



VALABALLARY CHANNABASAVESHWAR EDUCATION SOCIETY'S
ARTS AND COMMERCE COLLEGE
LINGASUGUR-584122

CODE OF CONDUCT FOR FACULTY AND STAFF

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Every employee shall be governed by rules and regulations prescribed by the UGC under section 15 (c), KCSR and Management and is liable for all consequences in the event of any breach of rules by him / her. Besides, the teachers have to –

- ✓ Uphold the honor and dignity of the teaching profession
- ✓ Provide an innovative and quality education to pupils.
- ✓ Be impartial towards students.
- ✓ Interact with the students in a friendly manner.
- ✓ Abide by the rules and regulations of the institution.
- ✓ Abide by the procedures to ensure student's safety.
- ✓ Collaborate with fellow teachers.
- ✓ Be responsible and interact positively with parents and other stakeholders in educating the students.
- ✓ Be good counsellors and facilitators.
- ✓ Help, guide, encourage and assist students in their learning.
- ✓ Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty, sincerity and shall always act in the best interests of the college.
- ✓ An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority. Whenever leaving station, an employee shall inform the Principal, in writing through the respective H.O.D, or directly, if he/she happen to be the H.O.D, mentioning the contact address during the period of his/her absence from the headquarters.

- ✓ No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
- ✓ No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain VALABALLARY CHANNABASAVESHWAR EDUCATION SOCIETY'S ARTS AND COMMERCE COLLEGE, LINGASUGUR - 584122 or not.
- ✓ An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.
- ✓ No employee shall except with prior permission of the competent authority, can take recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach defamatory character.
- ✓ Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

LINGSUGUR



J. Srinivas
PRINCIPAL
VCBES Arts and Commerce College
LINGSUGUR

