

Holy Cross College
Accredited by NAAC with 'A' Grade
Affiliated to
TRIPURA UNIVERSITY
(A Central University)

POLICY FOR CODE OF CONDUCT AND PROFESSIONAL ETHICS

(Applicable for Teaching and Non-teaching Staff)

1. Preamble

Holy Cross College is committed towards holistic development and fosters professional accountability and standard code of conduct among all its employees. The present Policy applies to all the teaching and non-teaching staff of the college.

2. Objectives

The Policy provides a broad framework and a set of standard norms to be followed by all the teaching and non-teaching staff members at Holy Cross College. The basic objectives of the policy are:

- To inculcate the importance of institutional ethics and practice of standard code of conduct among the faculty and staff.
- To develop an attitude for performing duties with positive values and sense of responsibility.
- To maintain a disciplined and orderly ambience in the institution.
- To develop professional skills to tackle institutional and academic challenges.
- To learn the social values and moral ethics in harmony with the institutional environment.

3. Code of Conduct/ Professional Ethics for the Teachers

The management of Holy Cross College hereby asserts the following Institutional practices and professional responsibilities to be undertaken by its teaching faculty members:

Duties and Responsibilities

- Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance set by the College Management in pursuit of the mission and vision of the college.

- In addition to teaching, every teacher is required to render his/her duty for invigilation and evaluation work (internal examination), moderation of question papers (if appointed by Parent University), departmental work, co-curricular and extra-curricular activities, extension and outreach programmes, sports activities and other institutional activities assigned by the college management.
- Every teacher should execute the academic/administrative/institutional duties assigned to him/her with sincerity, integrity, discipline and team spirit. Every teacher should be punctual for classes and other academic/ administrative duties assigned to him/her.

General discipline

- Every employee will put his/her signature in the attendance register and also mark his/her attendance in the biometric system.
- A teacher will engage the classes regularly and punctually, and will strive to complete the portion of the syllabus assigned to him/her within the prescribed teaching days and take remedial classes for the Slow Learners/Advanced Learners.
- The members of the Teaching faculty are expected to follow and maintain a formal dress code, such that they dress in a graceful and dignified manner, suitable for the academic environment. The non-teaching staff will also follow the formal dress code (uniform as applicable to non-teaching staff) in the college.
- All the non-teaching staff are expected to support the teaching staff as and when required for the better coordination and timely submission of various reports (after the approval of Principal/Vice-principal/Administrator).
- No college staff shall remain absent from his/her duty without prior permission from the authority/Principal (However, in case of emergency can inform college administration and submit the application at the time of joining or at a suitable time before joining/during the leave period).
- A teacher will undertake internal examination, evaluation, Internal assessment and other such assignments fairly and without any prejudice, partiality and bias.
- No staff shall make any statement, publish or write through means of media (including social media) which brings upon the effect of an adverse criticism of any policy, regulation or action of the institution.

- In the event of proven misconduct or allegations found to be true (college staff) by a committee assigned by the college administration, appropriate action will be taken as per the suggestions given by the committee mentioned in the report.
- A teacher must treat other teachers with respect and dignity in word and deed.
- A teacher should refrain from inciting students and other members of staff (both teaching and non-teaching) against other students, colleagues or administration.
- Teachers of the institution are not allowed to take private tuitions or force any student of the institution directly or indirectly for private tuitions with oneself or others.

Teaching and other related activities:

- Once the portions/ topics are allotted to a teacher by the department, the teacher will prepare his/her Teaching Plan, Lesson Plan and Study Plan adhering to the departmental academic plan.
- A teacher is expected to remain in the class for the allotted time.
- A teacher will be regular and punctual for the practical and tutorial/remedial classes.
- A teacher must strive to prepare himself/herself academically to meet the requirements of the teaching methodology to benefit the student community at large.
- A teacher will regularly update himself/herself with latest knowledge, information and teaching methodology in his/her concerned subject (periodic courses such as induction programme/ orientation programme/ refresher course/ methodology course/ FDP/ curriculum enrichment programme, etc. to be persuaded/undertaken).
- A teacher will increasingly use the ICT enabled teaching tools and technology for the effective delivery of lectures (may also use other innovative teaching methodology).
- A teacher must get the feedback from the students and classroom teaching; and adjust/improve accordingly (Department/IQAC/College administration may conduct the process).
- In addition to teaching, college management motivates teaching staff to pursue quality research, apply for research fundings to concerned agencies, publish books and research articles in national/ international journals.

Continuous Internal Assessment (CIA)

- A teacher will undertake the internal assessment process continuously for all the classes during the span of a semester.

- Internal assessments/ tests, assignment submissions and submissions of records etc, are to be done as per the academic calendar of the college.
- A teacher will be impartial and unbiased during the course of internal assessment of the students.

Student Support and Mentoring

- The teacher is expected to be available and approachable for the need of the students that includes guidance, support and clearance of doubts.
- The teacher will always motivate the students to bring out their talent and creativities.
- A teacher must give special attention to the slow learners in the class, assess their needs and provide remedial classes.
- A teacher needs to encourage the students to improve upon their attainments, develop their personalities and contribute to the social and community welfare.
- The teacher will provide mentoring to the group of students assigned to him/her by the Head of the Department, conduct one to one mentoring session or group mentoring session as needed from time to time and maintain the record.
- Counselling for the needy students to be taken care of by the person in-charge of Centre for Counselling Psychology.
- Sports/games and other recreation activities are to be organised by the person in-charge and record of the same to be maintained.
- College Staff are expected to offer support to the students in various matters (such as scholarship, examination, etc), as and when required.

Leave

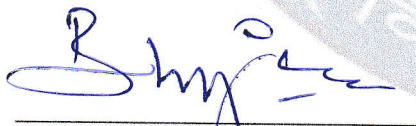
- College staffs will be entitled to leaves prescribed by the college (as per Leave rule of HCC).
- A teacher will submit intimation to the Principal regarding outstation visit during working days.
- No teacher will proceed for a long leave without approval of the Principal.

4. Code of Conduct specifically for Non-teaching Staff

The management of College hereby asserts the following institutional practices and professional responsibilities to be undertaken by its non-teaching and administrative staff members:

- Duties will be assigned to administrative officials, technical staffs, office staffs and other non-teaching support staff members by the Principal.
- Every staff member of the college shall discharge his/her duties efficiently and diligently to match with the performance norms laid down by the College Management.
- The performance and discharge of duties of the non-teaching staff will be supervised by the administrator.
- The non-teaching staff needs to follow the formal dress code or uniform, as applicable, in the college.
- In addition to regular office work, every non-teaching staff member is required to render his/her service for admission process, examination work, extra-curricular activities, sports activities and any other institutional duty assigned to him/her.
- A staff member shall be required to maintain the scheduled hours of work during which he/she must be present at the place of his/her duty. No staff shall remain absent from duty without prior permission.
- The staff members must behave respectfully and politely with the college authorities, teaching faculty and other staff of the institution.
- The staff members will deal with the students, parents and other stakeholders with politeness, courtesy and compassion.
- No staff will proceed for a long leave without the approval of the Principal.
- No staff will be permitted to accept, without prior permission of the Principal any full-time/ part-time employment elsewhere.

Date:



 Signature of College Authority

PRINCIPAL
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