

Office of the Principal : Women's College , Rayagada

Code of Conduct of Teachers

1. Bio-Metrics attendance and signature in the attendance register is mandatory for teaching and non-teaching staff
2. 7 hours of stay is mandatory for all employers .
3. All the staff members should adhere to the rules and regulations of government and institutions.
4. No body can leave the institution without the permission of Head of the institution
5. All teacher should take their classes as per the time table assigned to them
6. All the faculty members should complete their course before the commencement of examination schedule .
7. Principal cannot allow any teacher to leave the campus for any reason except emergency /official duty .
8. All the faculty members should publish the articles in reputed journals and also participate in seminars for academic enrichment .
9. The proctorial report to be submitted at the end of the month without fail .
10. All the teachers can avail the leave as per the Government rules and Department of Higher Education , Government Odisha .
11. Prior permission of the principal is required before availing the leave
12. All should reach to the class in time and also leave the class time
13. The teachers leaving the campus during working hour to be held responsible for their absence .
14. The teaching and non-teaching staffs can have their lunch break for maximum one hour after the completion of classes/work assigned to them
15. During examinations no teacher are allowed to take leave except emergency condition .

PRINCIPAL
Women's College
Rayagada
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