

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION, KARVENAGAR.

Code of conduct for Teachers, official & support staff

1. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every teacher is a full-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Principal in writing, through the concerned Head of the Department, or the Principal directly, if the teacher happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
5. No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
6. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
7. Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
8. No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.

9. The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
10. The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal.
11. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
12. Be on time for your lectures and practical. Be punctual.
13. Respect the organization goals and help to achieve them.
14. Staff members shall follow the directions and instructions properly given principal and HODs.
15. Establish a politeness policy for basic manners.
16. Respect your fellow workers.
19. Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
20. Do not ask for personal favors from your subordinates. Too much of friendship at the workplace is bad.
21. Proper etiquette requires that you make others comfortable and protect their feelings.
You do not point out their errors or draw attention to their mistakes.
22. In any working situation, you are perceived as more capable, more professional, and more intelligent if you are familiar with the proper code of conduct for the workplace.
23. Learn to own your mistakes.




Principal
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