



Jadhavar®

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JADHAVAR GROUP OF INSTITUTES

CODE OF CONDUCT FOR TEACHING - STAFF

DISCIPLINE

- The faculty member should report to the institute sharp at commencement of institute timing.
- Once the subject is allotted, the staff should prepare lecture wise lesson plan.
- The work plan/teaching plan of teaching staff should be ready before the beginning of regular classed of semester.
- The staff should get the lesson plan and course file approved by HOD and Director. The course file should be maintained as per the prescribed format.
- The faculty must ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Head of Department/Institution/Coordinator/ Committee.
- Self-Involvement of staff in every assigned activity, task or committee is must.
- Faculty member should follow the hierarchy for reporting activities, issues, suggestions, demands etc.
- Faculty should obey the deadline given for the tasks. Syllabus should be completed within given time span.
- The activities of the faculty should be in sync with the academic calendar.
- Faculty shall strictly conduct the lectures as per the timetable.
- Clashes of lectures if any should be immediately resolved from the time table department.
- It is the responsibility of the faculty to engage the students or to adjust the lecture with other faculty in their absentee for any reasons.
- Mobile usages should be kept to minimum in the institute and should strictly avoid during Invigilation.
- Lastly faculty is highly expected to be part of solution of problem than rather to be part of problem.

LEAVES

- Whenever a faculty member who intends to take leave, should get the leave sanctioned in advance and with proper alternate arrangements made for the academic activities. In case of emergency, the HOD and Director must be informed with appropriate alternate arrangements suggested.

CONTINUOUS ASSESSMENT

- Faculty should conduct internal exams as per the schedule mentioned in the Academic Calendar.
- Paper checking should be done as per the guidance and within the deadline given by the Internal CAP Director under the policy/guideline of Savitribai Phule Pune University.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- Faculty shall maintain all the necessary record of internal as well as external marks evaluation.
- The faculty member must strive to prepare him/her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act/adjust the teaching appropriately. The staff should interact with the Head of the departments or mentors and inform him/her about the habitual absentees, slow learning and any objectionable behaviour of the student.
- Every faculty member should maintain academic record book of the assigned subject.

CLASSROOM TEACHING

- The staff should engage with full 45 minutes lecture and should not leave the class early.
- The staff shall use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts/questions.