

CODE OF CONDUCT FOR TEACHERS

1. Teachers by their exemplary conduct should uphold their dignity and that of the profession. They should evince keen interest in academic matters and extension services.
2. The teachers should lead a life of respectability and avoid habits such as smoking, taking alcoholic drinks and gambling inside and outside the premises of the University.
3. Every Teacher is required to report at the University before the commencement of working hours. No Teacher will be granted permission for coming late if they have a class allotted to them during the 1st hour. If the Teacher is found to be late at the commencement of the 1st hour class, the HOD shall make alternative arrangements in the interest of students. Under such circumstances, the concerned teacher will be treated as being absent for half a day and has to submit a leave letter accordingly.
4. They shall go to the classes punctually and engage the students for the entire duration of period and shall not dismiss the classes or permit the students to go out before the period is over. They shall not cancel or exchange any class with the other teacher without the permission of the HOD/Registrar.
5. They shall prepare scheme of lessons for the subjects they teach for each semester, and submit the scheme of lessons to the Registrar and Heads of the Departments once a month or whenever asked for. They shall have the scheme of lessons with them while they teach their classes, and present them, when required, to the Heads of the Departments or the Registrar/COE, when they come on a round to supervise the conduct of the classes. The scheme of lessons must contain the plan of portions of lessons for the allotted hours based on the syllabus and CIA exams. In the case of PG

classes, in addition to the above, the teachers must submit the plans of written assignments and seminars for the Semester.

6. In the classrooms the teachers should strictly confine to the teaching of their subjects. They should refrain from indulging in anti-religious, communal, political and anti-institutional propaganda lest they may wound the feelings of any section of the students or staff.
7. Teachers should teach subjects allotted to them. No change should be introduced in the time table and distribution of work without the permission of the HOD/Registrar.
8. The staff member should take active part in extra-curricular and co-curricular activities assigned to him/her by the Registrar. Teachers should participate in the University functions and attend diligently and efficiently to the duties allotted to them.
9. Staff members who are on invigilation duty during CIA exams and end of the Semester exams should perform efficient and effective supervision and give no room for malpractices by the students. No alternative arrangements should be made without the permission of the COE.
10. Teachers should conduct the practicals, compositions and translations as per the scheme drawn. Negligent, slipshod and insincere work on the part of any member of staff will be viewed seriously.
11. It is expected of the teachers to convene tests and Model examinations of all nature, outside the allotted working hours and contact hours. If they could manage to conduct the tests during allotted working hours after completion of the portions jointly or individually depending on the nature of the subjects, they could do

so after intimating the Registrar and the Head of the Department for convenient supervision.

12. Teachers should endeavor to get good results and earn credit to their Department and the University by effective teaching and guiding. Results of examinations will be reviewed periodically and placed before the Board of Directors for considerations.
13. All instructions and any Departmental work assigned to the staff by the HOD/Registrar should be carried out efficiently and with utmost sincerity.
14. The Teachers are responsible for the proper use and maintenance of all movables, equipment and registers kept under their charge and supervision. They shall properly maintain the Stock Register, Acquaintance Register and Equipment Maintenance Register and submit the same to the Registrar whenever required to do so. All instruments and equipment must be functional always. Necessary steps should be initiated to ensure this.
15. Teachers should be available in their respective departments during working hours of the College except when they are engaged in teaching their classes or are in laboratories. They are not expected to move from one department to the other and disturb the normal functioning of the departments. However, if they want to consult any member belonging to other faculty, they should get the consent of the Head of his/her Department as well as Head of the other Department and the staff member must make an entry in the movement register while leaving the department. The movement register will be under the custody of the Head of the Department and should be submitted to the Registrar whenever called for.

16. Every staff member should do his/her duty diligently and conscientiously. Any slackness or disobedience or violation on the part of the staff member will be viewed seriously.
17. The Supervisory staff (HOD) must always keep strict vigil in maintaining the general discipline of the students belonging to their department. In the absence of any teacher of the department, students must be clearly informed about their responsibilities. Under no circumstances they must be allowed to disturb the other classes.
18. The Teacher should serve as a Role Model for the students and uphold the values cherished by the University. They must maintain proper protocol while speaking to senior faculty and other colleagues.
19. The Teacher shall regularly organise Seminars and Workshops for the benefit of the students of their class and for the professional advancement of other Teachers in the University.
20. The Teacher shall teach all the periods allotted to them and any omission will be deemed as absence and such unfinished portions have to be completed by taking class after regular working hours.
21. The Teacher shall maintain proper discipline and create a conducive academic atmosphere in their classes and the Campus.
22. The Teachers shall take special coaching classes for the weak and slow learners outside College working hours to help them improve their learning skills and academic performance.
23. The Teachers are required to obtain prior written permission from the Registrar before accepting any outside remunerative assignments such as tuition, examinerships or delivering speeches for which payment is received.

24. They may publish books or any other publications only with the written permission of the Registrar.
25. The Teachers shall not have any monetary transactions or involve themselves in collection of money from the students without the written permission of the Registrar.
26. No Teachers shall receive or entertain any visitor / guest while at work in the classroom or laboratories.
27. All Teachers shall carry out their role as Tutors under the tutorial system (adopted by every class) diligently and work for student welfare. In performing the role of a tutor, every teacher shall closely monitor the attendance and academic performance of every student placed under him/her. Whenever necessary, they shall call the parents to the University in person and counsel them on the shortcomings of the student. All teachers shall maintain a proper profile of every student tutored by them.
28. It will be the primary responsibility of every HOD to ensure that there is no cancellation of any class on account of casual or other leave applied by the Teaching staff of their department.
29. Teachers availing leave shall ensure that all portions allotted to them are fully covered and if necessary, organise special classes after college hours to complete the syllabus and protect the interests of the students.
30. Any action of the Teacher which affects the interests of the students and staffs will be liable for disciplinary action including removal from service.

31. No Teacher shall engage himself/herself or participate in any action that is likely to cause disharmony in the College/University or conduct themselves in a manner prejudicial to the interest of the Institution. They shall not act in any manner which is anti-institutional or causes disrepute to the image of the College/University.
32. Publication of papers, guiding of students for M.Phil and Ph.D and undertaking Research projects will constitute important criteria that will be taken into account/increment/promotion for further promotion.