



Anekant Education Society's

Jaysingpur College, Jaysingpur

Code of Conduct for Principal, Teacher and Non Teaching Staff

Proposed by

Internal Quality Assurance Cell

Code of Conducts



Prepared by

Discipline Committee, Jaysingpur College

Code of Conduct for the Principal

- ✚ The behavior is in such way that receives respect by keeping integrity, dignity, modesty and good organization at every level.
- ✚ Decisions should be devoid of partiality while dealing with members of the staff or students.
- ✚ While handling burning issues regarding students or subordinates should have more tolerance.
- ✚ On the basis of gender, colour or creed he should not discriminate the faculty members or students.
- ✚ Do not interfere with the free participation of colleagues in the affairs of their association.

Code of Conduct for Teacher

Teacher and Profession

- ✚ Dedicate your full working time to the profession.
- ✚ Cease yourself from engaging external jobs that hinder your teaching
- ✚ Constant efforts should be taken for professional development.
- ✚ Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- ✚ Involve in research activities
- ✚ Keeping subject knowledge up-to-date is prime duty.
- ✚ Construct a healthy culture that encourages the constructive collaboration and communication among colleagues and stakeholders
- ✚ Maintain active membership of professional organizations and strive to improve education and profession through them
- ✚ Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition
- ✚ Conduct of university and college examinations, including supervision, invigilation and evaluation; and Participate in extension, co-curricular and extra-curricular activities, including the community service.
- ✚ Take pride in the teaching profession and treat other members of the profession with respect and dignity.

Teacher and Colleagues

- ✚ Treat your colleagues as professional equals, regardless of their status.
- ✚ Abstain from making unproven allegations against colleagues or higher authorities.
- ✚ Stay away from making objectionable statements about colleagues, especially in the presence of students, other teachers, officials or parents.
- ✚ Admire the professional opinions of your colleagues.
- ✚ Speak constructively of other teachers, but report honestly to responsible persons in matters involving the welfare of students, the college system, and the profession

- ✚ Avoid professional jealousy and dispute with colleagues especially when you have to work together for the common interest of the institution.

Teacher and punctuality

- ✚ Be regular and punctual and should report on time for classes.
- ✚ Prior permission of the Principal, a teacher can leave the campus in the office hours.
- ✚ Teachers should remain present to all the functions organized by the institute for the students.
- ✚ Prior approval in writing should be obtained before proceeding on leave except in the case of casual leaves. In case of illness or emergency, inform the Principal and the Head of the Department without delay.

Teacher and Students

- ✚ Teachers should demonstrate to students their commitment for excellence in work, manners and achievement.
- ✚ Facilitate students in Physical, Social, Intellectual, Emotional, and Moral Development.
- ✚ Teachers should uphold human dignity and promote equality of gender, religion and traditions
- ✚ Encourage students to maintain discipline.
- ✚ Help students to develop a sense of responsibility, self-reliance and independence.
- ✚ Encourage students to show respect to teachers, parents and authorities.
- ✚ Help students to develop democratic and constitutional values.
- ✚ Encourage students to show respect and appreciation for personal and public property.
- ✚ Strive to develop mutual courtesy and respect between teachers and students.
- ✚ Work towards developing and promoting good human relations and qualities.
- ✚ Do not smoke, drink or eat during teaching sessions in the presence of students.
- ✚ Do not involve in any activities that are likely to corrupt student.
- ✚ Do not make students part of any activity that involve the personal interests of the teachers.
- ✚ Stimulate the spirit of enquiry in students.
- ✚ Encourage the students to balance their academic and co-curricular fields.
- ✚ Constantly pursue the improvement of learning facilities and opportunities.
- ✚ Develop anti-narcotic attitude among the students.

- ✚ Encourage research oriented learning.
- ✚ Make responsible efforts to protect students from conditions harmful to their health and safety.

Teacher and Community

- ✚ Perform the duties of citizenship, and participate in community activities with due consideration.
- ✚ Discuss controversial issues from an objective point of view to keep your class free from biased opinions and comments.
- ✚ Encourage the involvement of students in social service activities
- ✚ Develop respect for the cultural diversity of India among students.
- ✚ Promote collaboration with external agencies that help social interaction
- ✚ Work to improve education in the community and to strengthen the community's moral, spiritual, and intellectual life.

Teachers and Guardians

- ✚ Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution

Code of Conduct for Non Teaching Staff

Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed in the college to do any work in connection with an examination conducted by the University or the college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.

- ✚ No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced.
- ✚ No Staff employed in a college shall engage directly or indirectly in any trade or business.
- ✚ No staff employed in a college shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- ✚ No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
- ✚ No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
- ✚ No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India.
- ✚ No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.