

# **KRISTU JYOTI COLLEGE OF MANAGEMENT & TECHNOLOGY**



## **CODE OF CONDUCT FOR THE TEACHERS**

## **CODE OF CONDUCT MEANT FOR THE TEACHERS**

1. The primary duty of the teachers is to work for the proper education of the students under their care in the college.
2. The teachers should follow the tenets of the mission and vision of the college starkly.
3. The teachers should be in their respective departments by 8.45am and they can leave the campus by 4pm.
4. The teachers should make sure that the discipline is kept intact in the campus. If they come across anything untoward in the campus, they should bring such matters to the notice of the principal.
5. The teachers should carry out the duties and responsibilities entrusted on them by the Principal.
6. They should register their attendance in the punching machine while they come to the college and also when they make an exit from the institution.
7. They should keep in touch with the students and parents. The class tutors should play the roles of mentors to their students. They should also maintain a record of the students put under their jurisdiction.
8. The teachers can borrow books from the library they can keep the books they borrow from the library as long as the librarian allows them to. However, this option can be cancelled at anytime as per the discretion of the authorities concerned.
9. The teachers are bound by the code of conduct and professional ethics set out by the university under which the college functions.

### **5.1 Responsibilities Incumbent upon the Teachers**

1. Since, teachers are the role models of the society, their conduct must be exemplary in nature. They should deal with the students, parents and their colleagues with utmost care and consideration. They should not do anything that would bring their profession into disrepute. Their words should always match their actions. They should also strive had to impart cherished constitutional ideals of our nation to the students. Further, they should behave in a calm, quiet, composed, meek and mild manner under any trying conditions.

2. They should be responsible citizen of our nation.
3. They should conduct their personal matters in a dignified manner.
4. They should always make an effort to advance their professional and academic growth.
5. They should keep themselves abreast with the latest developments in the areas of their specialisations.
6. They should keep themselves acquainted with the knowledge systems around the world.
7. They should fullfil their duties with utmost dedication, devotion and commitment.
8. They should do all the duties that their designation demands such as examination, supervision, invigilation, evaluation, counselling, assisting and admission duties. Other than these duties, they should do all other duties entrusted to them by the college authorities for the smooth functioning of the institution.
9. They should be active participants in curricular and extracurricular activities pertaining to the college.
10. Once a programme is conducted in the college, the teachers in charge of the programme should file a report as per the NAAC accreditation specification.

### **5.2 Teachers Conduct with the students**

1. Teachers should be receptive towards the views and opinions of the students.
2. They should treat all the students equally and fairly.
3. They should not discriminate or be partial towards the students on the bais of their colour, race, religion, caste, community and creed.
4. They should recognize the manifold talents and abilities of their students and be ready to promote them.
5. They should motivate the students to be upright human beings.
6. They should play a crucial role in the character formation of their students.
7. They should cultivate in the students the cherished ideals of life such as tolerance, peace, trust, hope and truth.
8. They should inculcate in their students a positive outlook towards life.
9. They should inspire their students to achieve their maximum potentials.

10. They should help the academically poor students to sail through difficult portions by taking remedial classes beyond the college hours without expecting anything in return financial or otherwise.
11. They should insert in their students a love for the rich heritage of our nation.
12. They should never resort to any act of inciting students against one another or towards their fellow teachers or any other stakeholders of the college.

### **5.3 Teachers conduct with the colleagues**

1. The teachers should be respectful towards one another.
2. They should follow the principle in relation to their dealing with their colleagues that do unto others the way you want others to do for you.'
3. They should help one another academically in attaining the college's professional goals.
4. They should not level unwanted and uncalled allegations on each other.
5. They should not show any discriminations against their colleagues on the basis religion, caste, race, community and gender.

### **5.4 Teachers conduct with the authorities**

1. The teachers should discharge all the duties and responsibilities assigned to them by the college authorities in a cent percentage of manner.
2. They should not indulge in any practices that can come in the way of their proper practice of their profession.
3. They should be willing and ready to mantle responsibilities related to various offices and organization of the college.
4. They should extend their full collaboration to the authorities of the college so that the college can attain growth at multiple levels.
5. They should conduct themselves as per the code of conduct laid down for them by the college.
6. They should have the right to receive proper intimation through official channels before their positions are reset.
7. They should complete the portions of the subjects allocated to them per semester in time.
8. They should pursue an interactive mode of learning / teaching process.

9. They should not apply for leave every now and then instead they should be mindful of their duties in the college and try to accomplish them promptly and without undue delay.

#### **5.6 Teachers conduct with the Non-Teaching Staff**

1. The teachers should consider the non-teaching staff as their partners in the educational endeavor. All the non-teaching staff of the college should be accorded the respect they richly deserve.
2. Mutual cooperation between the teaching and the non-teaching staff for the overall development or advancement of the college should be the norm.

#### **5.7 Teachers conduct with the society**

1. The teachers should understand that teaching is a noble profession and they should do everything under their capacity to live up to the true ideals of teaching.
2. The teachers should work hard to spread awareness that only through the medium of education that a society can be put on the fast track to authentic development and betterment.
3. They should support all the endeavors in the society that would enhance the overall advancement of it.
4. They should serve the society and take up responsibilities that would give it an upward mobility in various fields of life.
5. They should not do anything that would be perceived as detrimental to the interests of our nation, national ethos and the overall interest of community life as a whole. They should also restrain / from spreading hatred and malicious propaganda.

