



## **BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES**



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### **CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF**

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**With effect from the Academic Year 2009-2010 onwards**

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### **Code of Conduct**

Code of conduct is revolved keeping in mind the philosophy, policies, value and the belief system of the institution.

#### **Guideline for norms of behavior**

- All teachers and employees shall observe the following Code of Conduct namely: -
- A teacher shall treat all students without discrimination on political ground or for reason of race, religion, caste, language or sex or any other reason of arbitrary or personal nature and shall refrain from instigating students against other students or other employees or school administration.
- A teacher shall not misuse the facilities of the school while exercising freedom of academic thought or expression.
- A teacher shall not make use of the resources and facilities of the institution or Management for his /her personal use or for commercial, political or religious purposes.
- A teacher shall be impartial in assessment of students and shall not deliberately over mark or under mark or victimize students on any ground.
- A teacher shall not conduct or be employed in any private coaching classes or give private tuitions on commercial basis.
- A teacher shall communicate change in address, if any during vacation or leave period to the Vice Principal
- Full time teaching staff shall not accept part time employment on payment or for any consideration in another educational, cultural or literary institution without obtaining prior written permission from the authorities of the college in which he is employed on full time basis.

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- The behavior of a teacher with male and female students and colleagues shall be modest.
- Failure to confirm to any of the rules of Code of Conduct mentioned shall be treated as an act of negligence or misconduct or both.

### **Rules and regulations to be followed by all the teaching and non-teaching staff of the Institution**

- Teachers must be present in the college premises as per their reporting time.
- The staff has to punch the bio-metric machine while reporting in and while leaving the college and also has to mention the time of his/her arrival and exit on the attendance register along with the signature.
- No one can leave the college without informing the Vice Principal in between teaching hours or in free periods.
- Use of mobile phone while in the class is strictly prohibited.
- No relatives or friends are allowed to visit the teacher in the college premises under any circumstances, whatsoever.
- All the works assigned to the teacher must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.
- Anyone found guilty of financial embezzlement, moral misconduct or any such act which may bring infamy to the college shall be expelled forthwith and such persons shall have no right to claim one month's extra salary for his/her instant removal .
- Corporal punishment is strictly banned in the college. Anyone found guilty of giving corporal punishment shall be expelled at once.

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- All the class/home work of the students must be properly checked and correction be done/ given for practice. Teacher must put her signature with date after checking the assignments.
- The teachers have to finish the syllabus in stipulated time. The progress of the teaching shall be watched and monitored by the management. The teachers have to give minimum result as fixed for each subject.
- Teachers must have to cooperate in all college related activities even if these happen to be on Sundays or Holidays.
- Teachers must have to do invigilation duty, evaluation of examination answer books etc without any extra payment. This is part of their duty and they are not entitled to claim any extra payment against this work.
- No teacher is allowed to give private tuition to the students of this college.
- Students must be discouraged to give personal gifts to the teachers in the college.
- All the teachers are governed by the Management Committee of the college and are bound to follow rules and regulations set by the management from time to time.
- Class teachers have to keep their class attendance register, Teacher's log books and other paper works complete and up to date.
- Taking proper care of the infrastructure is also the responsibility of the teachers. There should be no misuse of these items.
- All the teachers will have to fill work diary in which, monthly syllabus planning along with daily activities conducted by the teacher is written.
- Any interpretation, amendment relaxation, cancellation etc. to the above or any other rule, regulation is the sole right of the management and is binding on all the staff in the college.

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### **Dress code**

Teachers serve as role models for the students. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately. Administrators and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment. Teachers, volunteers, and support personnel are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment. Teachers shall follow this Policy on ALL days students are in attendance.

Principals may designate some days when reasonable modifications to the Dress Code Policy

May be made and must notify the Human Resource office when implementing any modifications to this policy. Principals may also determine the appropriate dress to be worn on workdays students are not in attendance. All other personnel shall follow the policy on all work days unless directed differently by their supervisor.

Physical Education teachers, coaches and athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities.

### **All employees are expected to**

1. Dress in a professional manner.

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2. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times.
3. Employees shall not wear on the outside of their clothing any jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment.

### **Appropriate dress for female staff:**

1. Dresses length must fall no higher than above the knee.
2. Dress which are ankle length and tight enough to hinder walking are not acceptable attire.
3. The slit of a dress must come no higher than three inches above the knee. Slacks may be worn in an appropriate manner.
4. Only Indian formal attire are permitted, however western formals can be worn only with permission on certain occasions.
5. No jeans or jean clothing of any color are acceptable.
6. T-shirts are not allowed. Low cut blouses, see-through clothing, off the shoulder, halter style, tank tops, or clothing which reveals the midriff are not allowed.
7. Shoes and sandals without a back strap are unacceptable. Flip-flops are NOT allowed. Athletic shoes/sneakers are not allowed for nonphysical education teachers.
8. Earrings on females are the ONLY visible piercing allowed.
9. Hats are not to be worn inside.
10. Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

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### **Appropriate dress for male staff:**

1. Men must wear a shirt and tie. Shirts should always be tucked in.
2. Physical education teachers may wear a collared sport/golf shirt.
3. Casual dress pants are acceptable.
4. No jeans or jean shirts of any color are acceptable.
5. T-shirts or tank tops are not allowed.
6. Shoes and sandals without a back strap are unacceptable. Flip-flops are NOT allowed.  
Athletic shoes/sneakers are not allowed for nonphysical education teachers.
7. Facial hair must be kept neat and clean.
8. Hair length should not impair vision.
9. Hats are not to be worn inside.
10. Earrings on males are the ONLY visible piercing allowed.
11. Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

By enacting this dress code policy, the Institution recognizes that there are occasions when individuals may need to wear specific clothing due to medical or maternity reasons. When such is the case, the employee must provide the proper medical documentation that gives rise to the need for deviation from this dress code policy. Any employee deemed inappropriately dressed according to this dress code policy will be subject to disciplinary action

Date: 17/11/2009

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