

# Teachers' Code of Conduct

- T - CoC 01. Teachers to encourage the students to express their opinion*
- T - CoC 02. Teachers to see the students with an equal eye irrespective of gender, caste and creed*
- T - CoC 03. Teachers to identify the heterogeneity among the students and cater to their diverse needs*
- T - CoC 04. Teachers to adhere to a responsible pattern of conduct and demeanour expected of them by the community*
- T - CoC 05. Teachers to manage their private affairs in a manner consistent with the dignity of the profession*
- T - CoC 06. Teachers to make professional growth continuous through study and research*
- T - CoC 07. Teachers to express a free and frank opinion by participating in professional meetings, seminars, conferences etc. towards the contribution of knowledge*

- T - CoC 08. Teachers to perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication*
- T - CoC 09. Teachers to remain present in the college for six hours a day and make themselves available to the students within the class and outside the class*
- T - CoC 10. Teachers to act as Pathfinder in the classroom and Mentor outside the classroom*
- T - CoC 11. Teachers to participate in extension, co-curricular and extra-curricular activities including community service*
- T - CoC 12. Teachers to cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counselling students*
- T - CoC 13. Teachers to embrace new-age learning and empower the learners for the new century*

- T - CoC 14. Teachers to report in time to duty as per the working hours prescribed and prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties.*
- T - CoC 15. Teachers to mark their attendance in biometric devices, in addition, to sign the attendance register while reporting for duty.*
- T - CoC 16. Teachers to remain aware that their workload is 40 hours a week even though their maximum class hours are only 16 hours a week.*
- T - CoC 17. Teachers should remain on the campus until the end of the College hours.*
- T - CoC 18. Teachers to obtain prior written permission from the Principal at least a day in advance while availing leave*
- T - CoC 19. Teachers to follow the rule that not more than 25% of staff members in a Department will be allowed to go on leave on a particular day.*
- T - CoC 20. Teachers to report for duty on the reopening day and the last working day of each semester.*

- T - CoC 21. Teachers to avail medical leave only for medical reasons on the production of medical certificates*
- T - CoC 22. Teachers to avail study leave for higher studies at the discretion of the management.*
- T - CoC 23. Teachers not to involve himself or herself in any form of political activity inside the college campus.*
- T - CoC 24. Teachers not to involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.*
- T - CoC 25. Teachers are barred from using cell phones while taking classes.*
- T - CoC 26. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.*