



CODE OF CONDUCT
for
TEACHERS

(Version 1.0)

Don Bosco College, Tura
Code of Conduct for Teachers

Education is a journey of self discovery. Teachers participate in this journey in two ways: they undertake their own journey to self-discovery and they also help the students attain self-discovery. One way of looking at this self-discovery is to understand that each person is called to be the best that he/she can be. This perspective coincides with the motto of the College, which is “Pursuit of Excellence”. The vocation of teaching presupposes the teachers’ integral role in the process of discovery that students go through. With the objective of attaining personal integrity and excellence, the teaching staff of Don Bosco College, Tura shall adhere to the following code of conduct:

1. The teachers shall respect each other and work towards an atmosphere of inclusiveness and harmonious living.
2. The teachers shall strive to achieve an atmosphere that fosters integrity in their daily work and interaction at College.
3. The teachers shall not harass anybody in any way. They are to familiarize themselves with **Prevention of Sexual Harassment of Women at Workplace (POSH) policy** and abide by it.
4. The teachers shall protect the assets of the Institute.
5. Teachers shall be physically present in College at least for 4.5 hours daily with the exception of Saturdays.
6. All the teachers shall contribute not only in teaching but also in research and publication.
7. Teachers shall engage themselves in continuous minor researches and also take up major funded researches.
8. Teachers shall take up other academic-related publications.
9. Teachers shall be effective members in college bodies or committees.
10. Teachers shall accord due respect to the College represented by/in the persons of the Principal and Vice Principal.
11. Teachers shall practice politeness in speech and courtesy towards one and all.
12. Teachers shall give priority to punctuality to classes, meetings, programmes, etc.
13. Teachers shall set good examples, especially regarding conduct and decency in dress and appearance befitting their profession.
14. The teachers shall keep in mind that their primary duty or responsibility or allegiance is to the College and act accordingly.

15. Teachers may avail themselves of 15 days of Casual Leave.
16. Female Teachers may avail themselves of 6 months of Maternity Leave; and male teachers of 14 days of Paternity Leave.
17. Teachers shall not combine Earned Leave and Casual Leave but may avail themselves of Special Casual Leave.
18. Teachers shall be compulsorily present at college on the first day of reopening of college.
19. Teachers in all the departments shall organize two events compulsorily-
 - i) a Departmental Seminar exclusively for Honours students,
 - ii) a Departmental Celebration such as World Environment Day, World Population Day, Birthday of Shakespeare, International Mother Language Day, etc.
20. Teachers shall endeavor to contribute to college and to refrain from speaking ill of college.
21. All teachers shall foster sense of belonging and spend the time during college hours in gainful activities.
22. Teachers of all departments shall look for innovative ways to enrich teaching/ over-all academic life of students by adding soft skill classes.
23. Teachers shall maintain decorum during meetings and respect each other and opinions of everyone.
24. Teachers shall treat all Annual functions and College Week as one of the elements of teaching-learning process.
25. Teachers shall strive for unity in every way within the College and eschew groupism; they are not to encourage or inspire separate Freshers'/Parting Socials in their respective departments or Honours groups.
26. Teachers shall refrain as far as possible from implicating the college in legal issues.
27. Each teacher shall take care of one's academic advancements, such as Refreshers and Orientation courses, NET, Doctoral Degrees, Placements, etc.
28. Teachers shall work as Guest or part-time Lecturers in any other institution only with the prior permission of the Principal.
29. All teachers shall apply professional and ethical standards at all times when accessing, using and distributing information and materials through learning technologies. They are to use computing and communication facilities and services only for the purposes for which they are authorized. Technologies must not be used to access, use or distribute materials that are obscene, vulgar, or pornographic, or that might be perceived by others as harassment or intimidation. The College believes that every user bears the primary responsibility for the materials she/he chooses to access, send, or display.