



## Code of Conduct

### Constitution / Framework / Format / Outline of Code of Conduct for Teaching and Non-Teaching

#### Principal Objectives of Code of Conduct

1. To follow the rules and regulations laid down by the Government and University (For all the staff).
2. To follow rules made by Mother-Institution Shiksha Mandal from time to time (For the Staff)
3. To teach honesty and responsibility keeping in view the welfare of students. (For Teaching Staff)
4. To work honestly with full devotion and integrity. (For Non-teaching Staff)
5. To remain committed to being assigned duties entrusted by the Management during work hours and not sidelining it by shouldering upon the shoulders of others.
6. To be honest and committed towards Shiksha Mandal Mother organization. Not to work against Shiksha Mandal in any case.
7. To keep a high level of integrity and commitment towards Shiksha Mandal. Not to indulge in unsolicited, anti-social activities and behaviour.

#### Duties and Responsibilities of Teachers regarding Teaching

1. Teachers should be punctual, report on stipulated time and should remain present on the college premises during duty hours.
2. Teachers should follow their respective college timetables while teaching.
3. Teacher should not leave the classroom even if, no student is present there.
4. Teachers should spend at least 5 hours daily and at least 30 hours weekly in the college. Besides, they should participate in knowledge-related academic activities.
5. Teachers should teach as per the norms of syllabus aid by the Government and University and be concerned that the syllabus of his/her subject should be completed within a minimum of 180 days.
6. Teachers should implement a Yearly Teaching Plan right from the beginning of the session and convey this to the HOD / Principal concerned in a written format.
7. Teachers should use the Academic Diary provided to them by Shiksha Mandal for the Yearly Teaching Plan of syllabus – plan, quoting teaching – aids etc.
8. Teachers should maintain a record of their academic and non-academic development and progress in the form of allied activities accomplished and conducted during the academic year them in the Diary.





9. The principal of the college should keep records of the teacher's educational research and allied participation in various National and State state-level conferences in the Confidential Report of the Diary and thus motivate them.
10. Teachers should check their respective diaries from their respective Heads-their signing authority on each Saturday and get it cross-checked and signed by the Principal every month.
11. Respective Heads of the Department and the Principal of the college should give oral suggestions after a Minute and carefully observation of teachers' diaries and give them instructions for further improvement, if any.
12. Teachers should seek permission regarding a Leave well in advance from his/her respective Head or the Principal and produce a written application as per the format in advance. Teachers working on non-grant courses and Clock Hour Basis should seek such permission for leave from his/her respective HOD / Co-ordinator and should mention it on their Attendance Muster.
13. Teachers should not encourage students for private coaching classes. They should not engage in private coaching classes. On the other hand, they should embrace such teaching pedagogy and methodology that students should attend their classes in the college itself.
14. Teachers should seek permission from the Principal of the college, in case he/she has to teach in other organizations apart from Shiksha Mandal. Such permission will be valid only for an ongoing academic session only. In such regards, the Principal of the college should seek permission of the College Development Committee of the College / Shiksha Mandal, Wardha.
15. Teachers of the college should use/wear their college I-cards regularly.

#### **Non-Academic Works/Jobs of Teachers**

1. All the teachers should actively participate in all the programmes of the college.
2. All the programmes organized by the Principal/ Co-ordinators/Shiksha Mandal should be actively attended by all the teachers. They should strive hard for the success of such programmes.
3. Teachers should follow the instructions of Shiksha Mandal and the Principal regarding such programmes.
4. Teachers should implement Shiksha Mandal's initiatives for the Quality – Improvement of the students with a deep sense of responsibility.
5. Teachers should inculcate awareness in the students regarding the development of their love and interest in the subject and provide them additional guidance from time to time for setting a high degree of standard in their quality improvement.
6. Teachers should work on establishing/setting up harmonious relationships with the students.
7. Senior teachers should exemplify an ideal set of behaviours with their fellow teachers and peers and should encourage immanent and build a high-quality educational atmosphere.
8. Teachers should provide allied teaching-related references to the students while teaching and help students build their knowledge – base.
9. Teachers should spend their maximum amount of time in a Reading Room /Library should update their knowledge at par and pass the updated knowledge to the future generation.



