



Nallamuthu Gounder Mahalingam College

(An Autonomous Institution, Affiliated to Bharathiar University)

90, Palghat Road, Pollachi - 642001, Coimbatore, Tamil Nadu, India.

95th Rank in NIRF - 2023 among Colleges in India.



Code of Conduct for Teaching Staffs



Estd : 1957

Phone : 04259 - 234868, 234870
Mobile : 99429 06687

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(AUTONOMOUS AND AFFILIATED TO BHARATHIAR UNIVERSITY)

Re-Accredited by NAAC

An ISO 9001 : 2015 Certified Institution

Aided by the Government of Tamilnadu

POLLACHI - 642 001.

Fax : 04259 - 234869



E-Mail : ngm@ngmc.org

DATE :

Code of Conduct

TEACHERS

Shaping young minds is a revered pursuit, requiring unwavering professionalism and commitment. Educators, entrusted with unique duties, find fulfilment in embodying these virtues and also the nobility of teaching lies in its call for professional integrity and dedication. Teachers discover profound satisfaction through their distinct responsibilities through such conduct.

DRESS CODE

All Teachers are expected to present themselves professionally. Formal attire such as shirts and pants with shoes for men and sarees and churidars for women is preferred. Department level uniform is required for special occasions like Republic Day, Independence Day and Special Day of the Department concerned.

LEAVE

1. Teachers must submit leave requests using the official form of the college atleast one day before availing of any kind of leave/leave on Other Duties.
2. Twelve days of casual leave are allowed per calendar year.
3. Medical leave follows the guidelines set by the Tamil Nadu government.




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GENERAL RULES

1. College teachers are expected to demonstrate exemplary conduct both inside and outside the college through integrity, professional commitment and active participation in academic and extension activities.
2. Teachers are expected to maintain professional conduct and refrain from engaging in activities like smoking, drinking or gambling within the college campus.
3. Teachers must be punctual and arrive before their working hours at the college. Late arrival without prior approval will result in a half-day leave. If a teacher is not punctual at the commencement of the first-hour class, the HOD should make alternative arrangements to protect the interests of students. The concerned teacher NGII be marked absent for half a day and must submit a leave letter accordingly.
4. Signing the attendance register is mandatory for all teachers at the start of the FN and AN sessions. Neglecting to do so will be considered an absence for the corresponding day. In case of an exceptional circumstance, the teacher must inform the Head of Department immediately to avoid an absence mark. For the




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AIDED teachers, Tamil Nadu Government Rules will be applicable in this regard. DATE:

5. Teachers must arrive on time with engaging lessons and maintain a conducive learning environment for the entire class period. Early dismissal and schedule changes must be approved by the Principal for seamless learning continuity.
6. Teachers must prepare detailed lesson plans for each semester, covering all topics as per the syllabus of the courses. Plans include specific activities and assessments within allocated hours and submit the scheme of lessons to cloud based Enterprise Resource Planning.
7. Teachers are expected to prioritize the curriculum and dedicate their efforts to fostering meaningful learning experiences within the designated subject boundaries by using Information and Communication Technology (ICT) tools wherever applicable.
8. Maintaining neutrality on sensitive issues such as religion, politics or community is crucial. Personal beliefs and biases should not influence classroom discussions.
9. Teachers must be mindful of diverse backgrounds and viewpoints. Disrespectful or discriminatory language or behaviour is strictly prohibited.
10. Teachers should teach subjects allotted to them. No change should be introduced in the timetable and distribution of work without the permission of the Principal.




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11. Teaching the assigned courses as per the approved timetable and workload is mandatory. Prior approval from the Principal is required for any changes.
12. Teachers are encouraged to actively engage in extracurricular and co-curricular activities assigned by the Principal, contributing their expertise and enthusiasm to enrich the student experience.
13. Teachers are expected to fully participate in college functions, diligently and efficiently fulfilling their assigned duties to ensure the success of these events.
14. Efficient and effective invigilation is crucial during continuous Internal Assessments (CIA) and Comprehensive External Examination (CEE). Malpractice will not be tolerated. Principal approval is required for any changes to exam arrangements.
15. Teachers should prepare the Continuous Internal Assessment (CIA) question papers as assigned by the Principal in the prescribed format and the same should be submitted on time to the COE section.
16. Teachers are expected to diligently conduct practicals, compositions, tutorials and seminars as per the established scheme by thorough preparation, quality instruction and enriching experiences for students in practical course work, writing assignments and delivering seminars.




