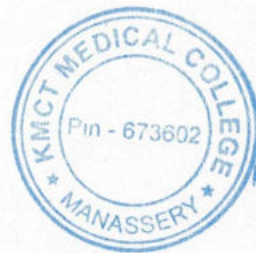


TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.



Principal

Principal  
KMCT Medical College  
Manassery P.O.  
Kozhikode



CODE OF CONDUCT FOR  
TEACHERS



Aiming at quality as output, KMCT Medical College is setting high standards in teaching and patient care and expects the staff to inculcate good qualities and commitment to attain this. The college has formulated a code of conduct for all staff to instill the values of respect, professionalism, dedication, unity, empathy and diversity. Teachers are instructed to follow the code of conduct and provide a conducive environment for academic, co-curricular and extracurricular activities. Most of the teachers are treating doctors also. Employees are the back bone of our institution and KMCT expects 100% commitment from all the teaching staff.

We set code of conduct for all teachers mainly to make sure that everyone follow and practice set values, for the bright future of our institution.

COMMITMENT UNDER THE CODE:

- Unity and Mutual respect among teachers is a very essential part of a healthy and peaceful college environment. When mutual respect combines with professionalism, it gives the best results.
- Discrimination, violence and disrespectful behaviour from any teaching staff cannot be entertained in our institution. A teacher must be a person who treat their students equally well and should not allow any external or internal influences to affect your duties. He/ she should not fall prey to internal politics and prejudice about students and their colleagues.




  
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CODE OF CONDUCT FOR TEACHERS:

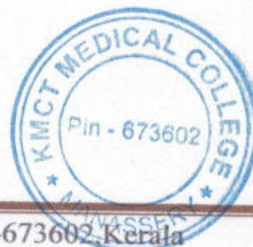
1. Be regular and strictly adhere to college timings-. Daily attendance will be monitored by verifying the biometric punch register and signature in the office/ department attendance register
2. Teaching staffs must wear decent and neat attire while coming to college to uphold professional dignity.
3. Leave of any nature must be informed to the head of the department /principal and taken accordingly.
4. Utilize working time fruitfully for official purpose and curricular activities and to refrain from chit chats and gossiping.
5. Provide a conducive environment for gender equality and must treat women staff with due respect professionally.
6. Avoid traveling outside for private needs during duty hours.
7. Have self-belief and positive attitude towards the academic activities
8. Keep all teaching schedules and activities updated.
9. All correspondence must be done through the HOD /principal
10. Be impartial in decisions pertaining to the students and fellow staff
11. Encourage students for academic achievements and excellence and mould them as better human beings.
12. Be courteous towards fellow staffs, non-teaching staffs, students and patients.
13. Active involvement in academic, co-curricular and extracurricular activities.




  
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14. Newly appointed staff will be monitored during the probation period (first 3 months from joining) for their performance, attitude and behavior. Staff who has satisfactorily completed his/her probation period will be considered for permanent appointment by the employer.
15. Initial salary of the staff is fixed and consequent revision also will be done accordingly after assessing the overall performance throughout.
16. Monitoring through mentor system and appropriate care to academically weak student is the responsibility of the teacher.
17. Ethical practice: Maintain patient details confidentially.
18. An employee desirous of leaving the service of the Institution should give resignation letter 3 months prior to the proposed date, or shall pay back, to the management, 3 month's salary if without notice period.
19. Case of any breach in the code of conduct or discrimination by fellow staff, is to be reported to the management. The identity of the staff that reports will be kept confidential and strict action will be taken against the person who violates the rule.



  
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