

CODE OF CONDUCT

I. Teachers

a) Responsibilities towards Students

1. Teachers are expected to be in the campus half an hour prior to the commencement of the classes and Examinations.
2. Teachers should conduct classes and mark attendance of the students regularly.
3. Effective and diverse teaching learning methods to be incorporated to impart knowledge.
4. Teachers should concentrate towards improving the results of their respective subjects.
5. Teachers should give importance to timely completion of syllabus.
6. Teachers to perform the role of a tutor, mentor and guide to the students.
7. Teachers should be available to students even after the class hours.
8. Discrimination on the basis of caste, gender, religion and socio - economic status should never be encouraged by any teacher.
9. Internal Assessment marks should be allotted to the students transparently.
10. Teachers should maintain Work Diary. It has to be signed by the head of the department and head of the institution every month.
11. No malpractice to be entertained during the examination.
12. Examination work and Evaluation is mandatory.
13. Teachers should maintain dignity and discipline inside as well as outside classrooms.
14. Teachers should update their skills and knowledge from time to time.
15. Teachers should maintain cordial relationships with the students, parents and other stake holders of the institution.

b) Punctuality and Discipline

1. Teachers should uphold the honor of the teaching profession.
2. Teachers should maintain cordial atmosphere and uphold the dignity of the institution.
3. Teachers should report to duties on the re-opening day and the last working day of every semester.
4. Teachers should log in biometric attendance and signature in the Attendance register is compulsory.
5. Entry should be made in the Movement's Register while moving out of the institution during working hours after obtaining prior permission from the head of the institution.
6. Teachers should wear ID card in the campus.
7. Teachers should attend the meetings conducted by the head of the institution.
8. Head of the departments should submit departmental timetable and all the teachers should submit individual time tables to the head of the institution.
9. Teachers are allowed to take four OODs in each semester and OOD letters should be submitted through HODs to the head of the institution.
10. In case of availing long leave facility, prior permission from the head of the institution is needed.
11. CL, RH and EL letter should be submitted to the head of the institution through HODs.
12. Half a day CL facility is not available.
13. Teachers are expected to come in formals and women in saree or any decent dress.
14. Teachers should maintain accountability with regard to usage of the resources of the institution.
15. Teachers should not involve in any business transactions during the college hours within the campus.
16. Teachers should execute the work assigned to them with regard to curricular and co - curricular activities.
17. Teachers should attend the programmes and celebration of national festivals in the institution.
18. Teachers should abide by the rules and regulations of the institution and discharge their duties in accordance with the guidelines issued by the concerned higher authorities.

19. Teachers should engage and contribute to the achievement of vision and mission of the institution.
20. Teachers should co- operate with colleagues and administrative staff as well as the head of the institution in maintaining and developing an effective educational environment.

II. Non – Teaching Staff

1. Non – teaching staff should maintain cordial relations and collaborate with fellow staff, teachers, students and stakeholders to maintain the dignity of the institution and to ensure smooth execution of work.
2. Maintenance of records and timely updating of the records should be given top priority.
3. Non – Teaching staff should extend maximum support to address the grievances of the students with regard to Examination, Admission and University related matters.
4. Students should be made aware of the latest information regarding examination or university and admission related matters through frequent circulars.
5. Duties should be discharged as per the directions of the higher authorities.
6. Non – Teaching staff should adhere to the rules and regulations of the institution.
7. Obtaining prior permission from the head of the institution while availing leave facility and leaving the premises of the institution during working hours is compulsory.
8. Punctuality in terms of maintaining time and discharge of duties should be given utmost importance.
9. Wearing ID card is compulsory.
10. Circulars, order copies from DCE, JD office should be filed systematically.
11. Students should be given awareness about the scholarship facilities.
12. Scholarships should be disbursed to the students as per the orders.
13. Computer literacy is compulsory.
14. Order copies with regard to release of grants should be maintained properly.
15. Personal files of teaching and non – teaching staff should be maintained systematically.
16. Service Registers should be maintained properly.
17. Maintenance of Acquaintance Register should be given importance.
18. Head of the office should monitor the attendars and scavengers with regard to hygiene of class rooms, wash rooms and campus.
19. CL and RH letters should be maintained in a separate file.