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GOVERNMENT OF ASSAM
EDUCATION (HIGHER) DEPARTMENT
DISPUR

No. AHE.6/2010/3,

Dated Dispur, the 12th January, 2010

From:- *Shri R.P. Mazumdar,*
Deputy Secretary to the Govt. of Assam,
Education (Higher) Department.

To:-
The Director of Higher Education,
Assam, Kahilipara, Guwahati-19.

Sub:- Guidelines in respect of Teaching and
allied matters both for Govt. and Provincialised
Colleges of the state.

Sir,

I am directed to say that Govt. of Assam in Higher Education Department have decided to follow certain Guidelines in regard to teaching and other allied matters of both Provincialised and Govt. colleges for smooth functioning of the Academic interest in the Education Sector.

Accordingly necessary guidelines are annexed herewith as Annexure -I for your necessary action.

The above guidelines are in suppression of earlier guidelines issued on the said matter. You are therefore request to take necessary urgent step to circulate amongst the Govt. and Provincialised College for their implementation.

This may be treated as Most Urgent.

Yours faithfully
Sd/- Shri R.P. Mazumdar,
12/01/2010

Deputy Secretary to the Govt. of Assam,
Education (Higher) Department,
Dispur.

*Code of conduct
for
Teacher
18*

Govt. guidelines in respect of Teaching and allied matters both for Govt. and Provincialised Colleges of the State.

- (1) Teachers of Govt. / Provincialised Colleges of the state shall not be permitted to take part in any private tuition / private coaching and thus banned. Teacher of a college shall not work in any other institution without permission from the concerned authority. Violation of the same would invite disciplinary action
- (2) The teachers of colleges shall reside in their working places, i.e. headquarter.
- (3) The teachers of the colleges shall attend their college as scheduled and shall not leave colleges before scheduled time as per UGC guidelines and to note the time of arrival and departure in daily attendance register and the same shall be maintained and kept by the Principal of the concerned college.
- (4) The Principal of each college shall constitute a committee with all Head of the Department as its member to review and monitor the progress of the courses / lessons in the last working day of every month and to record in writing in details of the progress of courses / lesson of each subject and also to take remedial measure as the committee deem fit and proper for the interest of the students.
- (5) The workload of teachers shall not be less than 40 hours in a week for 30 working weeks (180 teaching days) in an academic year. It shall be necessary for the teaching staff to be available for at least 5 hours daily in the college. This shall include at least 16 hours of direct teaching work for lecturer during every working week.
- (6) Teaching days and accountability -
 - (i) The stipulation on workload and number of teaching days shall be strictly followed.
 - (ii) ~~Proper records shall be maintained by the teachers as well as college authority regarding the number of working days attended, classes taken, courses covered, attending examination works and involvement in various activities of the corporate life of the college. These records shall be made available for inspection by an officer authorized by the Director of Higher Education at any time.~~
 - (iii) Code of professional ethics shall be applicable to all teaching and non-teaching staff.
 - (iv) In the performance appraisal of the teachers shall be an entry on the actual number of teaching days achieved by each teacher. The performance appraisal report in respect of teachers for every academic year shall be obtained and kept under safe custody of the Principals concerned and annual increment and other benefits shall be allowed to the teachers accordingly.
 - (v) It shall be made obligatory to compensate any working day lost by doing extra work on holidays or extra work during normal days.
 - (vi) Examination work is part binding official duty and teachers response for the examination work should be assessed in the performance appraisal report and any laxity shown by any teacher will amount to dereliction of assigned duty and will attract penal action.

- (vii) Whatever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of profession. A teacher is constantly under the security of his / her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his / her precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in the disposition.
- (7) The college authority shall take care to retain the students in classes as per class routine scheduled by the college authority. In case, students do not present in the classes as per class routine, non-collegiate / dis-collegiate as prescribed by affiliating university shall imposed against such category of students.
- (8) The teaching / Non-teaching staff of Govt. / Provincialised Colleges shall not act as press reporter or in any electronic media as per Assam Civil Service Conduct Rules, 1965. Any violation, shall attract penal action.
- (9) Students' feedback should be made mandatory in the colleges. The teaching, non-teaching and administrative components of the institution should be sensitized of the fact that Education is a part of 'Service' sector.
- (10) Analytical report of the students feed back (disregarding the 'biasness' factor) should be placed in the Governing Body at the end of the academic session.
- (11) The Governing Body should devise ways and means to utilize the feed back results for the betterment of teaching-learning process and overall functioning of the institution in relation to services available/provided to the students. An assessment scale with 'reprimand' and 'reward' as the limits should be developed. Copy of the feed back results and Governing Body's response in the same should be conveyed to the teachers concerned immediately and also be attached to the respective personal files.
- (12) The peer feedback should also carried out and advantages should be put into action for betterment of the institution.

Further the concerned heads of the institutions are hereby authorized to call for explanation from the delinquent college employees under their jurisdiction. If there be any and recommended on being dissatisfied of the explanation furnished, that in such cases the Govt. / Governing Body of the Govt. / Provincialised Colleges will initiate disciplinary proceeding in pursuance of Disciplinary Rules / Assam Civil Service Conduct Rules, 1965 etc. since they are not devoting their whole time for the cause of welfare of the students and also they are exhibiting not only a bad precedent in the eyes of their own students, but also they are defacto engaging themselves in part time employment in services violation of service conduct Rules.

Sd/- Sri R.P. Mazumdar
Dy. Secretary to the Govt. of Assam
Education (Higher) Department,
Dispur, Guwahati - 6.