



**SMT. KAMALADEVI GAURIDUTT MITTAL
COLLEGE
OF ARTS & COMMERCE
Accredited by NAAC B+**



CODE OF PROFESSIONAL ETHICS FOR TEACHERS

Code of Conduct for the Teachers

- Every teacher of the college shall discharge his/ her duties efficiently and diligently to match with the academic standards and performance norms laid down by the UGC/ University/ College/ Management from time to time.
- Maintain their professional knowledge & skills updated for the proper discharge of duties assigned.
- Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
- Teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the prescribed teaching days.
- Teacher should not only confine his/ her activities to the classroom teaching but involve himself/ herself in all the efforts of the college by giving extra inputs to the students so as to make the students not only academically brilliant, but confident, competent & should strive to achieve the Vision and Mission of the institution.
- Teacher should assist in the conduct of College/ University Examinations, Evaluation, Moderation etc.
- Teacher should not demand/ force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination/ practical work, etc. If found guilty, legal action will be taken against him/ her.
- Teacher should not force or compel any student of the college for doing his/ her personal

work, inside or outside of the college.

- No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the college or that seeks to disrupt the academic activities of the college.
- Teacher possesses his/ her identity as a teacher/ employee of the college in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/ her conduct or behavior inside or outside of the college campus. Every teacher should maintain the reputation, discipline & culture of the college at public places/ in the society.
- Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
- No teacher should by their acts or deeds degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- Teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
- Decent behavior with colleagues has to be ensured, irrespective of gender 15. Argument with the security person relating to violation of prescribed rules/ regulations will not be tolerated and is liable for disciplinary action
- Teacher shall report to the Principal, if there is any criminal complaint, action/ proceeding lodged against him/ her in any Police Station, Court or Forum.
- Teachers should adopt a humane approach in dealing with students who are physically challenged.
- Parking is not a matter of right and using of public transport has to be resorted to, in order to conserve environment
- Every teacher should be conscious about his/ her academic development & be careful, give due attention for his/ her placement date and take measures to fulfill/ complete the required eligibilities for their due placement.
- Teacher should respect the functional superiority of those set in authority over him/ her by the Management/ Principal.
- Teacher should not interfere/ speak any personal matter/ issue of his/ her colleague teacher among the students in the class/ inside or outside of the college.
- No teacher shall leave the college campus during working hours without the

permission of the Principal.

- Avoid conflict between personal interest and professional works.