



**RAIRESHWAR DONGARI VIKAS PARISHAD'S ADHYAPAK MAHAVIDYALAYA
DHANKAWADI, PUNE-411043**

CODE OF CONDUCT FOR TEACHERS

1. Teachers should handle the subjects assigned by the Head of the Department.
2. Teachers should complete the syllabus in time.
3. Teachers shall monitor the respective group of students who are attached to them.
4. 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.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
7. 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.
8. Teachers should sign the attendance register and bio-metric while reporting for duty.
9. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
10. Teachers should remain in the campus till the end of the College hours.
11. Prior written permission is required from the principal / at least a day in advance while availing CL or OD.
12. Medical Leave will be sanctioned only for medical reasons. Medical certificate should be attached to medical leave application.
13. Staff members should encourage students for participation in co-curricular and extracurricular, social activities.
14. Staff members should also attend Faculty Development Programmers, Quality Improvement Programmers etc. to update their knowledge.
15. Teachers should attend the College neatly dressed; Dress regulations should be followed as the occasion demands.
16. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.