



NOBLE WOMEN'S COLLEGE, MANJERI

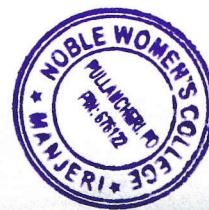
Affiliated to University of Calicut & Recognized by Govt. of Kerala

ISO 9001:2015 Certified Institution & Included in the 2(f) list of UGC

Vettekode, Pullancheri P.O, Manjeri- 676122 | 0483 2766364

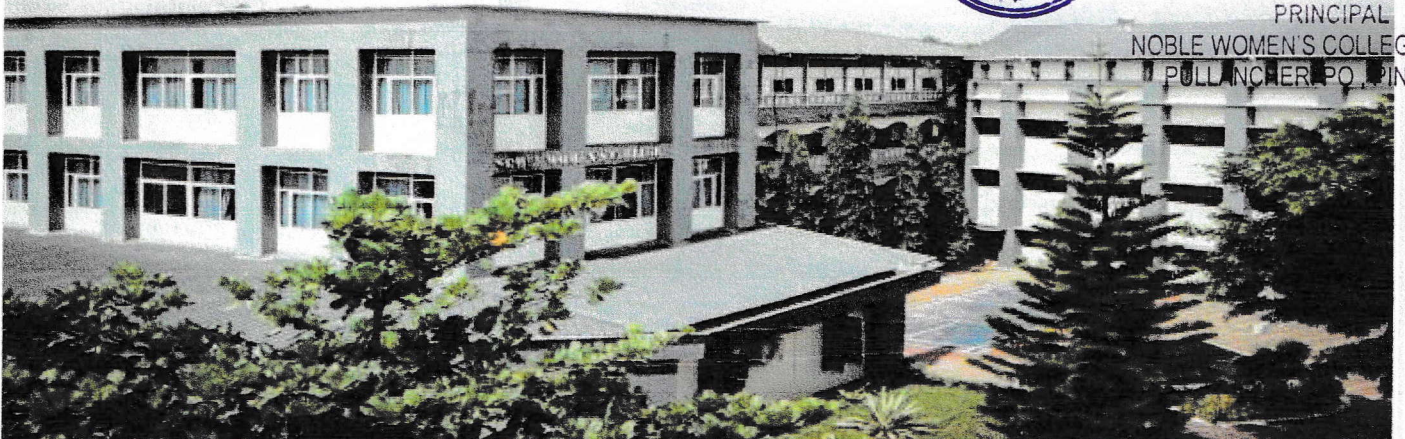


CODE OF CONDUCT FOR TEACHERS



Dr. U SAIDALVI
PRINCIPAL

NOBLE WOMEN'S COLLEGE, MANJERI
PULLANCHERI P.O, PIN: 676 122





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Noble Campus, Vettekode, Pullancheri P.O, Manjeri, 676122, Malappuram Dist., Kerala
Tel/Fax : 0483 2766364 | Cell: 8943 147 989

Email: mail@naasmanjeri.org | Web: www.noblewomenscollege.edu.in

CODE OF CONDUCT FOR TEACHERS

- ◆ Probation period for teaching faculty is one year.
 - ◆ If a teacher intends to quit the service during or after the probation term, he/ she must give notice at least two months' notice.
 - ◆ The teacher is bound to execute all the work assigned to her by the Head of the Institution and Head of the Department shall from time to time and should honestly carry out all the order of the superior.
 - ◆ The teacher should follow the management's leave policies.
 - ◆ The teacher must perform her duties effectively and diligently in accordance with the college's academic and moral standards.
 - ◆ Every teacher shall update his /her knowledge, skills and ability to equip herself professionally for the proper discharge of duties assigned to her.
 - ◆ The teacher shall conduct herself with absolute dignity and decorum in her office and should behave properly with her superiors, colleagues and students.
 - ◆ The teacher should not deny or absent herself from the duties without any reasonable cause or without prior permission from the management authorities.
 - ◆ No teacher shall act in any manner that violates the norms of decency or morality in her behavior inside and outside college campus.
5. The teacher shall actively associate, involve, participate in all the college activities and programmes in respective of the department she/he belongs to. She/he shall motivate the students also to participate and involve in the activities of the college.
6. The teacher shall not confine her activities to the class room teaching but taken extra effort to give input to the students and enrich them for academic excellence, enable them to be confident enough and help them to be a better person.



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- ◆ The teacher shall not indulge in any organized anti-institutional activity and shall not promote abet, assist or motivate groupism or any unhealthy practices.
- ◆ The teacher shall not undertake any monitory collection without prior consent from Head of the Institution or the Management.
- ◆ The money so collected should be handed over to the office within 24 hours. The teacher shall settle the financial matter (in case of study trip, food fest, Arts fest etc.;;)within 7 days of completion of work.
- ◆ The teacher shall not participate in any strike demonstration or indulge in any criticism of college management or against the policy of the management whatsoever.
- ◆ The teacher shall not provoke or instigate any student or any of staff members (teaching or non-teaching) against the college management.
- ◆ The teacher should not involve in any activity that disrupts the academic or daily routine of the college academics.
- ◆ In case of any dispute between staff or between teachers and students, decision of the management will be final and binding (Personal hearing will be conducted).
- ◆ The college may evaluate the academic excellence of a teacher through students and parents' feedback, and from the teacher appraisal system by the Head of the department.
- ◆ The college may at any time, terminate the service of any probationary or confirmed teacher, if she is found guilty of any acts like:
 - Professional incompleteness
 - Violation of code of conduct.
 - Willful negligence of duty (including paper valuation)
 - Failure of discharge of any special duties assigned
 - Insubordination.
 - Anti-institutional activity
 - Break of moral ethics.
 - Non-obedience of leave rules
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 - Non-obedience of leave rules



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- ◆ Maternity leave and all the special leaves approved by the university is available to all the teachers.
- ◆ Casual leave for teaching staffs: 1 ½ days per month
- ◆ Maternity leave: six months as per ESI
- ◆ Medical leave as per ESI rules

Responsibilities

- ◆ The teacher should handle the subject and complete the syllabus within the stipulated time assigned by the HoD. Teacher is accountable for producing good results in the subject she handles.
- ◆ Teacher plays the role of a mentor and should guide, assist, encourage the students in their teaching-learning process.
- ◆ Attendance, assignment and internal examinations should be effectively implemented as per the direction of HoD.
- ◆ Should submit the teaching plan, class register, monitors diary etc.; as directed by the principal.
- ◆ Teacher should remain in the campus till the end of the college hours.

LEAVE FOR TEACHING STAFF

- ◆ Total number of casual leave allowed to staff in an academic year is 15 days.
- ◆ Casual leave can be combined with any other leave or notified holidays.
- ◆ Casual leave taken along with any other leave or notified holidays shall not exceed 5 days at a time.



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- ◆ Application for casual leave must contain the purpose for which the leave is requested/ availed.
- ◆ Application for casual leave must invariably be submitted and the sanction obtained before availing the leave.
- ◆ Due to unavoidable circumstances, if it is not possible, the leave application must be submitted immediately after rejoining the duty.
- ◆ The number of days of casual leave remaining unavailed, will lapse at the end of the calendar year and cannot be carried over to the next calendar year.
- ◆ The eligibility of casual leave will be calculated with reference to the period of joining of the staff.



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