

CODE OF CONDUCT FOR TEACHING STAFF

1. The teachers should uphold the vision and mission of the College, and work for the holistic development of the students.
2. All the teachers should be present in the respective staff rooms of departments before 9.30 a.m., and they can leave the campus only after 4 p.m.
3. The teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.
4. The teachers should mark the attendance online, and maintain the documentation in the Attendance Register entrusted to them.
5. They should maintain a personal contact with the students, and the class tutors and mentors have greater responsibility in the well-being of the students of their respective classes. Each Tutor and Mentor should keep the contact details of their students and their parents.
6. Members of the teaching staff may borrow books from the College library, and they can keep text books with them for the whole academic year. Other books may be kept up to 30 days. At a time, they can take maximum 5 books. However, all books borrowed from the library should be returned before 30th April every year. All the privileges for the staff regarding the borrowing of the books can be revoked at times of grave necessities, and the librarian will inform the matter beforehand.
7. They should 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 as well as assisting in the conduct of university and College examinations, including supervision, invigilation and evaluation.
8. They should participate in extension, co-curricular and extra-curricular activities including community service.
9. They should cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
10. Teachers should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
11. They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
12. Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
13. They should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
14. They should treat members of the profession in the same manner as they themselves wish to be treated.
15. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
16. Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Every staff member employed at the college shall perform their duties efficiently and diligently, adhering to the rules and regulations of the College, the University, and the Government.
2. No staff member shall absent themselves from duty without obtaining prior permission from the appropriate authority.
3. During their period of service, all staff members are expected to conduct themselves with honesty and efficiency, following the instructions issued by the Head of the Institution.
4. All teaching and non-teaching staff must report to duty punctually at the designated time and shall not leave the campus before the official closing time of the college.
5. All teaching and non-teaching staff are required to mark their attendance regularly in the attendance register maintained by the Head of the Institution.