



# **DEV BHOOMI INSTITUTE OF TECHNOLOGY**

## **Code of Conduct of Faculty/Staff**

### **AIMS OF EDUCATION**

Education is the most potent instrument of social welfare and personal liberty. This is the medium of all round development of humanity and the foundation of its golden future.

These universal aims of education can be identified as follows:

1. To prepare the younger generation for grappling with future problems through acquisition of universal knowledge, age-old learning and cultural traditions of its country;
2. To build strong, enlightened, useful and patriotic citizen and provide them a prosperous life with a view to enhancing growth, prosperity and peace of society;
3. To promote democratic values for safeguarding the common interests of the people; and
4. To contribute to the efforts for international peace and national welfare.

### **TEACHER AND HIS RIGHTS**

A rational attitude of society and administration is essential for protecting the interest of teachers to enable them to play a purposeful role in the field of education. In this context, the teacher should be assured of sufficient pay, social recognition, proper working conditions, reasonable free time, freedom of thought and expression, social security for old age and adequate opportunities of promotion and professional growth. Effective steps should be taken by the state and society to achieve these objectives and ensure a proper place for the teacher in the society.

## **DUTIES OF THE TEACHER**

The Teacher plays a pivotal role in attaining the general aims of education. That highlights the special role of education vis-a-vis other professions. While the State and the society have a substantial role in enhancing the dignity of teaching, the teachers' own role in this direction is quite important.

### **a) Teacher and Student**

The teacher has to make all out efforts for the physical, mental and intellectual development of students to make them model citizens in respect of social, economic and moral understanding. The teacher will have to shoulder the following responsibilities to achieve this objective: *r*,

1. To accord just and unprejudiced treatment to all students, irrespective of religion, caste or economic status;
2. To make regular contribution in the personal development of students while looking after their interest and welfare;
3. To set a personal example for inculcating the virtues of self-reliance, national feeling and democratic values among students;
4. To extend confidential information about students only to an authorized agency or in the interest of law;
5. To assess students only on the basis of merit;
6. To have an affectionate attitude towards all students and to try to improve their behavior even after the occurrence of some untoward event rather than have a feeling of revenge; and

### **(b) Teacher and Guardians**

A closer liaison is essential between teachers and guardians for attaining the broad objectives of education. Hence the teacher should:

1. Respect the prerogative of guardians to look after the interest of students;
2. Develop friendly and cooperative relations with guardians; and
3. Impart to and receive from guardians necessary information about students in the interest of their proper development.

### **(c) Teacher and Colleagues**

The teacher. should have fraternal relations with his colleagues, to achieve this objective he should:

1. Behave with all those busy in educational activities in a manner he expects them to behave with him;

2. Be co-operative towards his colleagues in evaluating the students and in activities relating to the educational world and the development of his profession;
3. Desist from resorting to the news media and such other sources to express displeasure with his colleagues;
4. Avoid writing anonymously to the authorities about his colleagues;
5. Resist the temptation of harming the teaching community for selfish interests; and
6. Refrain from passing information about colleagues to any individual or agency.

**(d) Teacher and Employer or other Authorities**

There is immense need for amicable relations between the employer and the teacher. A lot of mutual respect and fraternal feelings are needed for the purpose. The following means are suggested for achieving this objective:-

- (a) To perform all professional activities through proper channels;
- (b) To avoid talking to unauthorized individuals about professional and secret information;
- (c) To try for promotion only on grounds of competence;
- (d) To, refuse appointment or promotion offered out of turn, based all favoritism or against professional interests;
- (e) To continue to work as per bilateral agreement (between the employer and the teacher) till to expiry of the period of agreement or change in the terms of agreement through mutual consent;
- (f) To desist from undertaking any responsibility/work involving financial benefit in contravention of professional etiquette and the general interests of the community .
- (g) To co-operate with the authorities in the fulfillment of educational policies in conformity with professional responsibilities; and
- (h) To avoid' the condemnation of authorities, behaviour through anonymous communication in newspapers and also conversational conflicts which harm students interests.

