



CODE OF CONDUCT OF PROFESSIONAL ETHICS FOR TEACHING AND NON TEACHING STAFF

TEACHING STAFF

All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following are the code of conduct for faculty members:

Teachers should: Abide by rules and regulations of the institutions.

1. All faculty members motivate the students must maintain high standards of punctuality, honesty and professional ethics
2. Seek to make professional growth continuous through study and research.
3. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
4. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
5. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
6. Participate in extension, co-curricular and extra-curricular activities including community service.
7. All faculty members should prepare a lesson/teaching plan, notes, academic file well in advance before commencement of the classes.
- 8 All faculty members should take proper care of his group of students by guiding, motivating, counseling and monitoring their attendance and performance.

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9. Every faculty members should be responsible to conduct regular classes and practicals and also take extra classes whenever necessary.
10. Every faculty members shall respect the right and dignity of the student in expressing his/her opinion.
11. Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
12. No faculty members shall act in any manner that violates the decorum or morality within the campus.
13. Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
14. All faculty members must refrain from any from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

CODE OF CONDUCT FOR NON-TEACHING STAFF

The non-teaching staff should

1. Remain on duty during college hours
2. Co-operate whole heartedly with the authorities of the college in the fulfillment of mission and goals of the college by performing his/her role in a professional manner.
3. Respect and maintain the hierarchy in the Administration
4. Maintain honesty, integrity, fairness in all activities. Deal Properly and positively with staff, students and parents.
5. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
6. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts.
7. Must not intercept or misappropriate college money.
8. Must not be absent from duty without official approval or approved sick leave.
9. Non-Teaching staff, working in the lab, shall maintain a stock register for all the articles, equipments, chemicals etc.
10. Avoid social networking sites such as personal account of Facebook, whatsapp, etc during the working hours.


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