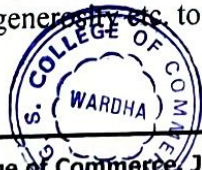
10. Teachers should take an interest in Research activities and improve their teaching and Research aptitude by carrying out actual research work.
11. Teachers should participate in a State / National Seminar, and read the research papers. They should continuously improve the quality of them as well as college. They should report their accomplishments and achievements in the field of quality improvement to the principals and the Principal of the college should note them in their Confidential Reports.
12. Teachers should contribute to such educational, social and cultural; activities, by which, the image of the brand 'Shiksha Mandal' will be further boosted keeping in view the brand loyalty.
13. Teachers should undertake innovative educational projects run by Shiksha Mandal under its aegis with active partnership with the students. They should also work on various action-research projects and extend their active cooperation for such projects.

### **Duties and Responsibilities of Non-Teaching Staff**

1. All the Office / Library / Departmental non-teaching staff should follow punctually and complete the assigned work without delay.
2. Non-teaching staff should complete the tasks assigned by the Principal / Co-ordinator / Registrar/superintendent/ Shiksha Mandal / HOD / Concerned Teacher within a stipulated period.
3. Non-teaching staff should extend their full co-operation to all the working committees of the college about the administration/teaching / other activities.
4. Staff working in the Administrative wing and Library premises should create a work efficiency culture.
5. Non-teaching staff should assist in all the Quality Enhancement activities of the Government / University / Shiksha Mandal.
6. Non-teaching staff should avail leave (if urgent) only on prior permission of the Principal.
7. Non-teaching staff should be harmonious with Teachers / Parents / Students as well as with Guests and outsiders.
8. Non-teaching staff should always assist in keeping the college campus clean, neat and beautiful.

### **Behaviour of Teaching and Non-Teaching Staff**

1. Teaching and Non-teaching staff members should always exemplify their behaviour to meet the high degree of present work ethics. They should generate the atmosphere of work culture with the inculcation of a deep sense of moral duties, honesty and integrity.
2. While working on the campus the entire employee should behave properly and ideally. High thinking, a Righteous code of conduct, Respect for Senior Citizens, and harmonious behaviour with parents and students should be the parameters of their behaviour.
3. Employees should always show qualities such as honesty, ethics, discipline, work efficiency, harmony, humbleness, generosity etc. to boost brand loyalty.






### Methodology of Following Code of Conduct

1. All the respective Heads of the Departments should see to it whether or not the departmental employee follows the code of conduct. They should report the Principal in case anyone is violating it.
2. All the junior and Senior colleges, Vocational Courses, MCVC courses, and non-grant courses. HODs should see to it whether or not the as above.
3. Registrar / Superintendent / Librarian should see to it.
4. All the HODs should themselves follow the Code of Conduct and set a personal example before others. In case they violate it the Principal of the college takes a serious note of it.
5. In case, the teachers are finding it difficult to follow certain codes of conduct, they will/should discuss the matter first with HOD. If needed, they will intimate it to the Principal of the college – Principal, then will sort out the matter finally.

### Steps to be Taken in Case of Breach in Code of Conduct

1. The responsibility to see whether or not teaching and non-teaching staff follow a code of conduct has been shouldered to HOD. HOD/Coordinators should report to the Principal in case of its violation, in oral or written form. If necessary, a written memorandum can also be produced.
2. In case, any teacher violates a code of conduct or mis-behavior and such a complaint is registered in the Principal's Office by HOD, the Principal will ask for clarification in writing. In case of unsatisfactory clarification, an oral warning may be given.
3. In case, despite such oral instruction if the ill-behavior persists or if he/she is violating the code of conduct frequently, the serious note of it will be recorded in his/her CR and intimate him regarding it in writing.
4. Further action on such cases will be carried out by College Development /School Committee / Shiksha Mandal by University and Government norms.



  
**PRINCIPAL**  
**G. S. College of Commerce**  
**WARDHA**