

POLICY FOR EMPLOYEES

Code Of Ethics For Faculty:

In fulfillment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies.
- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial temperament with a sense of team spirit
- Assist newcomers to the profession.
- Respect confidential information on colleagues unless you are requested to disclose information in the interest of the college.
- Speak out if the behavior of a colleague is seriously in breach of this code of ethics.
- Teachers will handle the subjects assigned by the Head of the Department
- Teachers will complete the syllabus in time.
- Hone skills, attitudes and habits among students to become good learners and researchers; Try to inculcate in students a discipline for life-long learning; teach critical, analytical and creative thinking in their respective disciplines; Strive to impart to students skills to improve their chances of employability; teach them the tenets of ethical achievement; Inculcate in them a spirit of service;
- Tutor – Ward system is implemented. Teachers shall monitor the respective group of students who are attached to them and give a sense of direction for their career aspirations and academic problems.
- Assignment topics for each course are to be given to the students as is decided by the examination committee.
- Assignments should be written on the official ISA papers available in the Co-operative Stores or as directed by the teacher. Assignments are to be collected from the students in time.
- Two ISA Tests are to be conducted in a semester according to the Goa University Ordinates. Answer books are to be evaluated within 10 days and corrected answer

sheets with marks are to be shown to the students. Marks for the assignments, ISA Tests, Seminars if attended are to be entered in the mark sheets. 3rd ISA is to be given in special cases with the intervention of the Principal / Vice Principal.

- Teachers should be facilitators to the best of their ability. 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.
- Management will from time to time conduct workshops, seminars and guest lectures in the field of teacher as counselor, facilitator, changes and trends in the teaching-learning process. Faculty is expected to attend these events conscientiously and mindfully.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students while on campus.
- Other than academic activities, faculty should carry out the co-curricular and organizational activities that may be assigned to them from time to time with commitment and responsibility.
- Faculty must adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Faculty must manage their private affairs in a manner consistent with the dignity of the profession.
- Faculty should seek to make professional growth continuous through study and research.
- Faculty may express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
- Faculty should maintain active membership of professional organizations and strive to improve education and profession through them. However the principal and management are not liable for the payment of membership fees and the consequences of commission or omission by faculty as members of any such body / organization.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

- Participate in extension, and extra-curricular activities including community service and Co-curricular mentioned above

For all employees - dress code:

All employees, faculty as well as non-teaching staff are expected to dress in a modest and a decorous manner, befitting the role they play in an educational institution as role models to the youth. A certain degree of formality is expected to be maintained in the choice of clothes and use of accessories.

Identity card (id):

- It is mandatory for students and staff to display ID cards at all times when they are on the campus.
- Staff should avoid taking ID cards from students as a form of reprimand or punishment. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

Communicating with parents:

- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the Principal / Manager.
- Faculty may ask parents to come for a meeting after informing the HOD / Principal / Vice Principal who validates the necessity of such a meeting in the interest of the students' academic progression and / or other issues of conduct.

Students' classroom code of conduct

- Students should not be denied admission into the classrooms / laboratories when they report late for the classes. However, such students shall automatically lose attendance for those classes.
- Teachers are prohibited from awarding any form of physical punishment, shaming, verbal / non-verbal ways of embarrassment and / or abuse towards students indulging in misbehavior or insubordination in the classrooms. However, may politely but firmly ask a disruptive student to leave the classroom, warn such students and/or report such incidents to the HOD / Principal / Vice Principal for necessary action.

- Cases of indiscipline, misbehavior or insubordination should be dealt at HoD or at the level of the Principal / Vice Principal. Faculty should on no account or for any reason, no matter how reprehensible the misconduct, threaten the students in the name of marks or other punitive action for their lapses or indiscipline.
- Allow free and fair permission to visit the rest room and have drinking water even when the lecture is in progress.

Taking attendance:

- Staff members must mark attendance for every lecture.
- Latecomers should not be denied admission into the classes for being late. However, such students need not be marked present for the same.
- Teachers are advised to refrain from awarding punishments like:
 - Dismissal from the classrooms,
 - Making them stand in the classrooms,
 - Summoning their parents to campus
- Students violating dress code must not be allowed to attend the lecture classes, laboratories and library.

Class adjustment before going on leave:

- Faculty members must adjust their class teaching before going on leave.

Procedure for relief on resignation:

- As per the service rules of the Institute and the UGC, permanent faculty members are required to give three months prior notice and follow the guidelines given in the statutes and CCS rules.
- The employees on probation or temporary (contract) basis, should give a month's or a fortnight notice.
- To ensure compliance of leave applied, the employees should deposit to the office the required photocopied documents along with the application.
- The college reserves the right to relieve faculty and staff at any time during the probationary period after a month's notice.

Duties & responsibilities of the Head Of The Department:

HOD is responsible for conducting all academic programs of the Department as per the norms of Goa University. In pursuance of above objective, he / she is required:

- To allocate subjects to teachers of the department
- Formulate subject based time – table that will facilitate adequate contact hours to complete the syllabus.
- Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day.
- Should go around the classrooms and laboratories to ensure the decorum and discipline as per timetable.
- Ensure students have opportunities and ample time for other curricular activities
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students as well as inter-department members.
- Should verify the attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans.
- HOD's should forward all the registers on the last working day of every month for the Vice-Principal's perusal.
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
- Should convene and monitor research project conducted in the department
- Should monitor guest lectures, field trips and other activities carried out by the department to ensure that the college guidelines are followed, and safety of the students and other faculty members are considered.
- To ensure that all departmental activities are undertaken with a view to widen the horizons of knowledge.
- To ensure proper evaluation of student's performance and take remedial action to
- improve the performance of slow learners; to form a strategy to challenge the high achievers
- Should monitor students' development and problems through feedback and counseling.

Duties of lab-technician / lab-assistant:

- Any unexpected breakdowns of Lab Machines / Equipment must be reported immediately to the HOD and the teaching staff in-charge of the particular lab.

- Damages caused to the lab equipment by students due to mishandling must be reported to the HOD and concerned staff member for further action.
- The responsibility of the lab assistant is to identify the requirement of lab consumables etc. preferably before the beginning of the semester and give the same in writing to the lab – in – charge and HOD
- All maintenance work must be carried out and recorded as per the schedules given by the lab-in-charge, without affecting the regular lab schedules and practicals.
- He / she must maintain a register for tools issued to the students must be maintained for each and every lab.
- He / she must ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- He / she must ensure the availability and proper maintenance of all first aid facilities & fire- fighting equipment.
- He / she must avoid other activities during lab hours unless assigned by senior management.
- He / she must take the consent of the HOD or next in command before applying for leave.
- In case of leave due to an emergency, the lab assistant must inform the HOD as early in the day as possible.
- He / she must assign a substitute from amongst a colleague or attendant who is familiar with the lab in question in case of a planned leave of absence.
- He / she must ensure that the all the instruments / equipment are in proper working condition before permitting the students to begin the practical.
- Prepare a plan of maintenance schedule at the beginning of the semester and ensure that it is carried-out according to proper protocols.
- The lab-in-charge should take necessary steps to procure additional equipment / other materials required through HoD.

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