

CODE OF CONDUCT FOR FACULTY

1. Staff must maintain high standards of punctuality, honesty and professional ethics.
2. They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
3. Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
4. Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
5. Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
6. All staff of the college should maintain harmonious relations with other staff and students.
7. Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
8. All staff should follow the instructions and directions of the authority.
9. All staff should constructively contribute toward the development of the college and university.

10. All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
11. All staff shall extend their services for the welfare of the community & society at large.
12. All staff should properly maintain the records of respective portfolio.
13. All staff should make an effort for the continuous development through training programs, workshops and research and development activities.
14. A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action if it is with his / her power or reporting the matter to the Principal.
15. Every Staff member shall attend all the institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
16. Faculty shall avoid the use of any abusive language towards students, fellow teachers, parents and other members of public.

Ethical Standards for Faculty

A faculty shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.

1. Shall have a sense of belonging to the Institution.
2. Shall assume total dedication to the teaching profession.
3. Shall always have an urge to excel in professional acumen.
4. Shall wear respectable attire, benefiting the society's expectations.
5. Shall keep up immaculate personal hygiene at all times.
6. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
7. Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
8. Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
9. Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
10. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
11. Shall produce outgoing ship when he/she leaves the college in the middle of the college time at security.

Dress Code: Faculty

Following is the dress code for the faculty of Institute:

Men: Tucked in shirts and shoes

Ladies: Saree

It is Mandatory for staff to wear ID card at all times when they are in the campus.

Basic Duties of Faculty members

At the level of teacher

1. Prepare the Lesson plan according to the course outline and academic schedule well in advance and get approval from the Principal.
2. Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time.
3. Mark the attendance in the classroom itself and enter in the College Attendance on time and send it to university daily.
4. Ensure good class control.
5. Encourage the students listening and active participation in the class.
6. Preparing Course file is important for faculty members.
7. Ensure that the planned syllabus is finished during the hour.
8. The Faculty Member should encourage students asking doubts / questions.
9. Aim for 100% pass results in their subjects and work accordingly.
10. Be available in the Staff room during the working hours for consultation by the students.
11. Prepare and submit the internal test question papers to the COE in time.
12. Evaluate the answer scripts as per the key in the genuine manner and enter the marks in time after verification by the students in the COE system.
13. Instruct the students to attend the internal test and university

examination without fail.

14. Monitor the regularity in the Students attendance.
15. Monitor the student's punctuality to their class.
16. Monitor and regulate proper dress code, hair style and wearing ID in their class.
17. Prevent student's movement during the class hours within the college premises.
18. Prohibit usage of mobile phones by the students inside the class room.
19. Help the advisor to identify the academically backwards students and arrange remedial classes.
20. Identify good students and motivate them to excel.
21. Counsel the student to improve their academic performance.
22. The Faculty Member should motivate the students and bring out the creativity / originality in the students.
23. Motivate the students to present papers in Symposium and attend seminars/workshop /internship.
24. Not to carry Mobile Phones to the class room / exam hall unnecessary.
25. Monitor the adherence of the students' discipline towards rules and regulations of the college.
26. Educate the students about the ethical, moral and professional responsibilities towards institution, parents and society.
27. Inform the parents about their absence unnecessarily over phone.

Follow the guidelines / instructions given by the principal from time to time

The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

PROFESSOR

Same as given in Associate Professor basic responsibilities along with the following additional assignments are:

1. Providing training and mentoring to teaching assistants and junior faculty members.
2. Responsible for R&D activities of their college, create conducive research environment in the institution.
3. Providing training and monitoring the department staff members to publish and present papers, attending conferences, writing books and getting patent.
4. Attending academic events and networking with other outside researchers and field experts to develop the research activities.
5. Writing proposals to secure and attract research funding per year.
6. Contributing and leading all the worth giving responsibilities to lift the academic standard of college to a greater height.
7. Reviewing the method of teaching and teaching materials and making recommendations for improvement.
8. To Coordinate and review IQAC/NAAC and other promotional / technical/quality enhancing activities.
9. Responsible for teaching of value-added subjects/ conducting collaborative/one to one/flip/peer learning style of teaching to the students with the latest technology in the academic field.

ASSOCIATE PROFESSOR

Same as given in Assistant Professor Grade basic responsibilities and they have to undertake the following additional work.

1. To assess, review and evaluate student activities and progress and communicate to the concerned faculty.
2. Assisting and sharing ideas in promoting college admission strategy and related works.
3. The faculty shall help the concerned faculty to enforce and maintain discipline amongst the students.
4. Assisting faculty in choosing elective subjects / Curriculum Development for short term course / Developing Resource Materials for hands on training process.
5. Responsible for Creating and promoting research ambience in their department, conducting research, publishing papers, and attending conferences.
6. Conducting Bridge courses / special coaching for Slow Learners.
7. Preparation and Submission of Project Proposals to Government funding agencies.
8. Involving in Consultancy and R & D activities.
9. To advise and assist students and faculty in fabrication of their Dissertation Work.
10. To involve as a member in Academic auditing/ Coordinating NAAC.
11. Teaching of elective subjects and practical exposure with the latest technology to the students in their field and value-added courses as allocated by the Principal.

ASSISTANT PROFESSOR /FACULTY/CLASS ADVISOR

1. To help students to acquire knowledge and to maintain a good rapport with students and parents. Be familiar with the personal history of assigned student including Educational and Family background.
2. Dealing the student's problem, counsel, and provide guidance to the student to correct the problem and motivate them in a proper manner.
3. To analyze the student performance and evaluating their academic progress periodically.
4. To assist student in initial exploration of their occupational and professional plans in general and educating basics with relevant to their branch of study and to prepare for their life pursuit accordingly.
5. Helps the student to understand the university rules, regulations, examination procedures and the graduation requirements for the Bachelor degree.
6. To explain about the importance of attendance, motivating students to attend classes regularly.
7. To explain importance of participation in the class activities.
8. To explain importance of cycle tests and its consequence in the end semester examinations.
9. To explain importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well.
10. To explain importance of submission of assignments and its consequence on the performance of internal mark evaluation and End semester examinations.
11. To explain importance of laboratory exercises and their correlation with theory.
12. To help the student to explore the career fields and provide information about Higher education and job opportunities.

13. Serves as a "Teacher Friend" approach to the student by demonstrating a personal interest and act as a central contact person in obtaining information that can be used to help the student and the system of working; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision all through by counseling.
14. As a counselor, organizes and centralizes all information, observations, and reports from every source related to the student's progress, needs, abilities, and future plans.
15. Assists the student at regular intervals to make adequate self-evaluation.
16. Explains importance of Self-Motivation to do well in career and subsequently in life.
17. Counsel's students whose progress is unsatisfactory and reports the same to class Coordinator.
18. Monitors the interim and final performances of students assigned and liaise with parents, whenever required.
19. To instruct all the students to attend the classes regularly and to follow the dress code.
20. To submit the list of students absent for the internal tests to the Coordinator.
21. Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results.