

TEACHER CODE OF CONDUCT



VIGNAN's

INSTITUTE OF ENGINEERING FOR WOMEN
(Approved by AICTE & Affiliated to JNTU-Kakinada)

ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 Certified Institution

Kapu Jaggarajupeta, Visakhapatnam - 530 046.

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The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non- adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members.

1 GENERAL

- 1.1 The faculty members must be punctual to duty;
- 1.2 He/she shall stay within the campus during the working hours of the College;
- 1.3 He/She shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment;
- 1.4 The faculty members are expected to conduct themselves in a professional and co-operative manner;
- 1.5 Take precautions to protect equipment, materials and facilities of the college;
- 1.6 Attend and participate in the meetings, activities called/assigned by the HOD and Principal;
- 1.7 To take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties;
- 1.8 To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.
- 1.9 They are required to conform to & follow the rules & regulations in force and brought in force from time to time;
- 1.10 He/She shall not engage/take private tuitions;
- 1.11 He/She shall wear a decent and formal dress;
- 1.12 He/She shall finish the evaluation work of Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) on priority without causing any inconvenience to the evaluation process.
- 1.13 He/she shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD, Vice Principal and Principal (limited to a total of 15 days in a year);
- 1.14 Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.

2 BEHAVIORAL

The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below;

2.1 The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct;

2.2 The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying / tampering any records or documents;

2.3 The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.

2.4 The faculty shall desist from exhibiting non-ethical behavior that jeopardizes the moral standards of the Institution;

2.5 The faculty shall comply with rules, regulations, policies of Management from time to time;

3 ACADEMIC

3.1 To conduct the assigned classes as per schedule;

3.2 To maintain the record of lesson plans and other relevant documents of the courses handled by them;

3.3 To implement designated curriculum with the said objectives;

3.4 To participate in professional development opportunities / activities and apply the concepts in academic activities such as class room delivery & also in practical sessions;

3.5 The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process.

4 CLASSROOM MANAGEMENT

4.1 To come well prepared for the class and stay focused on the topic/ content;

4.2 Be present in classroom right in time [near the classroom five minutes prior to the scheduled commencement];

- 4.3 To mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance;
- 4.4 To Commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas;
- 4.5 To share knowledge in a manner that encourages effective two-way communication;
- 4.6 Be organized and in order to make efficient use of time and move in a planned and systematic direction;
- 4.7 To be self-confident and facilitate quality delivery of the subject;
- 4.8 Involve visual and activity based learning wherever possible, make power point presentations (PPT) in addition to conventional use of black board depending on the subject & necessity;
- 4.9 Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning;
- 4.10 To pose questions to the students which inculcate out of box thinking;
- 4.11 To summarize the concepts at the end of every class;
- 4.12 After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it;
- 4.13 To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent;
- 4.14 The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time;
- 4.15 Shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HoD/Principal;
- 4.16 Shall handle the assigned practical classes and be available in the designated place for the full time;
- 4.17 A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class;
- 4.18 Absence from duty without authorization is not permitted and will be viewed seriously.

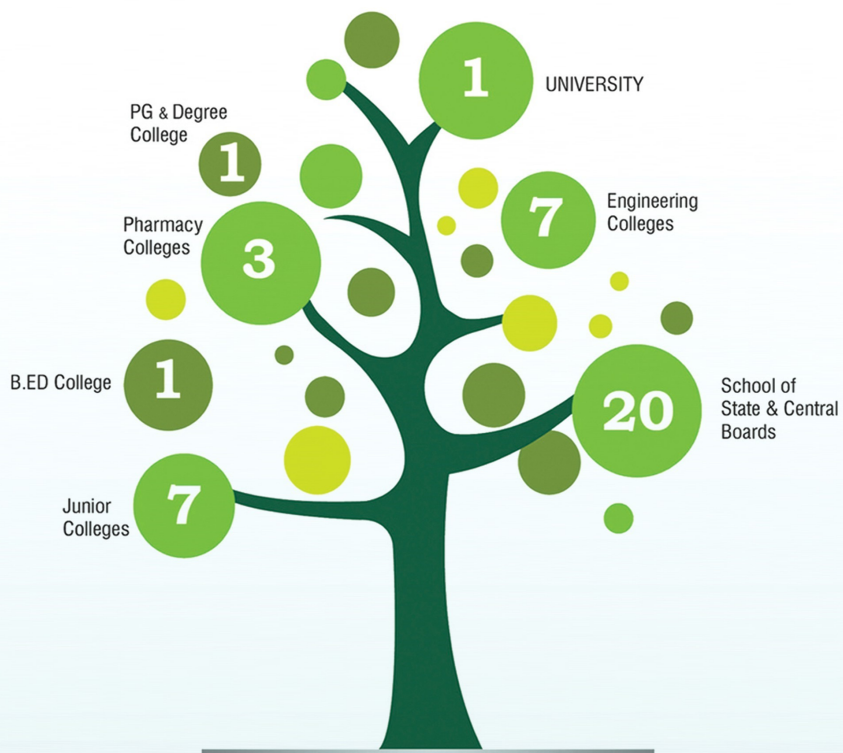
5 STUDENT RELATED

- 5.1 To motivate students to show interest and learn the most;

- 5.2 To be available for the students even after class hours to clarify their doubts, if any;
- 5.3 To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently.
- 5.4 To treat students with respect, and teach them to treat others with respect;
- 5.5 To motivate and help students to do minor educational projects in related area / topics (suggested by you & chosen by the Student himself / herself), so that their analytical and self-learning skills improve;
- 5.6 Feel comfortable working with exceptional learners / slow learners and learners with diverse needs;
- 5.7 To handle gently but firmly, any misbehavior of students and weed out the cause

6 ROLE AS PROCTOR / COUNSELOR / MENTOR

- 6.1 As a proctor, the faculty shall advise / counsel the student on all the academic matters (like registration / re-registration for the courses, dropping of courses and / or with drawing from courses);
- 6.2 He / she must meet the assigned students at least once in every fortnight. Shall report to the Chief Proctor/vHoD/Principal about those students who avoid meeting the Proctor;
- 6.3 He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed;
- 6.4 Keep the parents apprised about the academic progress and general behavior of their wards.
- 6.5 To demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators;
- 6.6 To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification;
- 6.7 The proctor should serve as a friend, philosopher and guide.



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