



# JMJ



ISO Certificate No.  
Q9186414992

## COLLEGE FOR WOMEN (AUTONOMOUS), TENALI - 522 202

Affiliated to Acharya Nagarjuna University



Rev. Fr. MATHIAS WOLFF S.J.  
FOUNDER - SOCIETY OF JMJ



## CODE OF CONDUCT FOR FACULTY


### Code of Conduct for Faculty:

1. He/she cooperates with the HOD and other faculty members in the efficient running of the department and works with team spirit of the good of the students and of the institution.
2. If he/she is given the responsibility of a class teacher, he has to be the academic counselor and mentor for that class.
3. He/she prepares course syllabus as per the instructions from the CDC and participates in board of studies meeting in updating the existing courses or introducing new courses.
4. He/she adopts suitable, innovative and appropriate methodology with respect to teaching and evaluation.
5. He/she covers the various units of the syllabus in the stipulated time frame.
6. He/she coordinates with the HOD in administrative internal assessment, setting the question papers on time, valuing the answer papers, entering the marks in the mark sheet and returning the answer papers to the students within 10 days of the date of the test.
7. He/she takes semester exams/internal test /invigilation work seriously and checks mall practice.
8. He/she undertakes and helps in the research activities of the department.
9. He/she is actively involved in practical/project/library work.
10. He/she is available in the campus during college working hours and as and when required.
11. He/she is present with the students for all the college functions.
12. He/she arranges for guest lectures, field visits, seminars whenever useful and needed in consultation with the HOD.
13. He/she reports to class on time and should not leave the classes before scheduled time or cancel classes without informing HOD.
14. He/she is responsible for maintaining the attendance records of his/her students.
15. He/she informs the HOD about casual leave in advance so that alternate arrangements could be made.
16. He/she identifies the weak students (after the first test) and provides special guidance and help for their improvement in studies.



17. Every teacher has to obey the orders of the principal
18. Every teacher has to reside in the Head –quarters
19. Prior permission from the management is compulsory if the incumbent resides outside the Head –quarters
20. Principal has rights to use the services of the teachers in academic and non academic activities
21. The teacher has to take permission from the principal for any type of leave application.
22. Teacher's academic performance is reviewed by the Principal every year
23. Physical presence of the teacher is compulsory during the working hours of the college
24. In case of emergence, the teacher has to take permission for early going or late going.
25. Except on health grounds, no teacher is permitted to absent from extra duties like examination work, event management arranged by the college authorities



  
PRINCIPAL  
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JMJ COLLEGE FOR WOMEN (Autonomous)  
TENALI