

STANDARDS OF CONDUCT TO BE OBSERVED BY THE TEACHERS UNDER
SECTION 18 (2) OF THE TAMIL NADU PRIVATE COLLEGE REGULATIONS ACT
1976

I). RESPONSIBILITY AND ACCOUNTABILITY

1. Teachers are required to handle the subjects assigned by the Head of the Department concerned.
2. Teachers are required to complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers should monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
5. Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
6. CIA Tests as required are to be conducted in every semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be submitted in writing with the signature of Head of the Department and Principal to the Controller of Examinations and also updated in appropriate software as informed by the principal from time to time.
7. Teachers are required to be good counselors and 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.


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8. Teachers are required to maintain decorum both inside and outside the classroom and set a good example to the students.
9. Teachers are required to carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
10. Every Teacher should be a mentor for a minimum of 6 student in I year, 6 students in II year and 6 students in III year of UG Programme.
11. The mentors will be responsible for community Development / Extracurricular Activities / Library consultation of their wards.
12. The mentors will be responsible for development of life time skills of their wards.
13. The mentors should meet their wards at least once in two weeks to discuss their problems connected with their studies and other activities. They should maintain a record of the meetings in a note book.
14. The mentors should award marks for the performance of their wards in community Development / Social Service etc. as required.

II). PUNCTUALITY AND ATTENDANCE

1. Teachers must report in time to duty as per the working hours prescribed from time to time and should be available in the campus unless and otherwise, they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College campus shall not be given during the college working hours.


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3. Teachers should sign the attendance register both in the morning and Evening and also, they should register their Bio-Metric attendance both Morning and Evening. Failure to do so will be considered as any other eligible leave, provided the teacher applies for the same. If the teacher is not eligible for any other leave or fails to apply for eligible leave it will be treated as LLP.
4. Teachers workload is 40 hours a week even though their maximum class hours are only 16 a week.
5. Teachers should be present in the college campus atleast 15 minutes before the College beginning time.
6. Teachers should remain in the campus for atleast 30 minutes after the end of the College hours.

III). LEAVE

1. Prior permission is to be obtained from the principal in person atleast two working days in advance for availing OD/RL.
2. Not more than 25% of staff members in a department will be allowed to go on OD / RL on a particular day.
3. Only three days or the maximum period of valuation work at a stretch in a valuation session whichever is shorter will be allowed as OD for evaluation work.
4. Causal leave can be combined with other holidays. However, the total period of continuous absence from duty should not exceed ten days.
5. All Teachers must report for duty on the reopening day and the last working day of each semester.

6. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.


IV). PUBLICATION OF RESEARCH PAPERS & BOOKS AND PARTICIPATION IN RESEARCH PROJECTS, SEMINARS, CONFERENCES ETC.

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should attend Faculty Development Programmes, Quality Improvement Programmes etc., to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
5. Absence from duty for the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

V). GENERAL RULES

- 1.1) No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- 1.2) No teacher is allowed to take any girl students outside the campus during the entire period of study of the student without the written permission of the Principal or Management.
2. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
3. Teachers should attend the College neatly dressed, and wearing shoes. Sleeves should not be folded. Dress regulations may be followed as the

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occasion demands. Lady teachers should wear over-coats inside the Class rooms. Jeans pant & T-Shirts are prohibited.

4. Teachers should not participate in any strikes or demonstrations either inside or outside the campus without 7 working days prior intimation to the management.

5. Any instructions issued by the Competent Authority/Head of the Department/Principal/Secretary by way of Circulars from time to time must be acknowledged by signing the same and complied with.

6. No teacher shall send circulars / distribute handbills to the staff, students and organize meetings in the campus without permission from the Principal.

7. Teachers are barred from carrying / using cell phones to the class rooms / Lab, Seminar Hall and Auditorium.

8. Teachers must always Prominently wear their identity badges while inside the college premises.

9. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing.

10. Each Department Association must conduct atleast three special meetings in each semester.

11. Teachers are required to attend Department, Faculty Improvement programme academic association meetings, seminars etc., and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations etc., without fail. Teachers to remain till the end of the above meetings and College functions.

12. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.

13. Unless it is urgent, any representation in person to the Principal can be made only after College hours.


14. For making any representation to the Principal, teachers should not meet the Principal as a group.

15. Teachers should read, sign and abide by the circulars Communication sent by the HOD / Principal / Secretary.

16. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.

17. HODs 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 the property (like, tables, chairs, lab equipments, chemicals, and electrical and electronics appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.

18. All department meetings of Teachers shall be held only after 3.45 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.


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