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17. Teachers are instructed to schedule additional tests and assignments for slow learners to enhance student learning. These assessments can be held outside regular working hours.
18. If feasible, teachers may conduct tests during allocated working hours, after completing relevant portions, either individually or collaboratively. Prior intimation to the Principal and Head of the Department is necessary to ensure appropriate supervision and resource allocation.
19. Teachers should aim to achieve good outcomes (passing percentage) and gain credit for their Department and the College through effective teaching and learning. Exam results should be examined regularly and presented to the College Committee for consideration.
20. Teachers are expected to carry out all directives and departmental tasks issued by the Principal efficiently and sincerely.
21. The hourly attendance book shall be within the custody of the concerned teachers. It should be updated within 3 working days in the College ERP.




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22. Teachers must maintain and use equipment and records under their supervision and submit accurate Stock, Acquaintance and Equipment Maintenance Registers to the Principal when required.
23. Any communication to authorities by a Teacher must be routed through the HOD, the Principal and the Secretary of the college.
24. Teachers must stay in their department during working hours except when teaching or in the library. They must record their movement in the register, which is kept in the Department and submitted to the Principal when needed.
25. Each teacher must perform their duties diligently and conscientiously. Any slack, disobedience or violation will result in serious consequences.
26. HODs must maintain discipline among students. In the teacher's absence, students must be informed of their responsibilities and never be allowed to disturb other classes.
27. Teachers serve as strong role models for their students, confidently upholding the values that the institution holds in high regard.




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28. The teacher is required to regularly organize seminars, Field Work and Workshop / Conference Participation for the benefit of students and for professional development.
29. The teacher is expected to teach all allotted periods. Any missed periods must be made up after class hours.
30. The teacher is responsible for maintaining discipline and creating an environment conducive to learning in their classes.
31. Teachers will conduct special coaching classes outside of regular college hours to support slow learners in improving their academic performance and learning skills.
32. Teachers must seek written permission from the Principal/Head of the Department before accepting any external paid work such as tutoring, examiner ship or public speaking.
33. Teachers are instructed to get written permission from the Principal to publish books or other publications.
34. Teachers are not allowed to collect money from students without written permission from the Principal.




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35. No visitor or guest shall be received or entertained by Teachers while working in classrooms or laboratories.
36. Teachers must attend College celebrations on National holidays (Republic Day and Independence Day) before taking the day OCC
37. HODs must prevent class cancellations due to teacher absences from casual or other leave.
38. Teachers on leave must complete all allotted portions. Special classes may be held after college hours to complete the syllabus and protect students' interests.
39. Teachers are advised to avoid visiting the college office during working hours to prevent interruptions in the office staff work.
40. It is mandatory for any teachers who wish to arrange a meeting with the JDCE/DCE to obtain prior permission from the College Secretary. This prerequisite must be fulfilled to ensure a smooth and organized procedure.
41. Teachers on examination duties must ensure accurate execution of their tasks, avoiding errors like incomplete data entry, missing answer scripts, wrong totalling and clerical errors in data entry.



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42. Every teacher must promptly submit any required individual or departmental data to the Principal within the stipulated time.
43. Teachers must immediately read out circulars from the Principal/Controller of Examinations, etc. to students. The signature of the class representative or council member must confirm that the circular was read and returned through the messenger.
44. All teachers are required to view E-mails sent by college officials or the Principal using their assigned official E-mail addresses.
45. Teachers make optimal use of the Enterprise Resource Planning System for student profiles, attendance, lesson plans, teaching materials, Outcome Based Education attainment and mentor-mentee records, etc.



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