



Adarsh Shikshan Sanstha Beed's
KALIKADEVI ARTS, COMMERCE AND SCIENCE COLLEGE SHIRUR KASAR,
Tq- SHIRUR (KASAR) -413249, DIST- BEED
Registration No.: B.H.R 11/72, Est. Date. Year: 29/01/2002

NAAC Reaccredited (II Cycle) 'B' Grade, ISO 2015 Certified
Permanently Affiliated to, Dr. BabasahebAmbedkar Marathwada University, Chh. Sambhajinagar (Aurangabad)

CODE OF ETHICS POLICY DOCUMENT

Code of Conduct for Teachers

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Rules regarding appointment of teacher:

1. The following Ordinances to govern service and conduct of teachers shall apply to all the teachers in this college.
2. The appointment of the teachers will be valid only if the selection has been made through a duly constituted selection committee and is approved by the University.
3. The rules regarding Medical Fitness and verification of Character and Antecedents in the case of teaching staff working in college shall be applicable on the pattern of teaching staff working in Maharashtra.
4. The Teacher appointed on one year probation would be confirmed if his work and conduct is found satisfactory, subject to availability of a post.
5. Annual increment can be granted to teachers by the Principal as a matter of course unless it is specifically withheld.
6. The Governing Body/Principal shall maintain proper and regular service record of the teachers and as and when any necessary action is to be taken for any staff member, the service record shall be taken into account.
7. The age of superannuation of an teacher in an affiliated college shall be 60 years ;

Provided that the teacher would retire on the last day of the month in which his retirement becomes due

Responsibility and Accountability

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

Punctuality and Attendance:

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties.
3. Teachers should sign the attendance register while reporting for duty.
4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week.
5. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
6. Teachers should remain in the campus till the end of the College hours.

Leave:

1. Prior written permission is required from the Principal / at least a day in advance while availing CL or DL.
2. 15 days of causal leave can be availed in a calendar year.
3. All must report for duty on the reopening day and the last working day of each semester.
4. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
5. Study leave for higher studies will be granted at the discretion of the management.
6. A teacher who has put in five years' service may be given study leave on such terms as may be settled between him and the Governing Body mutually.

7. Duty leave may be allowed to the teachers for attending meetings of the University, State Government, Educational Seminars, Conferences, Workshops and Youth Festivals etc. and for delivering extension lectures, if the sanctioning authority is satisfied that such Attendance/Participation is in the interest of the college.

General Rules:

1. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
2. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands.
3. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
4. Teachers are barred from using cell phones while taking classes.
5. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
6. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Program.
7. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment, chemicals and electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.
8. All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.


Principal
Kalikadevi Arts, Comm. & Sci. College,
Shirur (Ka.), Dist. Beed.

