

CODE OF CONDUCT /DUTIES/RESPONSIBILITIES FOR PRINCIPAL /TEACHING/NON- TEACHING STAFF

[A] CODE OF CONDUCT/DUTIES/RESPONSIBILITIES FOR PRINCIPAL

- The Principal will chalk out a policy and plan to execute the vision and mission of the college.
- The principal will remain fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- The Principal will always encourage all his staff and students to reach their maximum potential.
- The Principal will monitor and manage to take remedial measures/actions based on stakeholders' feedback.
- The Principal will ensure all his staff members and students to be remain aware of rules, policies, and procedures laid down by the college.
- The Principal will recommend and forward communication to the higher authority of the college (Governing Body/Administrator).
- The Principal will take necessary action to execute qualitative and quantitative work for the welfare of the institution.
- The Principal will listen the students' idea and will set up accordingly the supportive tone.

[B] CODE OF CONDUCT/DUTIES/RESPONSIBILITIES FOR TEACHING STAFF

- Every teacher has to obey the orders of the Director/Principal of the College.
- Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week for Associate professors and 18 hours per week for Assistant professors.
- Teachers are expected to be present on the college campus at least 30 minutes before any Examination starts in the college campus for which his/her duty is assigned.

- The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
- Teachers should sign the attendance register while reporting for duty.
- Staff members are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences.
- Any change in the class routine must be reported to the Principal in writing.
- Teachers are expected to take up extra classes for students in the context of Career Oriented Programmes.
- All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.
- The College Authority expects all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.
- Each Department must conduct at least one/two meeting(s) every month.
- No teacher shall send circulars/distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- All staffs will adhere strictly to the laws and regulations of the college.

[C] PROFESSIONAL VALUES

(i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. Teachers should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

(ii) The teacher shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

(iii) The teacher should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.

- (iv) The teacher's aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- (v) The teacher should instill a scientific and democratic outlook among her/his students, making them community oriented, patriotic and broad minded. This is a part of her/his social responsibility.
- (vi) Above all a teacher should conform to the ethos of his/her profession and act in a dignified manner. She/he should keep in mind that society has entrusted her/him with their children.

[D] PROFESSIONAL DEVELOPMENT AND PRACTICES

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates herself/himself in her/his field and other related ones in order to upgrade herself/himself and the student community. She/he must also acquaint herself/himself with recent methodologies and other applications.
- (ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He/she should involve herself/himself in seminars and workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
- (iii) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his/her professional duties.
- (iv) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He/she should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

[E] PROFESSIONAL INTEGRITY

- (i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.

(iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

[F] PROFESSIONAL COLLABORATION

(i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

(ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

(iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.

(iv) Teachers should refrain from responding to unnecessary political motivations as this ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.

(v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College

(vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

(vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

[G] CODE OF CONDUCT/DUTIES/RESPONSIBILITIES FOR TEACHING STAFF

- Every staff has to obey the orders of the Principal of the College.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staffs must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
- Non-Teaching staff shall not leave the College premises without permission before 5.00 p.m.

- Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipment's properly and help the teacher during practical class.
- Every non-teaching Report to duty at least 30 minutes in advance.
- All non-teaching staffs must maintain honesty, integrity, fairness in all activities.
- All non-teaching staffs will avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.
- All non-teaching staffs will respect and maintain the hierarchy in the Administration.
- All non-teaching staffs will exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Each staff will remain on duty during college hours.
- All staffs will adhere strictly to the laws and regulations of the college.

By Orders:-

MITS Science Arts and Commerce College, Jadan