

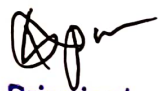


CODE OF CONDUCT FOR STAFF

- A faculty should behave in a dignified way and respect the rights of all individuals without discrimination of caste, creed, gender and religion.
- Every staff should concur with the orders of the Principal of the College.
- All staff will follow the rules and regulations of the college.
- A faculty is responsible for conceiving, preparing and implementation of educational programs with current knowledge and high quality, and evaluating progress of students.
- A teacher should strike a balance between professional and private interests and thus maintain professional ethics.
- A teacher should respect the privacy of the colleagues and students
- Teachers are expected to be punctual with regard to the examination duty assigned to them and be on the campus 30 minutes prior to the examination.
- Staff should mark their attendance in the attendance register.
- A staff should abjure activities which are against professional ethics.
- Staff members are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences.
- Teachers should know that their duty hours are 40 hours a week compared to 18 hours a week for Associate Professors and Assistant Professors.
- The Principal should be informed early (at least a day in advance) while availing any leave.
- Mobile phones are strictly banned in the Classrooms
- Students should be boosted to achieve more, develop their personalities and simultaneously contribute to community welfare
- Teachers should be good mentors, guides and facilitators. They should assist the students in making the Teaching-Learning Process effective and successful. Value based education must be their credo.

- Deal without bias with students ignoring religion, caste, political, economic, social and physical characteristics
- Speak good of other teachers and assist in professional betterment
- Teachers and others in a college should avoid engaging directly or indirectly in any trade or business. In the case of remunerative work like private coaching, etc. specific sanction of the college authorities in writing shall be obtained.
- Staff should indulge in other academic, co-curricular and organizational activities that are allotted to them.
- Teachers should maintain decorum in the campus premises and set a good example to the students.
- Should imagine that they are learners and strive for professional development.
- All employees should desist from political activity. He shall not be involved with political parties or movements of any kind.
- All the employees must adhere to the rules and regulations of GCSR - 2002.
- All the employees should regulate their behavior and discipline according to service discipline and behavior rules – 1971
- All the teachers perform their duties honestly and cater to the best interest of students and institution.
- Conduct the work of lecturing, mentoring, etc. with full commitment and dedication.




Principal
 Govt. Arts & Commerce College
 Netrang, Dist. Bharuch