

# **Smt. L.R.T. College of Commerce, Akola**

## **Hand Book For Teachers and *Non- Teaching Staff***

### ***Code of Conduct for Teachers and Non- Teaching Staff***

#### **Responsibility and Accountability:**

1. Teachers should complete whole work regarding the subjects assigned to them by the Academic time table committee.
2. Teachers should complete the syllabus in each semester and take care for excellent results in the concerned subjects. They are accountable for the results.
3. To solve difficulties of students and overall development of students, Tutor- Ward (Mentor-Mentee) system must be effectively implemented. Teachers shall take care of the mentees.
4. Teachers should give due importance to good counseling and also work as 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.
5. Teachers should maintain decorum inside and outside the classroom and set a good example for students.
6. Teachers should carry out other academic, co-curricular and other committee activities assigned to them from time to time.

#### **Punctuality and Attendance:**

1. Teachers should abide by the time for duty as per the working hours prescribed and should be available in the college campus unless and otherwise they are assigned duties elsewhere.
2. Prior permission should be obtained for coming late in the morning or leaving early the college. No one should leave the college premises without permission.
3. Teachers should register biometric attendance as well as put their signature in the attendance register while reporting for duty.
4. Teachers should be present in the campus during the duty hours.

## **Smt. L.R.T. College of Commerce, Akola**

### **Leave**

1. Prior written permission is required from the Principal at least a day in advance while availing any kind of leave. In case of emergency, the Principal may be informed by a phone call/SMS/email.
2. Half a day Casual Leave will not be sanctioned to the teachers.
3. 10 causal leaves can be availed in an academic session.
4. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
5. Everyone must report for duty on the reopening day and the last working day of each semester.

### **Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.**

1. Teachers are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars, Conferences and take up research projects.
2. They should also attend Faculty Development Programmes, Quality Improvement Programmes, Short term Courses, to update their knowledge etc.
3. Absence from duty for the above-mentioned purposes will be treated as duty leave which needs to be sanctioned in advance.

### **General Rules :**

1. No teacher should involve himself/ herself in any immoral/illegal act which may bring discredit to the institution or Management.
2. Teachers' Associations should not be formed without the prior permission of the Management.
3. Teachers should follow the dress code of the institution. They should attend College neatly dressed and wear shoes. Casual wear is prohibited.
4. Any instructions issued by the Competent Authority by way of Circulars from time to time must be obeyed and complied with.
5. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without prior permission of the Principal.
6. Teachers are barred from using mobile phones while taking classes.

## **Smt. L.R.T. College of Commerce, Akola**

7. Teachers must always wear their identity cards inside the college premises.
8. Heads of the Departments must submit the Departmental time table of the teachers at the beginning of the academic session. Same should be reported to the Principal in writing.
9. Teachers should attend departmental meetings, academic association meetings, seminars etc. and functions like The B.G.E. Society Foundation Day, Independence Day and Republic Day, Maharashtra Day without fail.
10. Teachers should volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Courses and do remedial teaching as and when required.
11. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the permission of the Principal.
12. Duties and Service conditions of the Teachers as framed by the Government of Maharashtra and the UGC should be strictly followed.
13. Government holidays are to be followed as per the gazette of SGBAU, Amravati.
14. Heads of the Departments are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, computers and peripherals ) must be reported to the Principal in writing immediately. It is their duty to get the work done from the Non-Teaching staff to maintain the department.

### **Disciplinary Action :**

1. Violation or non-compliance of the service rules will attract punishment as stipulated under the rules of the UGC and the State Government.
2. All staff members should coordinate and cooperate with each other for the betterment of the college and the students.

# **Smt. L.R.T. College of Commerce, Akola**

## **Code of Conduct for Non-Teaching Staff**

1. Non-Teaching staff working in the college office or departments should remain on duty during the duty hours assigned to them. They should report for duty at least 15 minutes in advance.
2. They should always behave courteously with students and all the faculty members and help them solve their problems. Arrogant/bad behavior will be dealt with seriously.
3. Non-Teaching staff must always wear their identity cards during working hours.
4. Non-Teaching Staff should wear the uniform prescribed to them.
5. Any Loss or damage in the Class Room should be reported to the HOD in writing immediately.
6. Non-Teaching Staff, shall maintain a stock register for all the articles, equipment, etc. It shall be submitted to the HoD at the end of each academic session and their signatures should be obtained.
7. For any damage by the students, a separate register should be maintained and record along with the cost of material should be submitted to the authority at the end of the session.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the college premises before their duty hours.