

CODE OF CONDUCT FOR FACULTY

RESPONSIBILITY AND ACCOUNTABILITY

- Faculties should strictly adhere to the rules and regulations as per the norms laid down in the appointment order.
- Faculties should handle the subjects assigned by the Principal.
- Faculties should complete the syllabus on time. Faculties shall produce good results in the subjects handled by them and are accountable for the same.
- Assignment topics for each course are to be given to the students as per instructions.
- Faculties should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning process is effective and successful. Value based education must be their motto.
- Value based education is the core element of our institution and we must try to impart it.
- Faculties should maintain decorum both inside and outside the classroom and set a good example to the students.
- Faculties should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Faculties are not allowed to take and give any gifts from the students and parents.

PUNCTUALITY AND ATTENDANCE

- Faculties must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.

- The working time of college is from 9.30 am to 4.30 pm, work week being Monday to Saturday.
- In case of exigencies, the management may decide to extend the work time and work week.
- The Original certificate (Qualifying Certificate) shall be submitted at the time of joining and shall be returned only after relieving from the institution.
- Faculties should sign the attendance register while reporting for duty.
- Faculties should remain in the campus till the end of the college hours.
- Leaving the institution in the middle of the semester is not permitted. The staff will be relieved only at the end of the semester after completing the entire syllabus and other related academic work.

DRESS CODE:

- All the students should wear clean, neat and decent formal dress.
- Jeans, T-shirts in any form are not permitted. Shirts with captions/psychedelic colours are not permitted for both genders.
- Men should neatly tuck in their formal Shirts & Pants, wear shoes, and women should wear Sarees.

LEAVE

- Prior written permission is required from the Principal at least a day in advance while availing CL or OD.
- Emergency leave as well as sudden delay in coming should be informed to the management before 8 am. All must report for duty on reopening day and last day of each Semester.

- 12 days leave can be availed in a calendar year.

MOBILE PHONES AND INTERNET

- Faculty members must not enter into the Examination Hall with any mobile phones.
- Faculty contact details can be provided to students and their parents for any academics related queries during your convenient time.
- Mobile phones must be used only to make urgent calls during academic hours.
- Use of Internet is solely for educational purpose.
- Faculties should be formal in dealing with WhatsApp messages.