



CODE OF ETHICS (Teaching)

HANDBOOK FOR TEACHING FACULTY

**ST FRANCIS DE SALES COLLEGE
ELECTRONICS CITY
BANGALORE - 100**

CODE OF ETHICS FOR TEACHING FACULTY

A Desalite teacher is the one who belongs to the teaching community and one who shares the vision and mission of the Fransalian institution.

Understands that the institute is managed by MSFS who attaches great importance to values and virtues while educating and partners with them.

Learns about MSFS Congregation, the life and works of SFS, the patron and Fr. Mermier, the founder.

Remains an integral part of the institution and commits oneself totally and wholly to the tasks entrusted to oneself by the competent authority of the educational institution.

Co-operates with the head of the institution for the welfare of the students.

Considers teaching not merely as a profession but also a mission with passion, a mission not by chance but by choice.

Updates oneself with the best methods of pedagogy, latest technology and becoming innovative in teaching.

Prepares lessons thoroughly to make the class interesting, informative, educative and attractive.

Understands that training and formation of the heart is the heart of education.

Remains model by one's very life as a disciplined and lifelong learner, a gospel for students to emulate.

Pays individual attention to each and every student in the class, making education inclusive

Takes remedial measures if any one of the students is found wanting or lagging behind

Is a team person and works collaboratively with the rest of the staff, teaching and non-teaching.

Speaks well of the institution and remains loyal.

Listens patiently and understandingly establishing a cordial relationship with parents.

CODE OF ETHICS FOR TEACHERS

Advance the interests of the teaching profession through responsible ethical practices.

Regard themselves as learners and engage in continual professional development.

Be truthful when making a statement about qualifications and competencies,

Contribute to the development and promotion of sound educational policy,

Contribute to the development of an open and reflective professional culture.

Treat colleagues and associates with respect, working with them in a very congenial environment.

Assist newcomers to the profession, disclosure is required by the law or serves a compelling professional purpose,

Respect confidential information on colleagues.

ACCOUNTABILITY

Faculty should handle the subjects assigned by the Head of the Department

Faculty should complete the syllabus in time.

Faculty shall produce good results in the subjects handled by them and are accountable for the same.

A minimum of 2 assignment topics for each course is to be given to the students.

Assignments have to be checked and valued within a week of their submission (online or hard copy).

Internal and model exam answer books are to be valued and marks are to be informed to the students. Marks for the assignments, IA exam, Seminars are to be entered in the software.

Faculty should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value-based education must be their motto.

Identify students with any personal problems or behaviour issues should be sent to the in house counsellor for counselling.

Faculty should maintain decorum both inside and outside the classroom and set a good example to the students.

Faculty should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

DRESS CODE FOR FACULTY

Following is the dress code for the faculty of the Institute:

Men: Formal Tucked in shirts and shoes (Monday to Friday)

Ladies: Saree (Monday to Friday)

ID CARD

It is mandatory for students and staff to display ID cards at all times when they are on campus.

Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of the student, the ID card must be returned to the student concerned on the spot. And report to the discipline committee.

COMMUNICATING WITH PARENTS

Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

Communication to parents should be clear. Faculty can take the help of other faculty in case of language issues.

Faculty are expected to call the ward's parents if the ward is regular absentee.

STUDENTS' LATE COMING

Students should not be allowed into the classrooms / labs when they report late for the classes. However, such students are supposed to go to the library or common rooms and make use of the time in a constructive manner. Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.

Cases of indiscipline, misbehaviour or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

MARKING ATTENDANCE

Staff members must take attendance within the first 5 minutes of starting the period.

Staff have to update the attendance in the software before leaving the campus.

Faculty are advised to refrain from awarding punishments like Refraining attendance when the student is in class.

Faculty have to call the ward's parents who are regular absentees.

Faculty need to collect the leave form from students who were absent.

Trouble makers in the classrooms must be reported to the HOD/Principal / Discipline committee

Students violating dress code must not be allowed to attend the lectures, laboratories and Library without paying fine. Faculty members must report such cases to the Admin office.

COURSE DIARY

Every lecturer must submit a course plan for the semester at the beginning of the semester for each subject offered during semester/year as per the specified format.

Daily lecture details have to be updated in the Journal and submitted to the HOD for review at the end of every month.

Syllabus covered, Lecture notes for each period, date and time have to be updated in the logbook.

RESEARCH

Raise their research profile.

Enhance the quality and volume of research.

Publish articles in UGC recognised journals or Scopus journals.

CLASS ADJUSTMENT BEFORE GOING ON LEAVE

As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.

In case of emergency, the Faculty have to take permission from the Principal and update HOD.

All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

INSTRUCTIONS FOR EXAM INVIGILATION

Report to the Chief Superintendent at least 30 minutes before the commencement of Examination.

Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes before the commencement of the examination.

The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the half an hour of commencement of the Examination.

Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.

Ensure that the relevant question papers are given for distribution in the hall.

Candidates are not allowed to leave the examination as per the university norms

Please ensure to collect the answer book from the candidates before they leave the examination hall.

