



Euphrasia Training College for Women

(Affiliated to University of Calicut)

Kattoor P O, Pin-680702, Thrissur Dist., Kerala

Ph.: 480 - 2877364, +91 - 9746736378

Email: euphrasiatrg@gmail.com Website: euphrasiatrainingcollege.org

Code of conduct

1. Students should be punctual in attending regular classes and all activities of the college.
2. No student is allowed to enter the classroom late or leave the college without the permission of the college authorities.
3. Strict silence should be maintained during class hours.
4. Students should keep the campus neat and clean.
5. Students are not permitted to entertain visitors in the college during working hours. Only authorized person approved by guardian are permitted to visit their wards.
6. Ragging in any form inside or outside college is banned.
7. Leave form should be submitted to the principal for the absence of a student signed by the guardian and optional teacher on the next day of arrival itself. Absence of one hour will be treated as absence for half day.
8. Students should wear uniform and identity tags on all working days.
9. Students should earn 80% attendance to appear for the university theory examination and 90% in practice teaching.
10. Students should not abstain from internal examinations as this will affect the internal marks.
11. Mobile phones are not permitted in the college. Switch off your phones before entering the college.



A. S. K.
Principal
Euphrasia Training College For Women
Kattoor



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The Management rules pertaining to appointment of the Assistant Professor

1. The staff shall be on time at the College from 9.30 a.m. to 4.30 p.m.
2. The staff shall be present in their respective classes, before the morning assembly session.
3. No staff member is allowed to leave the campus during the working hours without the prior permission of the Principal.
4. Late attendance shall be dealt seriously (after 9.30 a.m. and leaving before 3.30 p.m.) Four late marks shall be considered as one day causal leave.
5. You have to submit original copies of UG,PG and other certificates
6. Frequent leave/absence to work will not be permitted. You must seek prior approval from the principal, before going on leave for a day or two.
7. Your monthly salary be paid on 5th of every month for the previous month.
8. You will not be entitled to accept whether directly or indirectly, any part-time or other job or business of any kind whatsoever, as long as you are employed in our organization. You will at all times during your employment devote your time and attention to the job at our organization.
9. You are not permitted to offer private tuition/coaching/tutorials etc, to any of our student.
10. Other than teaching you must undertake other responsibilities like setting question papers, invigilation work, students field trip, tour, evaluating answer papers, training students in extracurricular activities, NAAC work or outreach programs and other activities desired by the management.
11. Upon termination or completion of your employment/ contract you will return all papers, documents, library cards, text books, properties/assets, relating to the college which may be in your possession to the Principal and will not retain any copies or extract there in.
12. The teachers should be the role models of good character and clear conscience, to the students. As per the instructions given by the Head of the institution.
13. The teachers has to be sincere in her/his duties.
14. If a teacher want to resign from the services, she/he has to give one month notice.
15. Use of Mobile Phone in the classroom is strictly prohibited.
16. Participation in the College activities / extra-curricular work, is a must as per the work allotment.
17. The faculty is required to take class for all the courses (Optional and general topics).
18. The faculty shall be obliged to accept the changes in above instructions which will be made by the Management whenever necessary.
19. The Staff should be willing to undertake duties and responsibilities deputed by the college besides the working hours is required.

I have carefully read and understood the duties, roles and responsibilities of an Assistant Professor in this institution. I shall follow the instructions issued to me by the Management of Udaya CMC Educational Society, Irinjalakuda from time to time.

Name of the Assistant Professor :

Residence address :

Email :

Phone No :

Date :



Signature
Principal
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Affidavit

I.....solemnly affirm and state as follows: -

1. That I will abide by the rules and regulations in force as well as other rules prescribed by the college from time to time.
2. That I will not indulge in Ragging or teasing in any form inside or outside the college campus.
3. That I will wear uniform prescribed by the college authorities during working days in the college as well as during practice teaching days in schools.
4. That I will be punctual in attending regular classes and all activities organized in the college.
5. That I will take care of the college properties and keep the premises neat and clean.

Place:

Signature of Candidate

Date:

Counter Signature of Guardian




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