



**Government of Manipur  
Office of the  
Modern College, Porompat,  
Imphal, Manipur**

**Notification**

28/4/2021

**Code of Conduct for Faculty**

- i) Teachers should discharge his/her duties efficiently and diligently by conforming to the UGC rules and regulations.
- ii) Teachers should handle the subjects assigned by the Head of the Department and complete the syllabus in time.
- iii) Teachers should produce good results by looking after the students' response, weakness, etc. in the subjects handled by them.
- iv) Teachers should 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, assisting in the conduct of the University and College examinations, including supervision, invigilation, and evaluation, in extension, co-curricular and extra-curricular activities.
- v) Teachers should seek to make professional growth continuous through study and research by participation at meetings, seminars, conferences etc. towards the contribution of knowledge.
- vi) Teachers should report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned to duties elsewhere.
- vii) Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- viii) Head of the departments should submit the department's timetable and workload of teachers to the Principal.
- ix) Head of the Departments should conduct meetings of the faculty members in the beginning of every semester for the effectivity, improvement, feedback, and related teaching purpose.
- x) Teachers should volunteer departmental extension works, extra classes, career orientation programmes.
- xi) Teachers should mentor the students and monitor their respective group of students who are assigned to them as their mentees.

- xii) Teachers in-charge of respective houses should convene house meeting for counselling students, talent hunt, to facilitate training for bringing out their hidden talents.
- xiii) Teachers who are assigned as NSS Officers, should keep in touch with the Principal for organizing programmes, camps, lectures and other related events to facilitate the students as volunteers to improve their leadership and to gain confidence in community service.
- xiv) Teachers who are assigned as NCC officer in-charge should motivate students to join NCC to heighten spirits, to upkeep discipline, to be good citizen of our country. The teacher officer in-charge should entrust the student cadets the related duty and task in college functions as their training.
- xv) Every teacher should actively take part in the Inter-House cultural, literary, games and sport's meet and other functions of the college.
- xvi) Teachers who are assigned as Hostel Warden should take report of the hosteller's class-room attendance issued by their concerned Head of the Department and be submitted to the Principal. Any student hosteller lesser than 69% attendance in the class-room shall be liable to cancel their hostel admission.
- xvii) Teachers should encourage students to develop their personalities, to contribute to community welfare, to have scientific outlook, to respect democracy, patriotism, and peace.
- xviii) Teachers should make themselves available to the students even beyond their class hours and help and guide students.
- xix) Teachers should avail leaves as per leave rules prescribed by the UGC for teachers of Colleges.
- xx) Teachers should inform the Head of departments for the leaves of absence, if any, before applying to the Principal without which the application should not be entertained by the Principal.
- xxi) Teachers should speak respectfully of other teachers and render assistance for professional betterment.
- xxii) Teachers should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- xxiii) Teachers should maintain cordial relationship with the non-teaching staffs.
- xxiv) Teachers should take part in teachers' bodies and organizations that the institution maintains.
- xxv) Teachers should contact the guardians of their students for the purpose of mutual exchange of ideas and for the benefit of the institution.
- xxvi) Teachers should extend affection and regards to the alumni.
- xxvii) Teachers should recognize that education is a public service and should work to improve education in the community and strengthen community's moral and intellectual life by taking part in the community activities, as would be conducive to the progress of society and for the country.