**Ambedkar College**

A Govt. Degree College Affiliated to Tripura University

(**UGC 2f &12B recognized and NAAC Accredited**)

**Professional Ethics for the employees of Ambedkar College.**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. Every teacher should see that there is no incompatibility between his percepts and practice.

Ambedkar College framed the following code of professional ethics for teachers.

1. The work load of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. Teacher to be available for at least five hours daily in the college.

Direct teaching learning process hours should be as follows: -

Assistant Professor – 16 hours.

Associate Professor – 14 hours.

**2.Teacher should: -**

a. Manage their private affairs in a manner consistent with the dignity of the profession.

b. Seek to professional growth continuous through study and research.

c. Express free and frank opinion by participation at professional meetings, Seminars, Conference etc. towards the contribution of knowledge.

d. Perform their duties in the form of teaching, Practical, Seminar and research work conscientiously and with dedication.

e. Carrying out functions relating to the education responsibilities of the college. Such as in advising and counselling students as well as the conduct of examinations, including supervision, invigilation and evaluation etc.

f. Participate in extension, co-curricular and extra-curricular services including community services.

g. The Teacher shall actively associate, involve, participate herself in all the College activities and programmes irrespective of the Department, he/she belongs to.

h. The Teacher shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.

i. The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.

 j. The Teacher shall not directly apply for or seek another job except through proper channel.

Dr. Subrata Sharma

Principal In- Charge

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**Code of Conduct for Non- Teaching staff:**

1. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. It shall be mandatory on the staff employed in the college to do any work in connection with an examination conducted by the University or any college, which he/she is required to do by the Principal of the College, as the case may be.
3. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
4. No Staff employed in a college shall engage directly or indirectly in any trade or business.
5. (a) No staff employed in the college shall send any application for employment under any other agency or to DHE for any purpose, except through proper channel.

Dr. Subrata Sharma

Principal In- Charge