

### **3.16 CODE OF CONDUCT FOR PERSONNEL WORKING IN COLLEGES**

Educational institution is a place where the future of the students is shaped and thereby the destiny of the nation is carved. Hence it has a special place in the society and needs special code of conduct. Along with general conduct rules prescribed by the Government, the teaching staff of the colleges may follow the code conduct given below.

#### **3.16.1 Principal**

- 1.The Principal should conduct himself/herself in such a way that both the staff and the students look up to him/her for guidance.
- 2.He/She should be impartial, secular, dignified and punctual in discharging his/her duties.
- 3.The Principal should be present in the college at least half-an-hour before the commencement of the college timings and leave the college after the day's work is over.
- 4.He/She should be a pace setter in dress, demeanour, attendance, punctuality etc.
- 5.He/She should handle the minimum number of classes prescribed in the rules and should endeavour to be an example as the first teacher in the college.
- 6.The Principal should be in constant touch with students and residents of the hostel (wherever hostel, is attached) which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
- 7.The Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.
- 8.The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.

### **3.16.2 Teaching staff**

1.The members of the teaching staff should be models of decency in their dress and demeanour culture and academic leadership. They should be impartial in dealing with any student problem.

2.The lecturers should avoid wearing gaudy looking clothes likely to arouse the curiosity, resentment or amusement of students, which will distract their attention towards the teaching.

3.He/She should be punctual to the college and enter the class rooms at the prescribed time and utilise full time allotted for teaching. He/she should not leave the class before the prescribed time is over.

4.He/She should go to the class room thoroughly prepared and maintain all academic records update knowledge and acquaintance with the latest trends in the subject.

5.The lecturers should utilise their leisure time for preparation of the class work or to update their knowledge in the subject.

6.Except giving synopsis of the lecturer they should avoid dictating detailed notes in the class room.

7.He/She must be present during the working hours of the college and if required he/she should also present in the college until the work assigned is completed.

8.He/She should not smoke, chew pan during the college hours and should not indulge in any act of indiscipline.

9. He/she should always try to command the respect of the student community.

10. The lecturer should be absent only with the prior permission of the Principal and prior intimation to the lecturer-in-charge of the department, without which the alternate arrangement for running the classes is not possible.

11.The lecturer should not engage private tuitions and should not take up any assignment part-time or full time in any other organization.

12.The lecturers working in a college should form a disciplined and purposeful team, subordinating their individual interests and caprices to the college academic purpose and fit into a harmonious organizational frame work. They should help the Principal in maintaining the discipline in the college.