

GUIDELINES FOR MORAL CODE OF CONDUCT FOR EMPLOYEES

Every teacher will note that it is necessary to have 180 days of actual teaching work during the Academic year without making any compromise , excluding Sundays , other public holidays and Exam days .

The teaching staff will remain present on the college campus for at least 5 clock hours on all working days . In addition to the time spent on class room teaching , they will help the college administration in running co - curricular and extracurricular activities . This is compulsory on the part of the teaching staff . Action be taken against those who do not comply with this . Head of the Department will see that regular marking of attendance in the class room is strictly followed by the teaching staff of his Department . He has the right to take penal action for non - compliance

UGC Code of Professional Ethics of University and College Teachers :

1. Teachers and their responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession . A teacher is constantly under the scrutiny of his students and society at large . Therefore , every teacher should see that there is no incompatibility between his precepts and practice . The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals . The profession further requires that the teachers should be calm , patient and communicative by temperament and amiable in disposition.

Teacher should

- i) Adhere to a responsible pattern to conduct and demeanour expected by the community
- ii) Manage their private affairs in a manner consistent with the dignity of the profession
- iii) Seek to make professional growth continues through study and research ,
- iv) Express free and grand opinion by participation at professional meetings , seminars , conferences etc towards the contribution of knowledge ,
- v) Maintain active membership of professional organizations and strive to improve education and profession through them ,
- vi) Perform their duties in the form of teaching , tutorial , practical and seminar work conscientiously and with dedication , vii) Co - operate 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 counseling students as well as assisting in the conduct of university and college examinations , including supervision and evaluation and
- viii) Participate in extension , co - curricular and extra curricular activities including community service.

II) TEACHERS AND STUDENTS :

Teacher should

- 1) Respect the right and dignity of the student in expressing his / her opinion ,
- 2) Deal justly and impartially with students regarding their religion , caste , political , economic , social and physical characteristics :
- 3) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs,
- 4) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare,
- 5) Inculcate among students scientific outlook and respect for physical labour and ideas of democracy, patriotism and peace,
- 6) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason,
- 7) Pay attention to only the attainment of the student in the assessment of merits,
- 8) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or rewards,
- 9) Aid students to develop an understanding of our national heritage and national goals and
- 10) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues :

Teacher should

- 1) Treat other member of the profession in the same manner as they themselves wish to be treated,
- 2) Speak respectfully of other teachers and render assistance for professional and seminar betterment,
- 3) Refrain from lodging unsubstantiated allegations against colleagues to higher educational authorities,
- 4) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV Teacher and Authorities:

Teacher should

- 1) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their professional in initiating steps through their own institutional bodies and /or professional organisations for charge of any such rule detrimental to the professional interest,
- 2) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

- 3) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 4) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- 5) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- 6) Should adhere to the conditions of contract.
- 7) Give and except due notice before a change of position is made and
- 8) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V Teaching and Non Teaching Staff:

- 1) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;
- 2) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. Teachers and Guardians:

Teachers should try to see through teacher's bodies and organisations that institutions maintain contact with the guardians of their students and reports their performance to the guardians whenever and meet guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society:

Teachers should

- i) Recognise that education is a public service and strive to keep the public informed of the educational programme which are being provided;
- 2) Work to improve education in the community and strengthen the community's moral and intellectual life;
- 3) Be aware of social problems and take part in such activities as would be progress of society and hence the country as a whole,
- 4) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 5) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities; religions or linguistic groups but actively work for national integration.