Malpractice cases, if any, should be reported to the Chief Superintendent immediately. Invigilators should not take the liberty of condoning the defaulters by giving an oral warning.

NORMS FOR UNIVERSITY PRACTICAL EXAMINATIONS

Practical examinations have to be conducted in the respective Laboratories.

Both the examiners (Internal and External) have to assess the students for marks assigned for practical. Internal examiners have to brief the external examiners regarding

the allocation of marks for each component of practical activity.

Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.

Both the examiners must sign on the Answer Sheets as well as on the OMR sheet.

RESPONSIBILITIES OF HEAD OF THE DEPARTMENT (HOD)

The HOD will assist the Principal in the work assigned to him/her by the Principal.

The HOD is also responsible to maintain the discipline of the department in association with the faculty in charge of discipline and teachers of each department.

If required the HOD will supervise the teaching and methodology followed by the teachers.

The HOD is responsible to see that the code of conduct and behaviour is maintained by the teachers of his/her department.

The HOD will maintain a record concerning the performance of the teachers of each department. The record should carry details regarding the pass percentage of students in the exams, number of papers presented by the faculty, seminars attended, special awards received, programmes organised for his or her section, number of times a faculty member was invited as chief guest for any function in other colleges, the outstanding achievement of the students of his or her section in curricular or co-curricular activities.

The HOD is directly responsible for the overall discipline of the department. The members of the discipline team should assist the HOD in maintaining the discipline of each department. No serious disciplinary action shall be taken without the written consent of the Principal.

The HOD may call for parents of students to discuss the problems and cases.

The HOD should call for the meetings on the days prescribed.

Meetings shall discuss various issues such as Academic performance of the students, co-curricular activities, performance of the students in the test papers, the discipline of the students, achievements of the staff, and upcoming programmes of the department. The report of the meeting shall be submitted to the Principal.

The HOD shall go through the academic journal of the faculty members and make creative suggestions regarding the completion of classes.

Academic journal and attendance register shall be submitted at the Principal's Office on the days prescribed.

The HOD should prepare the time table for each semester and manpower planning for his or her respective department.

The HOD should ensure that the service rules and other rules and regulations are observed by the teachers and in the event of their non-compliance shall bring it to the notice of the Principal.

The HOD is responsible for the staff notice board. He shall make sure that all the relevant information is placed on the notice board and all the outdated and irrelevant information are removed by coordinating with the office attendants.

ROLE OF THE DEPARTMENT COORDINATOR

Department coordinators are responsible for the co-curricular activities of specific departments.

The coordinator should take care of the respective department activities.

The coordinator should organize the activity hours of his respective department.

For B.Com, BBM and BCA it is compulsory that each student should be exposed to at least one industrial visit in a semester.

The Coordinator shall collect the names of the students of the respective department who are interested in representing the College for intercollegiate sports and cultural activities. The names should be approved by the Principal.

The names of the students who represent the college for various intercollegiate activities must also be communicated to HOD and Mentors of respective classes. The coordinator shall collect the names of the student coordinators for intramural and intercollegiate competitions/events and handover the same to the principal.

The coordinator shall update the rest of the faculty members about the upcoming opportunities for attending and presenting papers for upcoming national and international seminars.

The coordinator shall be responsible for identifying and communicating with various agencies who offer value addition courses for their respective department.

The coordinator shall be responsible for the department notice board. Should make sure that the notice board carries articles and information on the latest subjects.

Must arrange for guest lecturers during the activity hours on relevant and informative topics.

Must make an extra effort to improve the English speaking and writing skills of the students by coordinating with other faculty members of the department.

All the associations' inaugurations and programmes shall be organized only after 2.00 pm.

The coordinator must plan the schedule of the activities (action plan) for the current academic year and a copy should be submitted to the Principal.

All the activities organized in the department must be informed to the HOD and to the other members of the department.

All the discussions regarding the association's activities with the students shall be held in any of the classrooms only during the free hours.

ROLE OF A MENTOR

1. Every Mentor will have a section of students under his/her care.
2. The Mentor is solely responsible for the following aspects of the students under his/her care:

To maintain the bio-data of every student of the group.

To monitor class attendance of the ward.

The regularity of the ward to the college.

The academic performance of the ward.

The demeanour of the ward on the campus.

To council the students if and when required or refer them to the students' counsellor as and when it is required.

To evaluate the group once a month at a convenient time.

To submit the evaluation report to the Principal on a monthly basis.

To meet the parents if required.

To report regularly to the Principal on the group.

To insist and ensure that students speak only English on the Campus.

3. The Mentor is responsible for the complete discipline of the group under her/his care.
4. The Mentor shall be a Philosopher, guide, friend, counsellor, and a teacher for the mentees.

DUTIES OF LAB-IN CHARGES

Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by technicians in a proper manner.

The lab-In charge should take the necessary steps to procure additional equipment / other materials required through HOD.

Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.

The responsibility of the Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.

All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab classwork.

All the systems should be made ready for the practical exams.