**(e) Teacher and Society**

The teacher's activities are not only related to educational institutions but they have a serious impact on common social interest.

The following points merit consideration in this regard:

1. To adhere to desirable standards expected of professionals by the society.
2. To participate in diverse activities of the community as a good citizen.

3. To strive for public co-operation in the promotion of educational programmes,
4. To make necessary efforts for the enrichment of educational ethical, spiritual, cultural and intellectual life of the community.

**(f) Teacher and his professional Career**

An unceasing effort for professional development alone can ensure the dignity of a teacher. The following steps would be helpful in this direction:

1. To carry on studies and have greater involvement in research, tours, conferences, seminars etc. for professional development.
2. To attract active youth to the teaching profession through adoption of teaching norms and behavior to social needs.
3. To make teaching more purposeful through active participation in educational planning, and
4. To have active participation through membership of the associations meant for safeguarding professional growth and welfare of teacher.

**(g) Further rules of conduct**

1. A teacher shall not indulge in adverse criticism of the college and its Officers by means of any article, broadcast or any other document or statement.
2. A teacher shall not engage, without prior permission in any trade or business or negotiate for or undertake any other remunerative employment in addition to his duties including part time Lectureship or private tuition on payment.
3. A teacher shall not be under the influence of any intoxicating drug or liquor during the hours of his duty.

## **JOB DESCRIPTION**

Objective : To ensure mutual respect and freedom for everyone and be role models to student community.

### **A) REPORTING FOR DUTIES ON TIME**

1. College working hours are, normally from 9.30 a.m. to 5 p.m.
2. A six day working schedule from Monday to Saturday . Classes are scheduled from 9.40 am to 4.20 p.m.
3. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
4. Anyone coming late / leaving early for more than 60 minutes on 1 occasions in a month may be allowed by Dean.
5. Anyone needing to go out of the College premises during working hours shall seek necessary permission from Dean and register his/her absence
6. Faculty / Staff members shall compulsorily wear College ID while in the College premises.
7. Faculty/ Staff members shall submit their investment details to the Account Section before 7<sup>th</sup> January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
8. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the Director on standard Discipline Report
9. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms. Please refer appendix A for Mobile policy
10. All members of staff are expected to present themselves in decent attire. Clothes like Sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, etc. are not permitted for gents.
11. As a security measure, members of the staff who need parking facility in campus shall give their names and the registration number of the vehicle to the security Supervisor.

### **B THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY**

#### **General**

- a) The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- b) All the Faculty Members are expected to follow the rules and regulations of the Institutions prevalent from time to time.
- c) The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be directed by the Director

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

d) Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.

e) Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

f) The Faculty Member must strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

g) Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

### **C) IN DEPARTMENT**

a) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

b) The teaching load will be allotted by the HOD after taking into account the Faculty. Member's interests and area of specialization

c) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by Director/ Chairman/ Administrator in academic, co-curricular or extracurricular activities.

d) Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the software as soon as the classes/laboratory hours are over.

e) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab invigilation. In case of emergency, the HOD and tutor must be informed with appropriate alternate arrangements suggested.

f) The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

g) The Mentor must update the student's personal file regularly and put up for inspection by Director as the case may be.

h) To give counseling to the students if needed.

i) To bring the students misbehavior in the class to the knowledge of the HOD/Director

j) To carry out the administrative works of the department given by the HOD concerned.

#### **D) IN CLASS ROOM TEACHING**

- a) Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- b) The Faculty Member should get the lesson plan and course file - approved by HOD and Director
- c) The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject .The course file consists of preface, previous year university question papers, notes, hand outs, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by their HOD at least once in a month and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester.
- d) The Faculty Member's Diary must be regularly updated and put up for inspection by Director as the case may be.
- e) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay .
- f) The Faculty Member should engage the full period and should not leave the class early.
- g) Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the attendance software.
- h) The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions.
- i) The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- j) The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- k) In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- l) The Faculty Member should interact with the class Mentor or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- n) The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- o) The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- p) The Faculty Member should make himself/ herself available for doubt clearance.
- q) The Faculty Member should motivate the students and bring out the creativity / originality in the students.

