



# NAVAJYOTHI COLLEGE CHERUPUZHA

*(Affiliated to Kannur University)*

P.B. No. 5, CHERUPUZHA P.O., KANNUR DT., KERALA - 670511

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## CODE OF CONDUCT AND ETHICS FOR THE TEACHING STAFF

Navajyothi college at Cherupuzha in Kannur, district, is an academic initiative of the CST fathers of the Little Flower Congregation who began their ministry here in the 1990s. Realising the need of people, the then existing open college restructured into self financing college in 2010. The first batch of students was admitted to the three courses of B.Com- computer application, BBA, and BCA in the following year. In 2013 B.Com Co-Operation, BA English Literature with Journalism, and M.Com finance were added to the courses offered by the college. Later years, M.Com Marketing, BA Economics were also added.

From the beginning, the students of Navajyothi were guided and motivated to excel both in academics and co-curricular activities. Navajyothi students have been winning medals and prizes in the inter- collegiate and university level competitions. Every year different departments of Navajyothi conduct national level fests and special events co-ordinating different campuses from across India. Departmental clubs and associations are very active in the campus and the students are prepared to become capable and responsible citizens and leaders. The management staff and students work together to make a better more prosperous and promising future for next generation and the country.

## MANAGEMENT

St. Thomas province Kozhikode of the Little Flower Congregation manages this college. This congregation was founded by Rev. Fr. Basilius in 1930. Since its inception, the congregation focused on the rural development that eventually led its members to the different parts of India and world. Now the congregation functions with four provinces in various capacities and at various places. St. Thomas Province locates in Malabar region, Tamil Nadu, Karnataka, North East, and at different countries. The Province has begun its mission at Cherupuzha by establishing Navajyothi Ashram to cater the youngster of this region in 1995. An open college was started to cater the educational needs of the students which turned out to be a self financing college in 2010.

## PROFESSIONAL CODE OF CONDUCT

Every teacher at the college shall abide by the Code of Conduct framed by the Management/ Principal. The following lapses would constitute misconduct on the part of a teacher-;

1. Any failures in performing his / her duties as assigned by the Management/ Principal from time to time;
2. Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the college;
3. Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the college; and
4. Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the college without giving sufficient reason.

### TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### a) Teachers should:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;



5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;
8. Participate in extension, co-curricular and extra-curricular activities including community service;
9. Assist and cooperate in the curricular and co-curricular activities assigned to each in accordance with the guidelines provided from time to time; and
10. Carry out duties assigned by the respective bodies to excel the requirements for the affiliation of NAAC , SAAC, etc..

## **Teachers and the students**

### **b) Teachers should:**

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be judiciously affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals;
10. Refrain from inciting students against other students, colleagues or administration;
11. Inculcate moral values and discipline among the students;
12. Help the students developing employment skills through coaching and training.
13. Teachers should submit their leave applications, Duty Certificate, other applications, Proposals, Internal assessment marks, and request for purchase of books and articles, etc ONLY to the HoD. HoD has to submit the same to the Principal/Director.

## **Teachers and colleagues**

### **c) Teachers should:**

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour and
5. Observe the guidelines/ instructions given from time to time by HoDs/ principal and Management.

## **Teachers and authorities:**

### **d) Teachers should:**

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities within the college;
3. Co-operate in the formulation of policies of the college by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate with the authorities for the betterment of the college safe guarding the interest and in conformity with dignity of the profession;
5. Should adhere to the conditions of contract;
6. Give and expect due notice before a change of position is made;
7. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule; and
8. Every teacher shall undertake to take part in such activities of the College and perform such duties in the college as may be required by and in accordance with guidelines framed there-under, for the time being in force, whether the same relate to organisation of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the college.



**Teachers and non-teaching staff:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within college; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**Teachers and guardians****e) Teachers should:**

1. Try to see through teachers' bodies and departments, that college maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the college.

**Teachers and society****f) Teachers should:**

2. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
3. Work to improve education in the community and strengthen the community's moral and intellectual life ;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

**Head of the Departments****Duties**

1. To assist the Principal in maintaining proper academic atmosphere and discipline in the College.
2. To design the Vision and Mission of the Department in consultation with the faculty in the Department.
3. To lead and manage the Department.
4. To be in charge of the functioning of the Department in academic and administrative matters.
5. To propose the annual plans/master plan of the concerned department for the next academic year in consultation with the teachers in the department and submit proposals to the Principal/director.
6. Preparation of Department Time Table and allocation of topics as per syllabus. HoD should also ensure that classes are engaged as per the time table.

