

**CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR
TEACHING STAFF IN THE COLLEGE**

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1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. She shall be strictly honest and impartial in her official dealings.
2. Every teacher shall be present at the place of her duty during the prescribed working hours.

No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.

3. Every whole-time teacher of the College may be called upon to perform such duties as may be assigned to her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration
4. No teacher shall leave her headquarters except with the previous permission of proper authority even during leave or vacation.
5. Whenever leaving station, a teacher shall inform the Principal / Head of the Department.
6. Every teacher shall devote herself diligently to her work and utilize her time to the service of the College and to the cause of education and give full co-operation in all academic programmes and extracurricular activities conducive to the welfare of the student community.
7. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. Her academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practical's and assessment/Examination/Valuation work assigned to her by the College/University authorities.
8. Every teacher shall help the College authorities in enforcing and maintaining discipline among students.
9. No teacher shall incite students against other students, teacher or College

authorities. This does not interfere with the right of a teacher to express her opinion.

10. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical's, dissertations, theses. etc. She should not indulge in over making, under making or other attempts at victimization on any ground of caste, creed, sect, religion, sex, nationality or language.
11. No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purpose not related to the College.
12. No teachers shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or students of the College with the intention of interfering with the performance of her duties.
13. No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.
14. No teacher shall without previous intimation to the College stand for election or accept nomination to any local body, legislature of the State or Parliament not shall be in any manner force her subordinates or students against their will for the canvassing of her election.
15. Whenever a teacher wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to her, she must forward his case through the proper channel.
16. Every teacher employed in college shall discharge his duties efficiently and diligently and shall conform to the rules and regulations.
17. No teacher employed in college shall absent herself from her duties without prior permission. In case of sickness or absence on medical grounds a medical certificate to the satisfaction of the college authorities shall be provided within a week.
18. No teacher employed in college shall engage herself in any political activity. She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.