### **E) In Laboratory**

- a) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- b) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- c) The lab observations/records must be corrected then and there or at least by next class.
- d) Allow the students inside the lab only on submission of the required records written up to date.
- e) To give crystal clear instructions.
- f) To attest the readings of the experiment. To let the students know the percentage of error he/she commits for every experiment.
- g) To sign the manual / rough record before the end of each practical class.
- h) Faculty conducting practical / projects shall be responsible for the respective labs during their practical hours.
- i) Faculty shall follow the guidelines/instructions as prepared by the Lab in-charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- j) In order to prevent theft, faculty members are advised to take the following action.
  - 1) *Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.*
  - 2) *As far as possible, allot the same PC to the same individual/same group of students (in case of projects).*
  - 3) *Students shall not be permitted to carry bags into the labs.*
  - 4) *In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.*

### **F Student – Faculty Rapport**

- a) The Faculty Member should have a good control of students.
- b) As soon as the Faculty Member enters the class, He / She should take attendance by calling their Name. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the Mentor & HOD.
- c) The Faculty Member should act with tact and deal with insubordination by students maturely.
- d) The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.



## **G) DUTIES AND RESPONSIBILITIES OF MENTOR/ CLASS COORDINATOR:**

Objective: To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

- a) To ensure that every student is well supported to fulfill his/her learning potential
- b) In order to monitor the progress and quality of students, appraise them and consult their parents.
- c) To encourage the students to learn beyond the syllabus contents.
- d) Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- e) To maintain student discipline in the class as per the college policies.
- f) To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree
- g) Address students' queries.
- h) Meeting the parents of students, especially defaulters.
- i) To produce and update student handbook, department brochure for placement /consultancy and updating of information on college website pertaining to the Class
- k) To lead an effective induction program and value added course for student's in consultation with HOD.
- l) To produce the assessment plan for every semester well in advance
- m) To manage the production and dissemination of reports to students, parents, College Management from time to time
- n) Implement the actions based on the minutes of class committee meetings.
- o) Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- p) Arrange PTA meetings and all common functions of the college to represent the class.
- q) Take charge of any special projects assigned by the management from time to time.
- r) Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- s) Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- t) Be the academic leader of the designated class in the Department.
- u) To lead the development and maintenance of appropriate standards and quality Assurance in the delivery of course materials, assignment and question paper setting and its valuation.
- v) To monitor the semester progress regularly based on approved semester and assessment plan
- w) To arrange industrial visits and guest lecturers for students to improve their learning Experience in the consultation with HOD
- x) To encourage the students to participate in technical competitions conducted outside the college.

- y) To maintain the desired academic standards in the assignments and tests administered in the class
- z) Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- aa) Prepare a subject wise list of the final attendance (APC), practical and lectures together and make forwarded to Director within 3 days of a semester closing in the prescribed format through HOD.
- bb) Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- dd) Any other duty the HOD/ Chairman/ Director/Administrator may assign.

#### **H) DUTIES AND RESPONSIBILITIES OF THE LABORATORY /WORKSHOP INCHARGE AND LAB ASSISTANT**

*Laboratory and workshop Objective: To help students analyse Evaluate & Create themselves through experiments, what they learn in the classroom*

- a) To maintain the Dead Stock Register and Consumable Registers.
- b) To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- c) To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- d) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- e) To organize the laboratory for oral and practical examinations.
- f) To hold those responsible for any breakage / loss etc. and recover costs.
- g) To ensure the cleanliness of the lab and switch off all equipment after use.
- h) Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Registrar for necessary action.
- i) The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- j) Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
- k) All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.