

Chanchal Teachers Training College

Code of Conduct for Faculty Members

- Faculty members must discharge their academic, administrative, and institutional responsibilities sincerely, honestly, and with full commitment.
- Faculty members must be punctual and regular in taking classes, attending meetings, examinations, practicum supervision, school internship, and all assigned duties.
- Faculty members shall maintain high standards of professional conduct, integrity, and ethical behaviour both inside and outside the college campus.
- Faculty members must treat all students with fairness, dignity, and respect, without discrimination on the basis of caste, religion, gender, language, or socio-economic background.
- Respectful, cooperative, and courteous behaviour towards colleagues, non-teaching staff, parents, and visitors is mandatory.
- Faculty members must strictly follow the academic calendar, curriculum, syllabus, and guidelines prescribed by the affiliating university, NCTE, UGC, and the college authority.
- Faculty members should prepare lesson plans, teaching-learning materials, and assessment tools as per academic requirements and institutional norms.
- Use of mobile phones during teaching hours should be restricted to academic or emergency purposes only.
- Faculty members must maintain accurate, honest, and up-to-date records related to attendance, internal assessment, practicum, internship, mentoring, and evaluation.
- Fairness, transparency, confidentiality, and academic integrity must be strictly maintained in all examination, assessment, and evaluation-related work.
- Faculty members should guide, mentor, and support trainees in their academic progress, professional development, ethical values, and overall personality development.
- Faculty members are encouraged to engage in research, publications, seminars, workshops, conferences, FDPs, extension activities, and other professional development programs.
- Faculty members should actively contribute to institutional development activities including NAAC, IQAC, committee work, accreditation processes, and outreach programs.
- Faculty members must not indulge in any form of harassment, misconduct, favoritism, coercion, or unethical practices.
- Confidential information related to students, staff, examinations, and institutional matters must not be disclosed without proper authorisation.
- Faculty members should take proper care of college property, laboratories, library resources, ICT facilities, and other institutional assets entrusted to them.
- Smoking, consumption of alcohol, drugs, or any intoxicating substances inside or around the college campus is strictly prohibited.
- Faculty members must comply with all official notices, circulars, policies, and decisions issued by the college authority from time to time.

- Any grievance, concern, or professional disagreement should be addressed through proper institutional channels in a respectful, constructive, and professional manner.
- Faculty members should serve as role models for trainees by demonstrating discipline, punctuality, academic honesty, social responsibility, and professional ethics.
- Faculty members are expected to uphold the dignity, discipline, values, and reputation of the college at all times.
- Faculty members must avoid any conflict of interest that may influence academic decisions, assessment, evaluation, or institutional responsibilities.
- Faculty members should maintain appropriate professional boundaries with students and avoid any behaviour that may be considered inappropriate or unethical.
- Faculty members must use social media and public platforms responsibly and shall not post or share any content that may harm the image or reputation of the college.
- Faculty members should apply for leave through proper channels and obtain prior approval, except in cases of genuine emergency.
- Faculty members must comply with all applicable rules, regulations, and policies of the affiliating university, NCTE, UGC, and Government authorities.