in any criticism of the policies of the Government /University either directly or indirectly or participate which brings disrepute to the Government/University
22. No teaching faculty shall discriminate against any student on grounds of caste, creed, sect, religion, sex, nationality or language.
23. No teaching faculty shall incite students against the other students, teacher or the University authorities
24. They should assess impartially the performance of the students in tests, examinations, assignments, practical's, dissertations, thesis etc. He should not indulge in over making, under making or other attempts at victimization on any ground.
25. After the results are published, the Heads of Departments should examine the results of their Departments and discuss with the other teaching faculty in the Department meetings how to improve the progress of the students and to take follow up action.

26. They should not resort to threats of physical harms, forcible detention, harassment, intimidation, sexual harassment of any staff, or students of the University with the intention of interfering with the performance of his duties.

27. No one shall indulge in any criticism of the University administration in such a manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration. Further, No teaching faculty shall in any radio broadcast or any document publish anomalously or in his own name or in the name of any other person or in any communication to the press make any statement or public utterance or express an opinion

(i) which is in the name of character assassination reflection on the personal life of his superiors or

ii) Which is in the nature of criticism of individuals as distinct from policy decision. provided that nothing on this shall apply to any statement made or view expressed by a teacher in his official capacity or in the due performance of the duties assigned to him on academic matters.

28. No teaching faculty except in accordance with any general or special orders of the University or in the performance of good faith or duties assigned to him divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he is not authorized to divulge or communicate it shall be the duty of the everyone to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of official duties to make use of which would be improper.

29. No teaching staff shall refuse to carry out the decision of the appropriate administrative or academic bodies of the University.

30. They should attend the University neatly dressed and adopting the dress regulations as per the occasion demands.

31. No one shall send circulars/distribute pamphlets/handbills to the staff, organize meetings in the campus without the permission from the authorities of the University.

32. A teaching faculty who gets involved in certain criminal proceedings shall immediately inform the University irrespective of the fact whether he has been released on bail or not.

33. No teaching faculty shall except with the previous sanction of the University shall have recourse to any court of law or the press for the vindication of any official act which has been subject matter of adverse criticism or an attach of defamatory character

34. The Teaching faculty are barred from using cell phones inside the class rooms

35. They should always wear identity badges inside the University campus.

36. The HODS should submit the Departments time table and individual teacher time table to the University on the last working day of the previous semester. Any change must also be reported in writing.
37. The Teaching faculty shall attend, department academic meetings, seminars workshops etc and also University functions like Sports day, University day, Independence day, Republic day celebrations etc without fail.
38. For making any representation, they should make it only after class hours and should desist meeting the University Authorities as a group.
39. The HODs are responsible for all the properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to the property like, tables, chairs, laboratory equipments, electrical appliances etc shall be reported to the Registrar in writing immediately.
40. All the department meeting shall not be convened during class hours.
41. They should attend any work assigned to them in connection with an examination conducted by the University.
42. No teaching staff employed in this University shall engage directly or indirectly in any trade, or business in private tuition works.
43. An University employee may be entrusted with any work connected with the University academic or administrative as required by the proper authority without any liability to meet the claim for additional remuneration. He shall not accept while in University service additional employment or any employment on part time basis with or without emoluments or honorary work without previous sanction of the Vice Chancellor or any other authority in writing.
44. Every employee shall at all times maintain absolute integrity and devotion to duty. The whole time of the University employee is at the disposal of the University which pays him/her and he/she may be employed in any manner required by the proper authority without claim for additional remuneration.
45. NO employee shall indulge his/her private affairs avoiding habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding shall forthwith report the facts of the case to University.
46. No university employee shall except with the previous sanction of the Vice Chancellor or of the prescribed authority ask for or accept contributions or otherwise associate himself/herself with the raising of funds or other collections in cash or in kind in pursuance of any object whatsoever.

47. No employee of this University shall accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift.

SECTION - C

CODE OF CONDUCT FOR NON TEACHING STAFF

1. The Non- Teaching Staff should report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere by the University Authorities.
2. They should obtain written permission for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions regarding frequency permission for going out of the University shall not be given during office hours.
3. They should remain in the University campus throughout the University hours.
4. Prior written permission is required at least a day in advance while availing CL or OD.
5. Not all staff members will be allowed to go on OD/on leave on a particular day.
6. No non-teaching should involve himself/herself in any act of moral turpitude on his/her part or bring discredit/disrepute to the University.
7. No Associations shall be formed without the permission of the University.
8. No non-teaching staff should involve himself/herself in any form of political activity inside or outside the campus. They shall not be associated with any political party or any organization which takes part in politics or shall subscribe to or assist in any other matter any political movement
9. No non-teaching shall contest or participate in or canvass for any election.
10. No non-teaching shall bring or attempt to bring any political or other influence on his superior authority in respect of the individual service interests,
11. No non-teaching shall engage himself or participate in any activity which is anti secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interest of the Nation and Integrity of India, the security of States, friendly relation with foreign states, public order, decency, or morality or which involves contempt of court defamation or incitement of an offence.

12. No one employed in this University shall indulge in any criticism of the policies of the Government /University either directly or indirectly or participate which brings disrepute to the Government/University

13. No non- teaching shall discriminate against any student on grounds of caste, creed, sect, religion, sex, nationality or language.

14.: No non -teaching staff shall incite against the other staff or the University authorities

15. They should not resort to threats of physical harms, forcible detention, harassment, intimidation, sexual harassment of any staff, or students of the University with the intention of interfering with the performance of his duties.

16. No one shall indulge in any criticism of the University administration in such a manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration No teaching faculty shall in any radio broadcast or any document publish anomalously or in his own name or in the name of any other person or in any communication to the press make any statement or public utterance or express an opinion

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18. No non-teaching staff shall refuse to carry out the decision of the appropriate administrative or academic bodies of the University.

19. They should attend the University neatly dressed and adopting the dress regulations as per the occasion demands.

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23. They should always wear identity badges inside the University campus.

24. The non-teaching faculty shall attend, department meetings, University functions like Sports day, University day, Independence day, Republic day celebrations etc without fail.

25. For making any representation, they should desist meeting the University Authorities as a group.

26. The Section heads are responsible for all the properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to the property like, tables, chairs, electrical appliances etc shall be reported to the Registrar in writing immediately.

27. They should attend any work assigned to by the authorities

28. No non-teaching staff employed in this University shall engage directly or indirectly in any trade, or business, in private tuition works.

29. An University employee may be entrusted with any work connected with the University academic or administrative as required by the proper authority without any liability to meet the claim for additional remuneration. He shall not accept while in University service additional employment or any employment on part time basis with or without emoluments or honorary work without previous sanction of the Vice Chancellor or any other authority in writing.

30. Every employee shall at all times maintain absolute integrity and devotion to duty. The whole time of the University employee is at the disposal of the University which pays him/her and he/she may be employed in any manner required by the proper authority without claim for additional remuneration.

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32. No employee of this University shall accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift.
