

CODE OF CONDUCT FOR TEACHERS

1. Teachers should handle the subjects assigned by the Principal/ 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. Mentor system must be effectively implemented. Faculty shall monitor the respective group of students who are attached to them.
4. Teachers should be good counselors and facilitators. 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.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.

SPECIFIC ASPECTS

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. In case of unplanned leave, the teaching faculty must inform the academic in-charge & principal for the adjustment of the classes.
4. Teachers should sign the attendance register while reporting for duty.
5. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
6. Teachers should remain in the campus till the end of the College hours.
7. Staff should not use their position in the college for private advantage or gain.
8. Teaching staff shall maintain and properly complete teaching diaries for all semester.

GENERAL POINTS

1. Teachers are barred from using cell phones while taking classes.
2. Prior written permission is required from the Principal / at least a day in advance while availing planned leave.
3. Not more than 25% of staff members in a Department will be allowed to go on leave on a particular day.
4. Half day CL is allowed.
5. 12 days of causal leave can be availed in a calendar year.