

**SHRI VANRAJ ARTS AND COMMERCE COLLEGE, DHARAMPUR**  
**: Code of Conduct :**

**Code of Conduct for Teachers**

- The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
- Teachers should sign the attendance register and imprint Bio- Matrix while reporting for duty.
- Teachers are expected to remain present on duty at least 30 minutes before any Examination starts in the college campus.
- Staff members are instructed to make the wise use of the facilities for academic progress.
- Any change in the class routine must be reported to the Principal in writing.
- Teachers are expected to take up extra classes for students in the context of the completion of syllabus.
- The College Authority expects all staff members to work as a team for the up gradation of the institution for the Excellence in Higher Learning.
- Each Department must conduct meetings as and when needed every semester.
- No teacher shall send circulars/distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- It is expected that the faculty should present a research paper in a seminar he/she attends.
- All staffs will adhere strictly to the laws and regulations of the college.
- Every teacher has to obey the orders of the Principal of the College.

