

## **SREE SRAYANA COLLEGE, CHENGANNUR**

### **Code of conduct for Principal**

- The principal is appointed by the selection committee involving both the management representative, University representative and Government nominee as per the rules laid down by the UGC and Government of Kerala (Kerala Service Rule; KSR)
- The principal is the full time academic and administrative head of the institution.
- In case of his/her absence (due to some unavoidable situation), the principal should entrust any of the senior members of the college council to perform the duties of the principal, except verification/ forwarding of the matters related to any financial accounts.
- Being the head of the institution, the principal should encourage the faculty members and other supporting staff to undergo training /refresher/orientation programmes for their skill development.
- The principal is responsible for smooth functioning of the college and has a pivot role in the preparation of the budget for an academic year, yearly plan, administrative and financial management in consultation with management and other experts.
- As an administrator, the principal of the college should prepare budget for an academic year, yearly plan and forward the same to the management/trust office for the approval, prior to the implementation.
- The principal should verify, counter sign and forward the activity report of the college in each academic year, duly signed by the IQAC coordinator, to the management/Trust office in prescribed format.
- The principal of the college, should establish a good relation with the public (society), department of the Higher education, University and other academic institutions as well, for the healthy functioning of the institution.
- The principal should supervise the planning and execution of any extracurricular/cultural activities for the all-round development of the students of the institution.
- The principal of the college should handle at least 5 hours (lecture hours) per week. However, if a senior faculty (Associate/assistant professor) is in charge of the principal (principal-in-charge/drawing and disbursing officer), then he/she should handle all the hours as stipulated in the work load of the department concerned.

- As an academician, the principal should inculcate scientific spirit and research culture among the students and teachers.
- The principal is the chief-superintendent for the conduct of any University Examination (excluding the practical examination) at the institution /college as the center, as per the direction of the affiliated University. However, he/she can depute any senior faculty member as the chief-superintendent for the conduct of the examinations.
- The principal of the institution should be punctual, well disciplined and should bear high moral character.
- The principal should also ensure that all the other faculty members and supporting staff are also punctual, disciplined and execute their duties with utter sincerity.
- Any crucial decisions should be taken only with the approval of the governing body of the college, (Management representative-RDC, College council-comprising of Heads of all departments, club-coordinators and one student representative). The council meetings held along with its minutes and action taken report, bearing the signature of the members present in the meeting, should be maintained as a separate register.
- The principal of the college, being an academician and an administrator, should be cooperative, supportive and be a scaffold for all the faculty members and the supporting staff.

=====

### **Code of conduct for Teachers**

Teaching is a noble profession that comes with so much sincerity, discipline, punctuality, care, dedication and responsibility to the institution, students and their parents/guardians. Rather than mere teaching and imparting knowledge to the students, a teacher should inspire and motivate the students towards their life and the society.

- Teachers should inculcate, the human values, scientific attitude and spirit of enquiry among the students, so that the students will be transformed to responsible citizens.
- Teachers are supposed to disseminate knowledge in the classroom with prior preparation and with a teaching plan.
- Teachers should be punctual and dedicated to their profession. They are also supposed to support the principal of the college in his/her administration, on demand.
- Teachers should maintain a work diary displaying the duties that they have delivered in the institution, including other deputations as well.
- Teachers may avail eligible leave only after the approval from the authorities. All the leave rules are to be availed on the basis of the rules of UGC as well as those laid down in the KSR.
- Teachers should maintain an account of their leave taken- including deputations like on duties (O/D), duty leave (D/L) and other eligible leave.
- Teachers should carry out their duties in the University examinations as invigilators, based on the approved duty list (counter signed by the principal of the college) prepared by the Exam chief superintendent.
- In case of availing any eligible leave, the teacher should make necessary arrangements for delivering his/her duty which was already assigned, if any.
- Teachers should undergo training programme (refresher/orientation/short term) with in the stipulated service period and that too only through proper channel.
- Upon returning from any eligible leave/deputation (other than casual leave), the teachers are should submit the supporting documents (such as certificate of participation, attendance, duty certificate etc.) of the same to the college office.
- Teachers should participate in the extension, co-curricular and extra-curricular activities including community service.
- Teachers should carry the identity card in the campus.
- Teaching profession, being a centralized one, the teachers have duties and responsibilities to the authorities, colleagues, supporting staff, students, their parents (guardian) and to the society. Teachers should safeguard the following code of conduct:

#### **(a) TEACHERS AND AUTHORITIES**

- Teachers should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
- Teachers should support the organization in making the policies and support the principal of the college in his/her administration and also in maintaining discipline of the institution.

- Teachers should refrain from undertaking any commitment/duties for any other organizations/private agencies/coaching centers etc. which are likely to tamper their professional responsibilities.
- Teachers should cooperate with governing bodies (authorities) for the betterment of the institution, upholding the values, morals and dignity of the profession.

**(b) TEACHERS AND COLLEAGUES**

- Teachers should treat one another with equal respect and support one another for the betterment of the institution.
- Teachers among themselves should avoid commanding words/phrases and should speak in polite and respectful tone.
- Teachers should not make any demarcation/consideration based on gender, sex, caste, creed, religion, geographical region etc. in all their endeavours.
- Teachers should cordially work together with a team spirit.

**(c) TEACHERS AND SUPPORTING STAFF**

- Teachers should treat the supporting staff (non-teaching staff members) as complementary partners in all their activities.
- Teachers should submit the relevant documents to the college office without any delay and they should support/supervise in documenting and maintaining office records, on demand.
- Teaching and non-teaching staff members should jointly take part in any cultural activities of the college.

**(d) TEACHERS AND THE STUDENTS**

- Teachers should inculcate the culture of humanity, critical thinking and promote the right to express the views/opinions of the students.
- The teachers should respect the healthy suggestions/views/opinions of the students.
- Teachers should inculcate scientific temper, spirit of enquiry, respect for each other and elders, respect for any job/labor/work, time management, presentation skill among the students. More over teachers should play an important role in moulding the students into a responsible citizen with ideals of democracy, peace and patriotism.
- Teachers should treat the students with affection and pay attention to the achievements of their merits.
- Teachers should guide, support and help the students even beyond the class hours with out any reward or remuneration.

**(e) TEACHERS AND GUARDIANS**

- Teachers should be in touch with the local guardians/ parents of the students.
- At least one meeting with the parents (PTA) should be conducted in each semester, by the teacher-in-charge (class-tutor) of the class, through proper channel and also in the presence of department head and principal of the college.
- In the meeting the tutor should educate the parents regarding the code of conduct, internal marks (CE marks), attendance, assignment submission, important day and date regarding the programme, university examination etc.
- Teacher-in-charge of the class should maintain a PTA register with the minutes, duly signed by the parents present along with the matters of discussion and action taken.

- The achievements of the students should be acknowledged in the meeting. However, the weak points of any student, should only be discussed personally with the parent concerned.

**(f) TEACHERS AND SOCIETY**

- Teachers should perform the duties of the citizenship and nation building programmes like election duties, duly payment of taxes, participation in extension activities etc.
- Teachers should deliver lectures/talks to other organizations/schools/colleges/other institutions/ social enterprises without any remuneration, on demand.
- Teachers should refrain from any activities that are likely to promote the feeling of hatred or enmity among any communities, religions, caste, gender or linguistic group. However, they can work for fostering healthy relations among different such groups and for promoting national integrity.

