



# St. Mary's College, Thrissur-680020

## Code of Conduct - Teaching Staff

- Faculty should be present in the campus from 8.25 am -3.30 pm.
- Classes and courses should be dealt with as directed by the HOD, and as discussed in the departmental level meetings.
- Teaching Plan should be prepared before each semester and same should be submitted for approval from the HOD and after completion of each month, the plan should be submitted to Principal, duly verified by HOD.
- Regular updates should be done by the faculty and preparations should be made well in advance to meet the challenges and requirements of teaching.
- Faculty should maintain a Teacher's Diary recording all day today activities.
- Full class hours should be engaged as per schedule.
- Faculty should encourage students in
  - Regular learning process
  - Co-Curricular & Extracurricular Programme
  - Technology aided learning
  - Enhancing creativity
  - Fostering research aptitude
- Formal and informal feedback should be taken from students and necessary changes should be made in teaching methodology
- Students should be mentored both for academic as well as career oriented matters. Personal guidance and help can be rendered with the supervision of the Principal
- Faculty should involve in remedial teaching and provide support to all categories of students
- Assistance should be given for students in extension activities both within and outside the campus
- Faculty should coordinate with HODs and other co-faculty members and inform them of student details and other attributes to address any emergency situations
- All academic and administrative roles assigned may be undertaken and performed in the best possible manner
- There should be effective participation and coordination with other faculty for all the programmes on campus
- Attend Orientation, Refresher and other Workshops, Conference and seminars for updating with times, after getting due permission from concerned authorities.

- Faculty are to act as nodal officers / volunteers in Govt. oriented programmes or other official activities.
- Faculty should undertake responsibilities like HOD, Coordinators / Members of various Curricular, Extra Curricular and Co-Curricular activities
- Faculty should not be a single unit he/she should work in collaboration in other teams.
- Involvement in preparation of laboratory experiments and guide lab assistants in effective setting of the lab.
- Faculty should involve in demonstration, models, case studies, surveys to make teaching –learning innovative.
- Internal assessment should be conducted in a fair and just manner.
- Assignments and seminars should be so provided by the Faculty to enhance the abilities of students. These should be evaluated and suggestions should be informed to the students.
- Question paper of internal exams should be based on blue print of year end exam to enable students to be aware of the pattern of examination.
- Faculty should treat all students and colleagues- teaching and non-teaching with dignity.
- It is mandatory for all staff to attend Valuation Camps of the University. Disciplinary action will be taken against those who do not take part in University Valuation
- Faculty members should upgrade themselves by writing articles in reputed journals, and also publish /edit books.
- Prior sanction should be obtained from Principal for Casual Leave and same should be informed to the HODs. Alternate arrangements should be made for classes.
- Faculty who require commuted leave or other long leave are requested to get prior sanction from concerned authorities.
- Casual leave should not be availed merely to exhaust their leave at the end of the year, since it leads to irregularity and indiscipline in the college.
- Faculty shall sign the attendance register on arrival in the College, 4 late marking will be treated as one Casual Leave.
- Faculty should inform the Principal and note in the Movement register if they need to move out of the campus for official reasons.
- All faculty should submit all required data to concerned coordinators for Annual Reports, Accreditation, Ranking and so on
- Faculty members are to submit the self-appraisal duly verified by HOD to the Principal
- Faculty should not demand any sort of contributions from students without explicit permission from Principal.
- Faculty can be transferred within Corporate Management Colleges according to necessity

- Any Grievance of the Faculty can be reported to Faculty Grievance Redressal Cell.

### **Faculty Grievance Redressal Cell**

The Grievance Cell meets every Quarter and discusses on the grievances or requests of the Faculty. In case of any emergency issues, special meetings are convened. The members of the Cell are

Principal

Vice Principal

Teaching Staff Representatives

Staff Club Secretary