

FOR THE TEACHERS

- Teachers should be punctual and well mannered.
- Teachers must report in time to duty as per the working hours
- Teachers should sign the attendance register and give biometry while reporting for duty.
- Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week.
- Teachers must maintain honesty, integrity and fairness in all the activities. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers must exercise self-discipline and restrain at all times while dealing with other faculty members, students and staff.
- Teachers must be willing to execute Qualitative and Quantitative work for the welfare of the College. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Teachers must not divulge official secrets, mutilate, expunge, conceal or forge any official document.
- Mentor – Mentee must be effectively implemented. Teachers shall monitor the respective group of students who are under them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Assignments should be written in Note Books. The Note Books are to be collected from the students in time.
- Class Tests are to be conducted in each semester. Answer scripts are to be evaluated for each semester.
- 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.
- Teachers should remain in the campus till the end of the College hours.
- Prior written permission is required from the Principal atleast a day in advance while availing CL.
- The total period of continuous absence from duty should not exceed ten days.
- All must report for duty on the reopening day or the last working day of each semester.
- Teachers are barred from using cell phones while taking classes.
- Teachers are expected to attend Departmental meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- Teachers are expected to Volunteer, to take up extra classes for remedial teaching, and other Career Oriented Programmes.
- 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.