

# VIJAY MEMORIAL COLLEGE OF EDUCATION

"NAAC Accredited"

Approved by H.P. Govt., Affiliated to S.P.U. Mandi, HPBOSE Dharamshala

Recognized by NCTE New Delhi

(Managed by : Wisdom Education Society , Registration No.171/2004)

Near Gram Panchayat Bhawan Barsu, V.P.O. Barsu (Bagla), Teh. Balh, Distt. Mandi (H.P.)-175021

Website : [www.vmce.org](http://www.vmce.org)

Email: [wisdom.edu@gmail.com](mailto:wisdom.edu@gmail.com)

Ref. No. ....

Dated : .....

## CODE OF PROFESSIONAL ETHICS AND CONDUCT

### Code of Conduct for Teaching Staff

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the institution.
- Code of Conduct for teaching is mainly governed by the University, Statutes, Ordinances and Service Rules.
- All faculty members should get ready with a lesson/teaching plan, well in advance before commencement of the classes.
- During the period of service, all members of the teaching staff shall employ themselves truthfully and efficiently under Institutional policies.
- No member of the staff shall engage in any political activity within the college premise.
- All Teaching staff members must be punctual for classes and should come to heel for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register.
- The responsibilities given to teachers consist of lectures/ practical's / tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The hours of working of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them as and when required.
- Mentor-ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counselling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- Hold back from undertaking any other employment and commitment which are likely to interfere with their professional responsibilities.
- Take leave as per rules with prior permission, keeping in view their particular responsibility for completion of academic schedule.
- Seek to make professional growth continuous through study and research; Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge



Principal

Vijay Memorial College of Education  
V.P.O. Barsu (Bagla), Teh. Balh  
Mandi (H.P.)-175021

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- Seek to make professional growth continuous through study and research; Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.
- Every teacher shall conduct himself/ herself with absolute dignity, accountability and decorum in terms of formal dressings and communication in his/her dealing with the superiors, colleagues and students every time.
- Every teacher shall discharge his/her duties efficiently and diligently to match the academic standard and performance norms laid down by the NCTE/ UGC/ Sardar Patel University Mandi from time to time.
- Every teacher in the service of the college shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/ herself in the manner of a perfect role model for others to emulate.
- Every faculty member shall respect the rights and dignity of the students in expressing his/ her opinion.
- No faculty member shall act in any manner that violates the decorum and morality within the campus.
- No teacher shall incite or provoke instigate any students or any other member of the staff into any form of action against the institution, or any member of staff that seeks to disrupt the academic activities of the college.
- Every member of the teaching staff is required to be punctual and be available inside the premises for the specified and desirable time as per the time table / activities.

*[Signature]*  
Principal  
Vijay Memorial College of Education  
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