7. Publish monthly attendance of the students in all the classes and forward name(s) of students having shortage of attendance to the Principal before 5th of every month.
8. Submission of study tour proposal through Principal one month in advance, for onward submission to management.
8. Identifying the eligible students for various 'New Initiative' programmes with the assistance of the class mentor .
9. Depute Teaching Staff / Non Teaching Staff for accompanying the study tour. One teacher must be a lady, if girl students are there.
10. Assessment of the Confidential Reports of the subordinate teaching staff.
11. Hold departmental meeting at least once in a month and record the same in the minutes.
12. Conduct Department / class-wise PTA meetings and maintain its register and report with the help of the class mentors.
13. Maintain leave register for all the staff in the Department. Make proper entries in the leave register while forwarding the leave application to the Principal. Mark the leave in the attendance book soon after it is granted by the Principal.
14. The Head of the Department will be custodian of all registers and maintain Department Stock Register for various stores in the Department unless it is not delegated to the subordinates. (Viz Books, Computer & IT equipments, furniture, etc.)
15. Submit proposals for procuring books, e-journals, other equipments etc ., in the Department.
16. Periodical report/s of the HoD and Co-ordinator regarding academic and co-academic performance of the students in the department.
17. Identify internal and external mentors wherever necessary.
18. Soft copy of all the documents submitted to the Principal may be kept in HoD's custody for future reference.
19. HoD must ensure that the subordinate staff submits their leave application in advance and 'On Duty Certificate' etc. soon after re-joining the duty.
20. Communicate all the information received from the Principal and decisions of the College Council to the staff and if required to the students.
21. Attendance and CE marks of the students are to be published in the Department notice board and the complaints, if any, are to be resolved in time and then.
22. When on leave, the HoD shall hand over the charge to the next senior most faculties in the department and the matter shall be intimated to the Principal/ Director well in advance.
23. Teachers, NTS, HoD's and Principal must send letters and other representations only through proper channel to the higher authorities. Submission without observing the above will be considered as insubordination which will lead to disciplinary action against the employee. All submission to the principal/Director must be routed through the HoD concerned. HoD shall submit important documents (like internal assessment marks to be sent to



University, study tour Performa, list of books to be purchased in the Department, proposal for conducting various training/ coaching for the staff and students) to the Principal/ Director.

24. Subordinate staff should submit their leave applications, Duty Certificate, other applications, Proposals, Internal assessment marks, and request for purchase of books and articles, specimens etc ONLY to the HoD. HoD has to submit the same to the Principal.
25. HoD must conduct by himself/herself or through assigning a subordinate under him/her periodical meeting of the department association, intra-departmental, inter-department, state, national level seminars, competitions, talks, training etc.

### **Class Mentors**

1. Class mentor should maintain the academic report of the students from time to time.
2. Register the comments on each student related to their strength and weakness;
3. Submit a monthly attendance register of the students to HoD for publishing the same two days before 5<sup>th</sup> of every month.
4. Meet the students to seek opinions and suggestions regarding academic and non-academic activities of the department.
5. Should assist the HoD for the preparation of the attendance and internal mark that duly submit to Principal/ Director.
6. Inspire and monitor students to better in their academic and non-academic goals.
7. Bring into notice of the HoD about any in-disciplinary activities, use of drugs, etc of the students.
8. Respect and explore differences among students/groups from various background.
9. Do not promote values and beliefs of one group as superior to those of another.
10. Arrange necessary mentoring session for the students.
11. Mentor shall maintain close contact with the guardians of the students under his/her charge and keep them informed of the progress and conduct of their wards.
12. Take appropriate steps to promote various capacities of the students that contribute positively to the entire institute.
13. Intimate HoD/ Principal/Director if a student needs any kind of further attention related to academic and personal growth.
14. Create a positive impact on students by way of excellent interaction with the students.

## Resignation

1. A whole-time salaried teacher may, at any time, terminate his / her contract by giving the management three months' notice in writing or on payment to the management of three months' salary in lieu thereof.
2. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

## Termination

1. Bad reputation or receipts of report from police or any Government Department;
2. Serious misconduct on his/her behalf.
3. A change in operational requirements;
4. Underperformance/ continued low efficiency;
5. If there is no improvement after issuing warning, the management will proceed to terminate the employee;
6. Conviction in a court of law for any offence including moral turpitude;
7. Conscious involvement in defaming the good will of the institute and colleagues by way of publishing, propagating or misconduct;
8. Bad reputation or receipts of report from police or any government department; and
9. Any other unforeseen events that bring damage to the reputation of the institution, staff, and students.

  
Principal

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