

# NATIONAL INSTITUTE OF AYURVEDA

JORAWAR SINGH GATE, AMER ROAD

JAIPUR - 302002 (RAJASTHAN) INDIA

## PART II

### CODE OF CONDUCT FOR HOD & TEACHERS

#### Responsibility and Accountability

1. Teachers should handle the subjects assigned by the Head of the Department and should strictly follow the Departmental Academic Schedule.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Mentor system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. One test monthly should be conducted. Marks for the assignments, tests, Seminars if attended are to be entered in the students' performance report.
5. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
6. Teachers should maintain decorum both inside and outside the Departmental classroom and set a good example to the students.
9. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

#### Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as

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regards frequency. Permission for going out of the Institute shall not be given during the working hours.


3. Teachers should sign the attendance register while reporting for duty.
4. Teachers are expected to be present in the college campus atleast 10 minutes before the working time.
5. Teachers should remain in the campus till the end of the College hours

#### Leave

1. Prior written permission is required from the Head of Department atleast a day in advance while availing CL or any other authentic leave.
2. Not more than 25% of staff members in a Department will be allowed to go on authentic leave on a particular day.
5. All must report for duty on the reopening day and the last working day of each month.
6. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.

Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

1. Faculty members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Faculty members are encouraged to take up Research projects.
3. Faculty members should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.

  
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4. Faculty members are encouraged to undergo Practical Training in workshop and can take consultancy experience as part of workshop – Institute interaction.

5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by way of consideration during promotion.

#### General Rules

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
3. Teachers should attend the College neatly dressed. Dress regulations should be followed as the occasion demands. Teachers should wear white aprons inside the Hospital premises.
4. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
5. Any instructions issued by the Director / Competent Authority by way of Circulars from time to time must be complied with.
6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Director.
7. Teachers must always wear their identity badges while inside the college premises.
8. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Director on the last working day of the previous month. Any change must also be reported to the Director in writing.
9. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.

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11. Each Department Association must conduct the interdepartmental meetings .
12. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, Independence Day and Republic Day celebrations without fail.
13. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
14. For making any representation to the Director, teachers should desist meeting the Director as a group.
16. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Director's permission.
17. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances , medical appliances etc.) must be reported to the Director in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.
18. Organizers of Associations should plan well in advance their activities and submit the same to the Director with the Budget.

#### Disciplinary Action

Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry as per rules.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

  
**Director**  
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