



Code of Conduct for Teaching and Non-Teaching Staff

A. Code of Ethics for Faculties:

In fulfilment of their obligations to the teaching profession, teachers will strive to:

1. Advance the interests of the teaching profession through responsible ethical practices.
2. Regard themselves as learners and engage in continual professional development.
3. Be truthful when making statement about their qualifications and competencies.
4. Contribute to the development and promotion of sound educational policy.
5. Contribute to the development of an open and reflective professional culture.
6. Treat colleagues and associates with respect, working with them in a very congenial environment.
7. Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
8. Respect confidential information on colleagues unless.
9. Speak out if the behaviour of a colleague is seriously in breach of this code.

B. Identity CARD:

1. It is mandatory for faculty members to display Identity cards at all times when they are inside the college campus.
2. Faculties should avoid taking Identity cards from students when they are involved in undesirable activities. Identity cards can be demanded only to ascertain the identity of students. After noting the details of student, Identity card must be returned to the student concerned on the spot.

C. COMMUNICATING WITH PARENTS:

- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

D. STUDENTS - LATE COMING:

1. Students should not be denied entry into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those classes.
2. Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
3. Cases of indiscipline, misbehavior or insubordination should be dealt by departmental HoD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

E. TAKING ATTENDANCE:

1. Faculty members must take attendance within first 5 minutes of starting the period.
2. Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
3. Teachers are advised to refrain from awarding punishments like :
 - o Dismissal from the class rooms
 - o Making them stand in the class rooms
 - o Summoning their parents to campus
4. Trouble makers in the class rooms must be reported to the HoD / Principal / Director for further action.



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F. COURSE FILE:

1. Every teacher must maintain a course file for each subject as well as lab offered during semester/year.
2. Course file shall have all the details mentioned in the check list mainly
 - Updated Bio Data of Faculty
 - Time Table of the Faculty
 - Copy of the Syllabus as given by University.
 - Lecture Plan
 - Two pages write up on each Unit
 - Lecture notes for each period
 - Date and time of preparation
 - Date and time of delivery
3. Every teacher must submit course file to HoD four times in a term for clarity.
4. Every teacher should submit the Course file after the Term end to HoD.

G. CLASS ADJUSTMENT BEFORE GOING ON LEAVE

1. As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HoD before going on leave.
2. Every teacher should display the Notice of Load adjustment on Notice board mentioning the name of substitute teacher and subject and also send on WhatsApp group of their respective class.
3. All the faculty members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

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