

Code of conduct for Teaching & Non Teaching Staff, CACPE

Purpose of the Code of Conduct:

The Code of Professional Conduct for Teachers applies to all registered teachers. Its purpose is threefold:

1. To serve as a guideline for teachers to seek ethical and respectful courses through their career in teaching and to uphold the honor and dignity of the teaching profession.
2. This code of conduct may be used by the teachers their understanding and expectations of the teaching profession
3. The Code has also been developed in relation to continuing professional development.



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1. Code of conduct for Principal

- a. The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding.
- b. He must Implement the new ideas and plan to execute the vision and mission.
- c. Promote institution interaction and inculcate research development activities.
- d. Listen to the student's ideas and set a supportive tone.
- e. Ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
- f. Be fair in his disciplinary actions for all the members of faculty, non teaching staff and students.
- g. Recommend and forward communication to the authorities.
- h. Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder's feedback.
- i. Execute any other qualitative and quantitative work for the welfare of the students and institution.
- j. Empower all his staff and students to reach their maximum potential.

2. Duties and Responsibilities of the Head of the Department

In addition to his duties and responsibilities as a teacher, he shall perform following additional duties and responsibilities:

- a. He shall supervise and control the working of the teachers and the employees working in the Department.
- b. He shall review the Self-Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Principal
- c. He shall, in consultation with the Departmental Committees, prepare the annual budget of the Department, time table of theory/practical teaching and seminars/assignments and examination and/or test to be conducted during the academic year.
- d. He shall also prepare developmental plans with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with the Departmental Committee.

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- e. He shall plan co-curricular and extra-curricular activities of the department in consultation with the Departmental Committee.
- f. He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the Principal for consideration.
- g. He shall monitor the purchase of equipment, books etc. which are required to be purchased for his Department as per the procedure laid down by the college.
- h. He shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.
- i. He shall perform such other duties and responsibilities as may be assigned to him/her by the Principal from time to time.

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3. Code of Conduct for the Teacher

- a. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- b. The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programs, such as Seminars, Orientation programs, Refresher Courses, In-service Training programs, etc. The College Authority shall give the teacher every possible opportunity to do so.
- c. The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, examinations etc. and shall encourage pursuit of learning in the students.
- d. The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- e. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- f. Every faculty member should report to the college at least 5 minutes before the commencement of Institute timing and should remain in the campus till the end of the College hours.
- g. Prior written permission should be obtained for reporting late or leaving early without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
- h. Teachers should sign the attendance register while reporting for duty.
- i. Teachers must be aware that their workload is 40 hours a week.
- j. All faculty members must be enthusiastic in taking up the subjects allotted to them
- k. All faculty members should prepare a lesson/teaching plan, notes, academic file well in advance before commencement of the classes.

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- l. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- m. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pants & T-Shirts are prohibited.
- n. Teachers are barred from using cell phones while taking classes (Except in special case/ if needed for teaching etc.)
- o. Teachers must always wear their identity cards while inside the college premises.
- p. Mentoring scheme must be followed and the teacher should take proper care of his group of students by guiding, motivating, counseling and monitoring their attendance and performance. .
- q. Every faculty member should be responsible to conduct regular classes and practical and also take extra classes whenever necessary.
- r. Every faculty member shall respect the right and dignity of the student in expressing his/her opinion.
- s. Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- t. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- u. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
- v. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
- w. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- x. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.

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- y. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- z. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private clubs etc. then specific sanction of the college authorities in writing shall be obtained.
- aa. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
- bb. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.
- cc. The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University and shall ensure the interest of the University. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.
- dd. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the College, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- ee. A teacher shall help the college authorities to enforce and maintain discipline and good habits among the students.
- ff. A teacher shall assist the College in smooth conduct of the University Examinations.
- gg. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented programs.

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hh.No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.

4. Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

- a. Staff members must take initiative to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- b. Staff members are expected to take up Research projects.
- c. Staff members should also attend Faculty Development Programs, Quality Improvement Programs etc. to update their knowledge.
- d. Staff members must undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
- e. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

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5. Code of Conduct for Non-Teaching Staffs employed in a College

- a. Every Non-Teaching staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- b. No Non-Teaching Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- c. No Non-Teaching Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private clubs etc. then specific sanction of the college authorities in writing shall be obtained.
- d. Every Non-Teaching staff member employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the college Authority.
- e. Every Non-Teaching staff should report for duty at least 15 minutes in advance
- f. Every Non-Teaching staff should wear the Uniform provided/decided by the College.
- g. All Non-Teaching staff must always wear their identity badge during working hours.
- h. Non-Teaching Staff assigned to classrooms/rooms/laboratories etc should keep that and premises clean.
- i. Any Loss or damage to any equipment/things from Labs or Classroom should be reported to the Principal in writing immediately.
- j. Non-Teaching Staff shall maintain a stock register for all the articles, equipments etc. It shall be submitted to the HOD and or the Principal at the end of each semester and their signatures obtained.
- k. Non-Teaching staff shall not leave the College premises without permission before college time.
- l. All Staff members should display the highest possible standards of professional behavior.
- m. All Staff members should be punctual and disciplined towards their work.

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- n. Every- Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- o. Every Staff member should cooperate with students, colleagues & superiors.
- p. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
- q. All the staff members should respect the rights and opinions of others.
- r. Every staff member should follow all norms and job details assigned by the Management, HOD & Principal from time to time with full dedication.
- s. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- t. No staff employed in a college shall engage himself/herself in any political activity. He / 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.

Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute, Suspension, Termination etc. or any other action as per the Competent Authority.