



## PATNA WOMEN'S COLLEGE

Autonomous

PATNA UNIVERSITY

3<sup>rd</sup> Cycle NAAC Accredited at 'A' Grade with CGPA 3.58/4

*'College with Potential for Excellence' (CPE) status accorded by UGC*

## POLICY FOR CODE OF CONDUCT AND PROFESSIONAL ETHICS

*(for Teaching and Non-teaching Staff)*

### 1. Preamble

In keeping with the UGC Regulations on Measures for the Maintenance of Standards in Higher Education, (dated 18<sup>th</sup> July, 2018), Patna Women's College (Autonomous) is committed to develop and foster professional accountability and standard code of conduct among all its employees. The Policy will apply to all the teaching and non-teaching staff members 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 Patna Women's 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 Patna Women's College (Autonomous) 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 norms laid down by the U.G.C/Patna University/College Management.
- In addition to teaching and research assignments, every teacher is required to render his/her duty for invigilation and evaluation work, moderation of question papers, departmental work, co-curricular and extra-curricular activities, extension and outreach programmes, sports activities and other institutional activities.
- Every teacher will follow the academic/administrative/institutional duties assigned to him/her with sincerity, integrity, discipline and team spirit. Every teacher will be punctual for classes and other academic/administrative duties assigned to him/her.

#### **General discipline**

- Every teacher 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.
- The teachers will follow the formal dress code in the college.
- A teacher 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 teacher shall be absent from duty without prior permission.
- A teacher will abstain from using cell phones during classes, examinations, meetings and any such occasion.
- A teacher will undertake examination, evaluation, internal assessment and other such assignments fairly and without any prejudice, partiality and bias.
- No teacher without due permission from the Principal will be engaged directly or indirectly in any trade/ business/ private tuition, or will undertake any employment outside his/her official assignments.

- No teacher shall make any statement, publish or write through means of media which has effect of an adverse criticism of any policy, regulation or action of the institution.
- A teacher will restrict himself/herself from uploading any such post on social media pertaining to the institution and college campus that is indecent and derogatory.
- In the event of proven misconduct or allegations of grave nature as may be found to be true, the service of the concerned Management regular/ contractual appointed teacher will be terminated in addition to disciplinary/legal action in accordance with law.

### **Teaching and Research**

- Once the portion/ topics are allotted, the teacher will prepare his/her teaching plan adhering to the departmental academic plan and timetable.
- A teacher should engage the full 60 minutes lecture and must not leave the class before time.
- A teacher will be regular and punctual for the practical and tutorial 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.
- A teacher will increasingly use the ICT enabled teaching tools and technology for the effective delivery of lectures.
- A teacher must get the feedback from the students and classroom teaching; and adjust/ improve accordingly.
- In addition to teaching, a teacher must undertake quality research, apply for research fundings to concerned agencies and publish books and research articles in national/ international journals.
- A teacher must strive to offer consultancy to different organizations in specialised fields; and contribute the consultancy fee to the institution in a 70:30 ratio (70% for the teacher and 30% for the college).

### **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 will be available and approachable to the students for guidance, support and clearance of doubts.
- The teacher will always motivate the students bring out their talent and creativity.
- A teacher must give special attention to the slow learners in the class, assess their needs and provide remedial teaching to them.
- The female teacher will provide mentoring to the group of students assigned to her by the Head of the Department, conduct one to one mentoring session from time to time and maintain the record.

### **Leave**

- Patna University teachers will be entitled to leaves prescribed by the parent university. The Management Regular teachers will be entitled to 12 days Casual Leave in addition to the university holidays. The Contractual teachers will be entitled to 12 days Casual Leave for one year and the university holidays except the summer vacation.
- A teacher will be entitled to Medical Leave of 10 days in a year. The duration of the Medical Leave will not be less than 5 days at a time. The application for the leave must be attached with the supporting document.
- A female teacher belonging to Management Regular category who is qualified as per UGC regulations will be entitled to 3 months Maternity Leave.
- A teacher will submit intimation to the Principal regarding outstation visit during working days/ holidays/vacation.
- No teacher will proceed for a long leave without approval of the Principal.

#### **4. Code of Conduct for Non-teaching Staff members**

The management of Patna Women's College (Autonomous) 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 staff, office staff 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 Patna University/College Management.
- The performance and discharge duties of the non-teaching staff will be supervised by the departmental and administrative heads and the respective supervisors.
- Every staff member will put his/her signature in the attendance register and also mark his/her attendance in the biometric system.
- 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 be absent from duty without prior permission.
- The staff members will follow the formal dress code in the college.
- The staff members will behave respectfully and politely to 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.
- The Patna University employees will be entitled to leaves prescribed by the parent university. The Management staff members will be entitled to a total leave of 30 days in a year and 5 holidays (Republic Day, Independence Day, Gandhi Jayanti, Christmas and Good Friday).

- A staff member will be entitled to Medical Leave of 5 days in a year. The duration of the Medical Leave will not be less than 3 days at a time. The application for the leave must be attached with the supporting document.
- No staff will proceed for a long leave without approval of the Principal.
- No staff will be permitted to accept without prior permission of the Principal any full-time/ part-time employment elsewhere.
- In the event of proven misconduct or allegations of grave nature as may be found to be true, the service of the concerned Management staff member will be terminated in addition to disciplinary/legal action in accordance with law.

Date: 03.01.2022

*M. Tanisha A.C.*  
03.01.22  
(Dr. Sister M. Tanisha A.C.)

**SUPERIOR  
Avila Convent  
Bailey Road  
Patna**

*M. Rashmi A.C.*  
03.01.2022

(Dr. Sister M. Rashmi A.C.)  
**Principal  
Patna Women's College  
Autonomous  
Patna University  
Bailey Road, Patna - 1**