



Government of Karnataka
Department of Collegiate Education

Government First Grade College Kolar-563101

(NAAC Re-Accredited and Affiliated to Bengaluru North University)

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HANDBOOK ON

CODE OF CONDUCT FOR TEACHING & NON TEACHING STAFF

Internal Quality Assurance Cell (IQAC)

HANDBOOK ON CODE OF CONDUCT FOR TEACHING AND NON TEACHING STAFF

The college envisages that the faculty members and office staff shall be the role models for the students to follow. He/she is expected to be a mentor, facilitator and guide to the students. This Handbook on code of conduct is a guide for all the Employees of the college in the larger interest of the development of the society and developing each and every individual necessary values and ethics for life long development. This is applicable for all the teaching and non-teaching staff of the college.


GENERAL

- The faculty members must be punctual to duty;
- He / She shall stay within the campus during the working hours of the College;
- The faculty members are expected to conduct themselves in a professional and co-operative manner;
- The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct
- Take precautions to protect equipment, materials, and facilities of the college;
- They are required to confirm to & follow the rules & regulations in force and brought in force from time to time;
- He / She shall not engage/take private tuitions; He / She shall wear a decent and formal dress;
- He / She shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD & Principal.
- The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so
- The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest
- The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the institution;
- The staff members are expected to conduct themselves in a professional, cooperative and ethical manner;
- The staff shall comply with rules, regulations, and policies of government from time to time.

ACADEMIC

- He / She shall discharge the responsibilities assigned in teaching and administrative diligently in an honest and unbiased manner with total commitment;

- Attend and participate in the meetings, activities called/assigned by the HOD, Coordinators, Principal;
- To take up other duties and responsibilities prescribed by the Principal not limited to Academic and Evaluation duties;
- He / She shall finish the evaluation work of Continuous internal evaluation (CIE) and Semester End Examinations (SEE) assigned by the university on priority without causing any inconvenience to the evaluation process.
- Whenever a faculty is deputed/permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.
- To be available for the students even after class hours to clarify their doubts, if any
- To treat students with respect, and teach them to treat others with respect
- To come well prepared for the class and stay focused on the topic/content;
- Be present in the classroom right in time near the classroom five minutes prior to the scheduled commencement
- To maintain the record of lesson plans and other relevant documents of the courses handled by them;
- To implement a designated curriculum with the said objectives
- shall not pre-pone, post-pone, and let-off or suspend a scheduled class without authorization from the concerned HOD/Principal
- Shall handle the assigned practical classes and be available in the designated place for the full time
- To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent
- Involve visual and activity-based learning wherever possible, make PowerPoint presentations (PPT) in addition to the conventional use of blackboard depending on the subject & necessity
- As a proctor, the faculty shall advise/counsel the student on all the academic matters (like registration/reregistration for the courses, dropping of courses and / or withdrawing from courses)


 Principal
 Govt. First Grade College
 KOLAR-563101.