 **GOVERNMENT DEGREE COLLEGE,**

**RAYACHOTY – 516269, ANNAMAYYA DISTRICT. (A.P.)**

**(Accredited with C by NAAC)**

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**CODE OF CONDUCT FOR TEACHING STAFF**

**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. Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.

5.Two internal tests for each semester are to be conducted, valued and marks lists should be intimated to the Controller of Examiners well in time.

6.Teachers should be good counsellors 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.

7.Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.

8.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. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.

3.Teachers should sign the attendance register while reporting for duty and also biometric attendance.

4.Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 18 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 OD.

2.more than 25% of staff members in a Department will be allowed to go on OD / CL /OH on a particular day.

3.Half-day CL can also be availed.

4.15 days of causal leave, 7 days of special casual and 5 days of special casual for women can be availed in a calendar year.

5.Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.

6.All must report for duty on the reopening day and the last working day of each semester.

7.Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.

8.Study leave for higher studies will be granted at the discretion of the management.

**General Rules:**

1.No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.

2.Teachers Associations should not be formed without the permission.

3.No teacher should involve himself or herself in any form of political activity inside or outside the campus.

4.Teachers should attend the College neatly dressed, and wearing shoes. Jeans & T-Shirts are prohibited. Dress regulations should be followed as the occasion demands. Lady teachers should wear saree…

5.Teachers should not participate in any strikes or demonstrations either inside or outside the campus.

6.Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.

7.No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.

8.Teachers are barred from using cell phones while taking classes.

9.Teachers must always wear their identity card while inside the college premises.

10.Each Department must conduct at least two special meetings in each semester.

11.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.

12.Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.

13.Unless it is urgent, any representation in person to the Principal can be made only after College hours

14.No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary’s permission.

15.All department meetings of Teachers shall be held only after 4.00 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.