

CODE OF CONDUCT FOR TEACHERS

1. Probation period for teaching faculty is one year.
2. During the probation period or after the completion of the probation period, if the teacher wants to leave the service, she should give notice at least three months before.
3. The teacher is bound to execute all the work assigned to her by the Head of the Institution and Head of the Department shall from time to time and should honestly carry out all the order of the superior.
4. The teacher should also abide by the leave rules prescribed by the management.
 - The teacher shall discharge her duties efficiently and diligently to match with the academic standards and moral norms laid down by the college management.
 - Every teacher shall update his /her knowledge, skills and ability to equip herself professionally for the proper discharge of duties assigned to her.
 - The teacher shall conduct herself with absolute dignity and decorum in her office and should behave properly with her superiors, colleagues and students.
 - The teacher should not deny or absent herself from the duties without any reasonable cause or without prior permission from the management authorities.
 - The teacher shall not accept any gift or any honorarium from any external agency, parents or students.
 - No teacher shall act in any manner that violates the norms of decency or morality in her behavior inside and outside college campus.
5. The teacher shall actively associate, involve, participate in all the college activities and programmes in respective of the department she belongs to. She shall motivate her students also to participate and involve in the activities of the college.
6. The teacher shall not confine her activities to the class room teaching but taken extra effort to give input to the students and enrich them for academic excellence, enable them to be confident enough and help them to be a better person.
7. The teacher shall not indulge in any organized anti-institutional activity and shall not promote abet, assist or motivate groupism or any unhealthy practices.
8. The teacher shall not undertake any monitory collection without prior consent from Head of the Institution or the Management.

9. The money so collected should be handed over to the office within 24 hours. The teacher shall settle the financial matter (in case of study trip, food fest, Arts fest etc.) within 7 days of completion of work.

10. The teacher shall not participate in any strike demonstration or indulge in any criticism of college management or against the policy of the management whatsoever

11. The teacher shall not provoke or instigate any students or any of staff members (teaching or non-teaching) against the college management.

12. The teacher should not involve in any activity that disrupts the academic or daily routine of the college academics

13. In case of any dispute between staffs or between teachers and students, decision of the management will be final and binding (Personal hearing will be conducted)

14. The college may evaluate the academic excellence of a teacher through students and parents' feedback, and from the teacher appraisal system by the Head of the department.

15. The college may at any time, terminate the service of any probationary or confirmed teacher, if she is found guilty of any acts like:

- Professional incompleteness
- Violation of code of conduct.
- Willful negligence of duty (including paper valuation)
- Failure of discharge of any special duties assigned
- Insubordination.
- Anti-institutional activity
- Break of moral ethics.
- Non-obedience of leave rules

16. Maternity leave and all the special leaves approved by the university is available to all the teachers.

- Casual leave for teaching staffs 1 $\frac{1}{2}$ days per month
- Maternity leave six month as per ESI
- Medical leave as per ESI rules

Responsibilities

- The teacher should handle the subject and complete the syllabus within the stipulated time assigned by the HoD. Teacher is accountable for producing good results in the subject she handles.
- Teacher plays the role of a mentor and should guide, assist, encourage the students in their teaching-learning process.
- Attendance, assignment and internal examinations should be effectively implemented as per the direction of HoD.
- Should submit the teaching plan, class register, log book etc.; as directed by the principal.
- Teacher should remain in the campus till the end of the college hours.

CODE OF ETHICS FOR NON TEACHING STAFF

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (8.30 a.m. to 5 p.m.). They should report for duty at least 30 minutes in advance
2. Non-Teaching staff should wear the Uniform provided by the Management.
3. Non-Teaching staff must always wear their identity badge during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before 5 p.m.
- 10 In case they need to go for any personal needs they should get the permission of vice principal and also should enter the details of movement in the Movement Register
11. Leave should be reported the day before and important assignments if any should be reported to the principal
- 12 In case if the leave extends to more than 2 days, the work she should be assigned to someone in the office who is capable to do .
13. Non-teaching staff should be loyal to the college by being punctual and reliable in all duties.
14. Integrity by being honest in words and actions
15. Creating and maintaining polite relationships with Parents, Students and staff members
16. Communicate regarding scholarships, examination fees, TC /CC ,Vehicle dues, hostel fee ,mess fee .etc in time
17. Fulfilling responsibilities by meeting the required standards for every assigned task.
18. Practice mutual respect, trust and confidentiality.

19 .Must respect and maintain the hierarchy in the Administration.

20 . Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.

21. Must not use unauthorized persons to perform official duties.