

**KHALSA COLLEGE OF PHARMACY, AMRITSAR**

**SERVICE RULE**

**TEACHER CODE OF CONDUCT (REVISED), OCTOBER 2020**

**A Teacher**

- Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students to respect parents, teachers and elders.
- To express the love of brotherhood to fellow students.
- To accept and extend due respect to every religion and social grouping.
- To love the nation and commit their endeavors to her progress.
- Shall have a sense of belonging to the institution.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional expertise.

**A Teacher**

- Shall wear a respectable attire, befitting the society's expectations.
- Shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.

**A Teacher**

- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students by giving them a feeling of comfort and encouraging their enthusiastic expressions.

**A Teacher**

- Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.
- Shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.

Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the college or of fellow teachers, student or any other member of society:

### **A Teacher**

Shall always accept the entity of fellow teachers, honour their sentiments and respect their value system.

Shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

### **Dress**

All employees shall be dressed appropriately at all occasions. Uniform where applicable should be worn with pride.

All employees will wear Identity Cards at College Campus.

### **Punctuality**

All employees shall be punctual to their duties and shall strictly adhere to the College timings. All work/classes/meetings should start and end on time.

All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time.

Teachers shall be at the allotted classroom at the schedule time without any exception.

Every teacher shall take attendance at the beginning of the teaching hour.

Every teacher shall close the hour punctually at the end of the hour

A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking correctional action if it is within his/her power or reporting the matter to the Director.

Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention. It is mandatory to attend functions on August 15(Independence Day) and January 26(Republic Day).

Faculties and Staff members shall not receive gifts of any kind from the students or their parents for any favoritism.

Teachers shall maintain a respectable work conduct in terms of

Preparation for the particular day's classes, with latest information added to earlier course content.

Keeping all teaching and material required for conducting the class in an orderly manner.

- Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to students, evaluating on time and giving feedback to the students.
- Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- Teachers shall observe good personal conduct in terms of
  - ✓ Not using any abusive language towards students, fellow teachers, parents and other members of public.
  - ✓ Not entering into quarrels, fights or any act of disrespectful nature.
  - ✓ Not engaging in any activity / business inside the college premises including money lending, canvassing for the sale of any articles or distribution of any commodity.
  - ✓ Not to affiliate with any political organization, which might cause conflict of interest with the duties of a teacher and the reputation of the institution.

### **Discipline**

- Any staff member who is violating the code of conduct defined in this manual will be subjected to appropriate disciplinary action by the Director/Chairman.
- If a staff member commits an act of misconduct or misdealing or by violating the code of conduct, anyone can report in writing to the Director.
- The Director shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Director is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Director shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories:
  - Warning in writing, with recovery of amount, where financial loss is involved in the act.

- Suspension from work without remuneration.
- Dismissal or discharge from service.
- Where the punishment proposed is in the categories above, the Director herewith constitute a one/two man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- The Director shall report the proceeding periodically to the Chairman.