

### **Duties of the Teachers as per KAHER BL : 79**

A	The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as seminars, orientation, refresher courses, clinics, in-service programme, etc. The Academy may give the teacher every possible opportunity to do so.
B	The teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, guidance to research students, tutorials, clinics, examinations etc, and will encourage pursuit of learning in the students.
C	The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Head shall allot him, from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
D	The teacher shall observe the provisions of the Memorandum of Association, Bye-laws, in force and as modified, from time to time and abide by the decisions of the authorities, Vice-Chancellor, Principal and shall ensure the interest the Academy and college such decisions, if it is found by the Board of Management that damage or loss has been caused to the college or Academy by an act or willful neglect or default on the part of the teacher, such damage or loss shall be recovered from him.
E	In addition to the duties of teaching and allied activities the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the college and / or the Academy and administrative and supervisory work and maintenance of records and assessment reports or any other duties befitting the status of a teacher assigned to him by the Vice-Chancellor, Principal and/or Head.
F	A teacher shall help authorities of the Academy to enforce and maintain discipline and good habits among the students.

## Duties & Responsibilities of the Head of the Department as per

KAHER BL : 80

	The Head of the Department shall be the Principal academic and executive Head of the Department, and shall work directly under the control of the Principal, Head shall be appointed by the Vice-Chancellor in the manner as prescribed in these Bye-laws and shall work directly under the control of the Principal. In addition to his duties and responsibilities as a teacher, he shall perform following additional duties and responsibilities
1	He shall be ex-officio Chairman of the Department Committee
2	He shall supervise and control the working of the teachers and the employees working in the department.
3	He shall be the reporting officer for the teachers and employees working in the department for their self-assessment or confidential reports.
4	He shall in consultation with Department Committee, prepare the annual financial estimates of the Department, time table of theory and practical examination and/or test to be conducted during the academic year
5	He shall, in consultation with the Vice-Chancellor, and Principal the disciplinary action against the students in the Department
6	He shall monitor purchase of the equipments Chemicals, books etc. which are required to be purchased for the Department as per the procedure laid down by the Academy.
7	He shall maintain the accession and dead stock registers of the chemicals, equipments, furniture etc.
8	He shall, with the assistance of the teachers, carry out the annual stock verification of the Department.
9	He shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.
10	He shall assist the Academy in smooth conduct of the examinations
11	He shall maintain the causal leave account of the teachers.
12	He shall perform such other duties and responsibilities as may be assigned to him by the Principal and Vice-Chancellor, from time to time.

## **Service Condition for Teachers as per KAHER BL :**

1	Your services will be governed by the Memorandum of Association, Bye-laws, Code of conduct, service conditions, etc., laid down by the University from time to time.
2	You should discharge your duties honestly and to the satisfaction of the superiors.
3	You should not indulge in any of the activities which may affect the reputation, name and fame of the University in which you are working.
4	You are liable to be transferred to any of the constituent institutions of the University at any place without extra remuneration
5	You shall not engage yourself in any private business or practice either in an individual capacity or in association with any other persons.
6	You should not absent yourself from the work without prior notice and sanction by the competent authority.
7	You are expected to work hard with devotion and associate yourself with all zeal with the policies of the University.
8	You may be required to work beyond the working hours as required by the University in case of necessities and emergencies. You may be required to perform any other duty of the University, befitting your qualification and experience.
9	In case of any contravention intentionally or otherwise of the terms of the appointment or service rules, as the case may be, the University reserves its right to take disciplinary action against you and even termination of your services without assigning any reasons thereof.

## Responsibilities of Teachers as per KAHER BL : 81

1	Adhere to a responsible pattern of conduct and demeanour expected of them by the community
2	Manage his private affairs in a manner consistent with the dignity of the profession
3	Seek to make professional growth continuous through study and research
4	Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
5	Maintain active membership of professional organizations and strive to improve education and profession through them.
6	Perform their duties in the form of teaching, tutorial, clinics, practical, seminar work and examination work conscientiously and with dedication.
7	Co-operate and assist in carrying out functions relating to the academic responsibilities, such as, assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of the examinations, including supervision, invigilation and evaluation, and
8	Participate in extension, co-curricular and extra-curricular activities including community service.