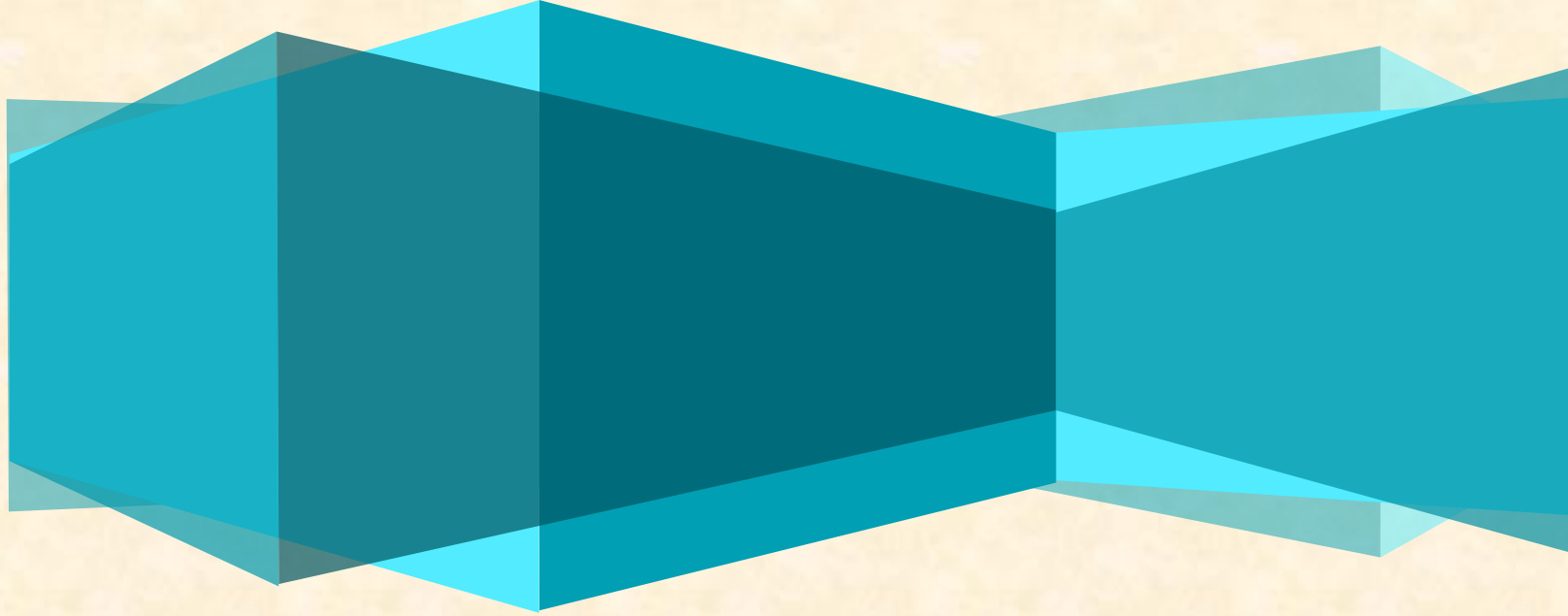




Kannada Sangha Pune's
Kaveri College of Arts, Science and Commerce
36, Ganeshnagar, Pune-411038
Permanently Affiliated to Savitribai Phule Pune University
<http://kaveri.edu.in/kcasc>

Code of Conduct for Staff

Teachers Staff, Non Teaching Staff, Support Staff



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Code of Conduct for Staff Members

Kaveri Group of Institutes is a caring institute. It believes in treating its Staff members as family members and as family members the staff members of Kaveri College of Arts, Science and Commerce have moral and ethical responsibility to maintain discipline, decorum and a nurturing environment in the college.

General Code of Conduct

- Staff members should contribute to the vision, mission and goals of the College through engagement of working hours.
- All the Staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- Staff members must be punctual, sincere and regular in their approach.
- All Staff members shall devote their time and their best efforts for the progress of the College.
- All Staff members must practice full responsibility for preventing theft, misuse, damage to college property.
- The college assets, property, materials, stock must not be used for personal purposes. Any theft, pilferage, overuse of stationery, property, etc is highly condemned.
- Staff members should avoid any violence, discrimination on the basis of gender, caste, physical features, marital status, disability, etc.
- Staff members should refrain from any political associations, strongly expressing political or religious views, etc.
- Every staff member should maintain utmost confidentiality in college affairs.
- Every staff member should treat their colleagues irrespective of their designation or hierarchy with utmost respect and dignity.
- Practicing any addiction like Gutka, Tobacco, Cigarette smoking, drinking etc is strictly prohibited in college campus.

