



MIC ARTS AND SCIENCE COLLEGE

ATHANIKKAL, VALLUVAMBRAM P.O,
MALAPPURAM, KERALA-673642

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✉ www.miccollege.in micacollege.in

Affiliated to University of Calicut,

Recognized by Govt. of Kerala

Recognized by UGC under Section 2(f)

An ISO 9001:2015 ISO Certified Institution

CODE OF CONDUCT FOR TEACHERS

Probation Period and Resignation Policy

- The probation period for teaching faculty is one year.
- If a teacher intends to resign during or after the probation period, a minimum of two months' notice must be provided.

General Conduct and Responsibilities

1. Professionalism:

- Execute all duties assigned by the Head of the Institution and the Head of the Department (HoD) honestly and diligently.
- Adhere to the institution's academic and moral standards.
- Regularly update knowledge, skills, and abilities for professional growth.
- Maintain dignity and decorum in all interactions with superiors, colleagues, and students.

2. Work Ethics:

- Abide by the management's leave policies.
- Avoid absence from duties without a reasonable cause or prior permission.
- Act respectfully within and outside the campus, upholding norms of decency and morality.

3. Active Participation:

- Participate in and support college activities and programs, irrespective of departmental affiliation.
- Encourage and motivate students to engage in these activities.

4. Academic Contributions:

- Extend efforts beyond classroom teaching to enrich students academically and personally.
- Provide mentorship and guidance to help students achieve academic excellence and personal growth.

Prohibited Activities

- Engaging in or promoting anti-institutional activities.
- Organizing groupism or unhealthy practices.
- Undertaking monetary collections without prior approval from the Head of the Institution or management.
- Participating in strikes, demonstrations, or criticism against the college management or its policies.
- Provoking or instigating students or staff against the institution.
- Disrupting the academic or daily operations of the college.

Financial Responsibilities

- Submit collected funds to the office within 24 hours of collection.
- Settle financial matters (e.g., study trips, fests) within seven days of the event's conclusion.

Dispute Resolution

- In disputes among staff or between teachers and students, the management's decision is final and binding after a personal hearing.

Performance Evaluation

- Academic excellence will be evaluated through student and parent feedback and the teacher appraisal system managed by the HoD.

Grounds for Termination

The institution reserves the right to terminate any probationary or confirmed teacher for:

- Professional incompetence.
- Violation of the code of conduct.
- Wilful negligence of duties (e.g., paper evaluation).
- Failure to discharge assigned responsibilities.
- Insubordination.
- Anti-institutional activities.
- Breach of moral ethics.
- Non-compliance with leave policies.

Leave Policy

1. Casual Leave:

- Total of 15 days per academic year.
- Can be combined with other leave or holidays but not exceed five consecutive days.
- Application must specify the purpose and be submitted for approval before availing the leave.
- In unavoidable cases, applications should be submitted immediately after rejoining.
- Unused casual leave cannot be carried over to the next calendar year.

Academic Responsibilities

- Complete assigned syllabus within the stipulated timeframe.
- Ensure good academic results in the subjects handled.
- Act as a mentor, guiding and supporting students through the learning process.
- Effectively implement attendance, assignments, and internal examinations as directed by the HoD.
- Submit teaching plans, class registers, and monitoring diaries as required by the Principal.
- Remain on campus until the end of college hours.

