

## CODE OF CONDUCT FOR TEACHING STAFF:

### ➤ **Responsibilities on Students:**

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Teachers shall 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. Internal examination answer books should be assessed and marks are to be informed to the students as well as sent the University.
6. Teachers should be good and they should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto .
7. Teachers should maintain decorum both inside and outside the classroom and set a good example for the students
8. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time

### ➤ **Punctuality and Attendance**

1. Teachers must 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.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties.  
  
3. Teachers should sign the attendance register as well as register their attendance biometrically while reporting for duty. Giving Bio metric attendance in both sessions is mandatory
4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 20 per week.
5. Teachers are expected to be present in the college campus at least 10

minutes before the College time

6. Teachers should remain in the campus till the end of the College hours.

➤ **Leave**

1. Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
2. Not more than 25% of staff members in a department will be allowed to go on OD / CL on a particular day
5. 15 days of causal leave can be availed in a calendar year.
6. Causal leave can be combined with other holidays.
7. All must report for duty on the reopening day and the last working day of each semester.
8. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness

➤ **Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.**

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programs, Quality Improvement Programs etc to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy work as part of Industry – Institute interaction.
5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by way of consideration during promotion.

➤ **General Rules**

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should attend the College neatly dressed. Dress regulations should be followed as the occasion demands. Jeans pant & T- Shirts are prohibited.

5. Teachers should not participate in any strikes
6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
7. Teachers must always wear their identity badges while inside the college premises.
8. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
9. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
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 etc and also college functions like Sports Day, College Day, Independence Day Gandhi jayanthi 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 Programmes.
13. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, and electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy
14. All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours.

➤ **Disciplinary Action**

Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the

management.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.