

CODE OF CONDUCT

Faculty shall conform to the following Standards during his **Class Room teaching** as described below:

- Be at the appointed classroom at the appointed time without any exception.
- Take attendance at the beginning of the teaching hour.
- Close the hour punctually at the end of the hour.
- Go according to the session plan for the day and complete the syllabus for the semester without any backlog.
- Maintain utmost student discipline in the class and take appropriate action on the student committing any act of misconduct in the class or in the premises, if it is within his/her power or reporting the matter to the Principal.
- Prepare for the particular day's Classes, with latest information added to earlier course content
- Keep all teaching aid material required for conducting the class in an orderly manner.
- Follow up assignments and tests given to students, evaluate in time and give feedback to the students.
- Ensure the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Always listen to students with concern, whether it be in respect of doubts in lessons.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall not receive gifts of any kind from the Students or their Parents for any favoritism.

Faculty shall observe good **personal conduct** in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

A faculty:

- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise
- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

A faculty

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society

DISCIPLINARY PROCEDURE

1. Any faculty who is violating the code of conduct will be subjected to appropriate disciplinary action by the Principal.
2. If a faculty commits an act of misconduct or misdemeanor by violating the code of conduct, any one can report in writing to the Principal.
3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
4. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
5. He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
7. The course of action for disciplining a teacher shall be under the following categories:
 1. Memo and Censure.
 2. Warning in writing, with recovery of monies, where financial loss is involved in the act.
 3. Suspension from work without remuneration.
 4. Dismissal from service.
8. Following is the dress code for the faculty of Institute:

Gentlemen	:	Tucked in shirts and shoes
Ladies	:	Saree / Punjabi dress
9. It is Mandatory for all the faculty to display ID cards at all times when they are in campus.