



Appointment of Faculty Members & Code of Conduct

1. Teacher

- a) Teachers of the College means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the College or Institution maintained by the University and is designated as teachers by the Ordinances.
- b) A teacher of the University shall be a full-time salaried employee of the University and shall devote his / her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.

2. Recruitment

- a) The College will issue advertisement for recruitment to the teaching posts in leading national dailies giving at least 10-15days' from the date of publication of the advertisement time and make appointments thereto on the recommendations of the Selection Committee as per UGC Regulations ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS.
3. In order to attract best talents, the College may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions after the advertisements for recruitment.

4. Minimum Qualifications and Experience

The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed in the NCTE Regulations ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN COLLEGES AND MEASURES FOR THE MAINTENANCE and amended from time to time, shall be followed.

The minimum qualifications required for the post of Professor, Associate Professor, Assistant Professor are as per NCTE & CCSU.

5. Process of Selection

- a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the performance of the candidate in different relevant dimensions and his/her performance.
- b) Colleges may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching at the interviewstage.

6. Selection Committee

The **Selection Committee** for the post of **Professor /Associate Professor /Assistant Professor** in the College shall have the following composition.

- The Head of the management OR the members of the Management nominated by him. Management shall be the Chairperson of the Selection Committee.
- The Principal of the college or teacher of the college nominated by the principal.
- Two-Three experts to be nominated by the Vice-Chancellor CCS University, Meerut.

The **Selection Committee** for the post of **Principalin** the College shall have the following composition.

- The Director shall be the Chairperson of the Selection Committee.
- An academician nominated by the Director/ BOG.
- Two experts in the concerned subject nominated by Director/ BOG.
- Dean Academic & HOD of the concerned department (HOD should be Professor)

Professional Code of Conduct

Every teacher of the College shall abide by the Code of Conduct framed by the College and the following lapses would constitute misconduct on the part of a College teacher.

- Any lapses in performing his / her duties as assigned by the College from time to time.
- Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the College.
- Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex

in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the college.

- Refusal to carry out the decisions by appropriate administrative and academic bodies/functionaries of the college without giving reason.
- Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

Teachers and Their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct him /her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work with dedication.
- 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 counseling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation and
- Participate in extension, co-curricular and extra-curricular activities including community service.
- Respect the right and dignity of the student in expressing his/her opinion.

- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students' scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.
- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities and also from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the College by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- Co-operate with the authorities for the betterment of the College keeping in view the interest and in conformity with dignity of the profession.

- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position is made and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within college.
- Try to see through teachers' bodies and organizations, that College maintains contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the College.


Students' Code of Conduct

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A sixday working schedule from Monday to Friday is followed. Classes are scheduled from 9.00 A.M. The first period will begin with a prayer song. The students shall stand in attention till the prayer ends. All the students are expected to be present in the class well -within time.
3. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
4. Students having lab sessions in the, have to report to the lab directly in time and they are not expected to go to the classroom.
5. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
6. Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
7. All students shall leave the classes immediately after 4.00 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
8. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leaves shall be accompanied by valid medical certificates.
9. Students shall come to the college in approved uniforms, along with identity cards.
10. Students shall not make any alterations to the Uniform issued from the college without the

permission of the concerned HoD and any violation of this will attract a fine

11. All the students are expected to attend all college functions in college uniform unless otherwise specified.
12. As per the Govt. order, students shall not bring powered vehicles inside the campus.
13. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviors such as shooting, whistling, loitering etc. will be treated as an instance of indiscipline.
14. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan masala etc. are strictly prohibited.
15. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
16. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
17. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
18. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

Dr. H N Hota


(Principal)

