

Code of Conduct for Faculty

“The college faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non-adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable action will be initiated against such employees/faculty members”.

Personal Discipline

1. Each faculty member should be regular and punctual to the duty.
2. Everyone should be in the college campus during the working hours of the college. He/she must obtain prior permission from the Head of Department (HOD)/Dean, when he/she wishes to leave for any reasons during working hours.
3. Each faculty member is expected to conduct work in a professional and cooperative manner.
4. He/she shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment.
5. The faculty member should attend and participate in the meetings, activities called/assigned by the HOD, Dean(s) and Principal of the college.

Professional Aspects

6. The primary duty of each faculty member is to teach brilliantly and to make every student shine in his/her respective subjects. The points written below are merely as guidelines to be strictly followed:-
 - Each faculty member should conduct the assigned classes as per schedule and ensure punctuality.
 - He/she should maintain record of lesson plans and should come well prepared for the class.
 - He/she should maintain record of assignments and the tutorial work.
 - He/she should mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance.
 - The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process.

- He/she should share knowledge in a manner that encourages effective two-way communication.
- Faculty should avoid dictating notes in the class. It may be done only in exceptional cases, where most essential.
- He/she should involve visual and activity based learning wherever possible, make power point presentations in addition to conventional use of black board depending on the subject & necessity.
- Provide real time case studies as and when required.
- Employ appropriate strategies to achieve desired Course Objectives.
- He/she should pose questions to the students which inculcate out of box thinking.
- He/she should summarize the concepts at the end of every class.
- After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it.
- He/she should evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent.
- The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time.
- Shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal.
- Shall handle the assigned practical classes and be available in the designated place for the full time.
- A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class.
- Absence from duty without authorization is not permitted and will be viewed seriously.
- The faculty member should take precautions to protect equipment, materials and facilities of the college.

Personal Conduct

7. The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening or abusive nature or go beyond fair and professional conduct.

8. Each faculty member is expected to create the research environment for the students of the college. It is the duty of every faculty member to inculcate good habits and work attitudes in the students.
9. The faculty member should undertake Research/Consultancy Activities constantly in addition to teaching.
10. The faculty member should take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties.
11. Each faculty member is expected to wear a decent and formal dress. T-shirts of any nature will not be worn during college hours except for those involved in sports activity during the period.
12. Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.
13. Each faculty member has to maintain honesty, integrity, fairness and high performance in all activities.
14. As a group teacher incharge/mentor the faculty should advice and counsel each and every student on all the academic matters. He/she must engage the assigned lecture of group meeting seriously. If any student misses that lecture the faculty has to report to the HOD/Principal.
15. Mentor shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed. Keep the parents apprised about the academic progress and general behavior of their wards.
16. He/she shall demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators. The Mentor should serve as a friend, philosopher and guide to his students.
17. Each faculty member should maintain high standards of personal behaviour at all times and to do nothing to bring themselves, the college or the profession into disrepute.
18. One should respect the rights of every individual.
19. One should respect the wishes and aspirations of the parents, guardians, careers of students.
20. He/she should strive hard for the further development of professional skills, and keep their own knowledge up to date.

Feedback.

21. For any task assigned it is responsibility of the person to give timely feedback so that if any mid-course correction/ assistance is required, the same can be organised.

Grievance Redressal Mechanism

22. It has been observed with serious concern that few employees contact higher authorities regarding their grievances by bypassing the established departmental and college headquarter chain, which is highly undesirable.

23. Also a few persons singly or jointly write anonymous letters and bring disgrace to the institute and certain officials. Action will not be taken on such anonymous letters.

24. There is an established procedure to address the grievances of the employees, which must be followed strictly. Necessary action would be initiated against the defaulters on the above mentioned aspects. Further, the employees are advised to meet the Principal with regard to their grievances, individually and not in the form of a delegation.

Media Interaction.

25. Committee nominated for the purpose is only authorised to prepare/ compile/ forward media brief or any kind of media reporting on behalf of the college. Any other person singly or jointly is not permitted to do so.

Dress Code. It is pertinent that appropriate dress as per the activity be worn by all students and staff members. Dress should be decent and appropriate for the professional college at all occasions. The students and staff have to represent the college in the best possible light at all times. The following dress code would be followed by all staff members and students of the college:

(1) **Formal Dress.** will be worn on notified day (once in a month) and on special events whenever notified. Formal dress comprises:-

a. **Male Staff.**

i. Summer - Formal Shirt (light colour plain), Black/Blue shade trouser and Navy Blue/Kesri Turban for Sikh Staff Members. The College Tie to be worn on college formal events.

ii. Winter - Summer Dress with formal Coat/Blazer & College Tie.

b. **Female Staff.**

i. Summer- Formal Suite (Shades of Pink)

ii. Winter- Formal Suite (Shades of Blue)

(Specifications of a formal suit are a knee-length shirt with a salwar/churidaar/pants and a dupatta)