

**Late Shri Jaidev Satpathi Govt.College Basna,
Distt. Mahasamund (C.G)**

Code of Conduct for Teachers and Non-Teaching Staff

Responsibility and Accountability

1. Teachers should handle the subjects assigned to them by the Head of the institution.
2. Teachers should complete the syllabus in time and produce good result.
3. Mentor-Mentee system must be effectively implemented. Teachers shall take care of the mentees.
4. Teachers should be good counselors and facilitators. They should help, guide, encourage, 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 the students.
6. Teachers should carry out other academic, co-curricular and organizational activities which are assigned to them from time to time.

Punctuality and Attendance

1. Teachers must report in time for duty as per the working hour prescribed and should be available in the campus unless and otherwise they are assigned duty elsewhere.
2. Prior permission should be obtained coming late in the morning or leaving early. No one should leave the college premises without permission.
3. Teachers should register biometric attendance as well as sign the attendance register while reporting for duty.
4. Teachers should be present in the campus till the end of their duty hour.

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. 10 casual leave can be availed in an academic session.
3. Casual leave can be combined with other holidays, However the total period of continuous absence from duty should not exceed ten days.
4. Everyone must report for duty on the reopening day and the last working day of each year.

Publication of Research Papers and Participation in Seminars and Conferences.

1. Teachers are encouraged to write and publish articles in reputed Journals and present papers in seminars and conferences.
2. They should also attend Faculty Development Programmes, Quality Improvement Programmes etc, to update their knowledge.
3. Absence from duty for the above mentioned purposes will be treated as duty leave which needs to be sanctioned in advance.

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.

Code of Conduct for Non-Teaching Staff

1. Non-Teaching Staff working in the college office should remain on duty during the duty hours assigned to them. They 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 to solve their problems. Arrogant/bad behavior will be dealt seriously.
3. Non-Teaching Staff must always wear their identity badge during working hours.
4. Non-Teaching Staff assigned to laboratories should keep the laboratories clean.
5. Any loss or damage to any article in the Lab and classroom should be reported to the Principal immediately.
6. Non-Teaching Staff, working in the lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the Principal at the end of each academic session and their signature should be obtained.
7. For articles damaged by the students, a separate register should be maintained and record along with cost of the material should be submitted to the Principal at the end of the academic session.
8. Non-Teaching Staff will carry out their duty as instructed by the head of the institution.
9. Non-Teaching Staff shall not leave the college premises before their duty hours.