

V.C.B.E.SOCIETY'S
ARTS AND COMMERCE COLLEGE
LINGASUGUR - 584122

Website: WWW.VCBLNGSR.COM

CODE OF CONDUCT

FOR TEACHING STAFF



CODE OF CONDUCT FOR TEACHING STAFF

1. Every faculty members shall discharge his/her duties efficiently & effectively as per the norms laid down by the UGC & Management from time to time.
2. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
3. The Teachers should act with honesty and integrity in all aspects of their work.
4. The Teachers should disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
5. Helping in the cause of Academic Development of the Institute.
6. Attending to the work allotted by HOD/ Principal from time to time,
7. The teachers should not use professional relationships with students, parents, and colleagues to private advantage.
8. Participate in extension, co-curricular and extra-curricular activities including community service.
9. Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
10. The teacher should not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
11. Maintain active membership of professional organizations and strive to improve education and profession through them.
12. Mentoring scheme must be followed and the mentor teacher should take proper care of his group of students by guiding, motivating, counseling and monitoring their attendance and performance.
13. The Teachers should seek to develop positive relationships with Stake holders that are characterized by professional integrity and judgment.
14. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as Admission Process, Counseling to the students as well as assisting the conduct of college and University examinations including supervision, Invigilation and evaluation.
15. Continuing Education Activities. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.
16. Upgrading qualification, experience & professional career for Self-development.
17. Respect the right and dignity of the student in expressing his/her opinion.

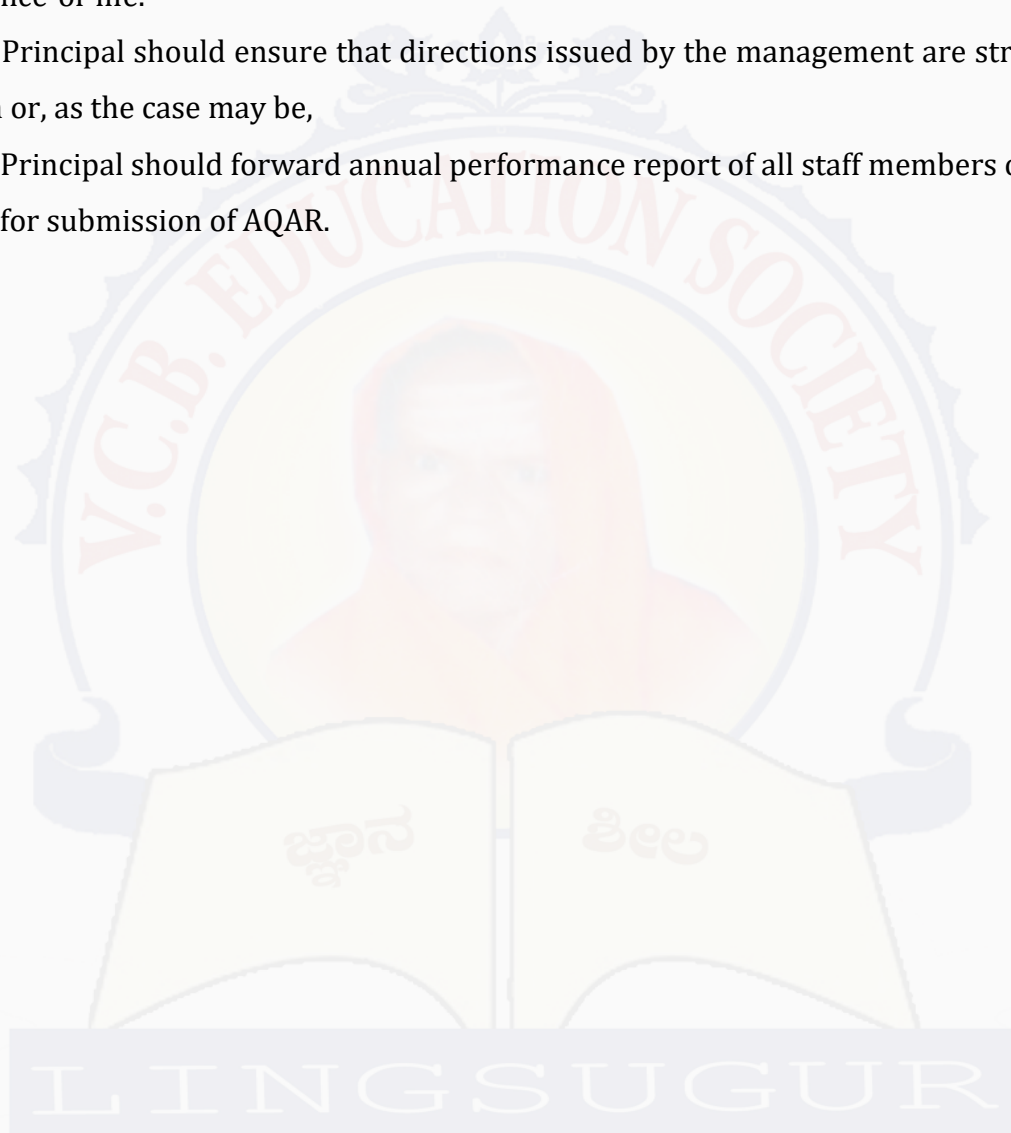
18. Whenever a teacher intends to take leave, he should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
19. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
20. The Teachers should get the feedback from students and act / adjust the teaching appropriately.
21. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
22. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
23. Aid students to develop an understanding of our national heritage and national goals.
24. Treat other members of the profession in the same manner as they themselves wish to be treated.
25. Speak respectfully of other teachers and render assistance for professional betterment,
26. All faculty members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

LINGSUGUR

CODE OF CONDUCT FOR PRINCIPAL

1. Code of Conduct for the Principal To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. The Principal should plan the budgetary provisions and go through the financial audited statements.
4. The Principal should be fair in disciplinary action for both staff and to institute, nourish and enforcing equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
5. The Principal should form various college level committees which are necessary for the development.
6. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
7. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
8. The Principal should encourage faculty members to update their knowledge by attending professional development programmes like seminars/workshops/conferences.
9. The Principal should provide leadership, direction and coordination.
10. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated that infringes upon another's right to privacy and not disclose information to secure personal and financial.
11. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
12. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines.
13. To maintain and promote academic activities in the College.
14. The Principal should convene meetings of the authorities, bodies or committees, as and when required.
15. To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.

16. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
17. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be,
18. The Principal should forward annual performance report of all staff members of the Institute and for submission of AQAR.



CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. All Staff members should be punctual and discipline towards their work.
2. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
3. Every Staff members should cooperate with students, colleagues & Authorities.
4. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
5. All the staff members should respect for the rights and opinions of others.
6. Every staff members should follow all norms and job details assigned by the Management, Director & Authorities from time to time with full dedication.
7. 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.
8. Staff members should not use their position in the institute for private advantage.



CODE OF CONDUCT FOR SUPPORT STAFF

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
5. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

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