

INDORE PROFESSIONAL STUDIES ACADEMY, INDORE



Code of Conduct for Faculty Members

Code of Conduct for Faculty

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Refrain from taking part in or subscribing to or assisting in any way activities which led to promote feeling of hatred or enmity among different communities, religions or linguistics groups but actively work for National Integration.
6. Faculty members shall be regular and punctual in attendance. In case of absence due to unforeseen circumstances, they shall inform the Admin Coordinators at the earliest with a request to make alternate arrangements for the handling of their class hours.
7. Absences shall, as a rule, be with the prior approval of leave by the Director. The faculty member seeking leave or absence shall state in the leave application how his/her class hours during the leave period shall be handled.
8. If a faculty member has to go out of the Institute Premises during working hours for any reason, he or she shall leave a message with the admin office, by making an entry in the register, as to when he/she is expected to be back in the Institute.
9. Faculty members shall be in their uniform on all days except Saturdays. They shall always carry their ID cards with them.
10. No faculty member shall cancel his/her scheduled classes without prior approval of the Director.
11. Results of class tests shall be announced within four working days. Similarly, assignments submitted by the students shall be valued and returned to them within a week.
12. Faculty members are duty-bound to:-
 - a. Attend all meetings called by the Director/HODs or any other authority and lectures or functions to which they have been invited
 - b. Undertake any extra tasks that may be assigned to them by the Director/HOD's
 - c. Function as Mentors to the students assigned to them and be helpful to any other student who may seek their help and
 - d. To cooperate with other faculty members whenever such cooperation is solicited.
13. In all their dealings with the superiors, peers, staff members, students or outsiders, faculty members shall be fair, dignified and ethical.

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