Code of Conduct for Teachers

- Teachers shall conduct the lecture/practical as per the designated time. They should not start or end the session late or leave the lecture/practical early.
- Teachers shall prepare for every lecture/practical and ensure maximum productivity during teaching hours.
- Teachers shall prepare teaching plans in consultation with the Course Coordinator once the subject is allotted to him/her and the plans must be followed by the teachers. Any deviation due to leaves, etc can be rectified by extra lectures, tutorials, etc.
- Teachers shall take leave only after prior lecture/practical adjustment with due permission of the Coordinator, HOD and Principal. In case of emergency lecture adjustment can be informed to the respective Course Coordinator.
- Teachers should possess updated knowledge about their subject.
- Teachers are expected to practice professional development by attending training programs, seminars, conferences, FDPs etc.
- Teachers should indulge in research oriented activities like presenting and publishing research papers in national and international academic journals of repute, contribute to academia by authoring books, chapters in books, etc.
- Teachers should maintain good temper during lectures/practicals. Any corporal punishment is strictly prohibited.
- Teachers should motivate students to perform better, ask doubts, question and enquire, nurture creativity and advanced learning. They should also take along slow learners with the rest of their class.
- Teachers should conduct assessments with utmost honesty and integrity.
- Teachers should accept and undertake the administrative duties (in addition to teaching) assigned by the authorities from time to time and assist the college in curricular, co-curricular, extracurricular administrative and extension activities.

Teaching Learning

- Teachers shall use different and innovative teaching methodologies to make the teaching learning process effective along with teaching methodologies like black board teaching, new methodologies like flipped class room, case study method presentation, role play, etc. shall also be used.
- Teachers shall identify the students who need more help during teaching learning process and must take suitable actions accordingly.
- Every student is special, unique and equal. Hence staff members should not show partiality or narcissism towards any student.
- Students treat staff members as role models and hence they should take utmost diligence to live up to the standards of the students.

Teachers and ICT

- Teachers should increase the use of ICT in the teaching learning process.
- Teachers should use e-resources while preparing for the lectures.
- Teachers should engage themselves in developing useful E-content for the students.

Other activities

- Staff members must attend all events, activities of the college as per the instructions of Coordinators and Head of the respective departments.
- Staff members shall effectively contribute to various administrative committees allotted to them from time to time.
- Staff members are expected to take initiative for new activities or projects for college development.
- Staff members must devote time for the holistic development of students.

Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and the Students

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion;

- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Teachers and Authorities:

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teachers and Non-teaching staff:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

Teachers and Guardians

Teachers should:

- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life ;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Code of Conduct for Office Staff

A) Accounts Department staff

- ❖ Accountants should prepare and maintain accounting records, financial statements, payroll records, banking records and other financial reports.
- ❖ Accountants should provide all relevant documents and assist external, internal and statutory audit.
- ❖ Accountant should prepare taxes and tax returns reports of all staff and the college, ensuring compliance of taxation procedures.

- ❖ Accountants assist the Principal in preparation of budgets, and financial compliance reports and accounts pertaining to University, Management and compliance to other concerned agencies.
- ❖ Accountant should carry out efficiently any purchase related matters concerning the college.
- ❖ The accountant should exercise complete honesty and transparency in recording and maintaining the accounting process for the college.

B) Clerical Staff

- ❖ Undertake eligibility process, prorata process of students and submit to University.
- ❖ Ensure accurate and full submission of examination forms, caste certificate, scholarship and freeship formalities, etc.
- ❖ Clerk should maintain college level/department level files, service books, personal files, student registers, leaving certificate registers, etc.
- ❖ Clerk should follow all formalities of office automation and ensure proper data entry and complete all compliances.

Code of Conduct for Support Staff

- ❖ Support staff should report to college before the college as prescribed by the college.
- ❖ They should maintain cleanliness in college campus which includes classrooms, laboratories, stilt, corridors, staff rooms etc.
- ❖ They shall perform all duties in and off campus as prescribed by the authorities from time to time.
- ❖ They should be polite and courteous in their behavior. They should not be a part of any political organization or engage in unfair activities.
- ❖ They should not leave college campus unless the authority permits.

Staff members are the assets of the college and role models for the students therefore there is a big responsibility on the shoulders of the college staff. It is important to follow the above code of conduct by staff member to enhance the image of the college.