

CODE OF CONDUCT FOR FACULTIES

Responsibility and Accountability

1. Faculty members are responsible for teaching the subjects assigned by the Director or Principal.
2. They must complete the syllabus on time and are accountable for achieving good results in the subjects they handle.
3. The tutor-ward system should be effectively implemented, with faculty members monitoring their assigned group of students.
4. Assignment topics for each course must be given to students as per the provided instructions.
5. Faculty members should act as counselors and facilitators, guiding and supporting students to ensure effective and successful teaching-learning outcomes. Value-based education should be their primary focus.
6. Faculty members are expected to maintain decorum both inside and outside the classroom, serving as role models for students.
7. They are required to participate in academic, co-curricular, and organizational activities as assigned from time to time.
8. Faculty members are prohibited from accepting or giving gifts to students or parents.

Punctuality and Attendance

1. Faculty members must report for duty on time as per the prescribed working hours and remain on campus unless assigned duties elsewhere.
2. The working hours are from 9:30 AM to 4:10 PM, Monday to Friday. In case of emergencies, the management may extend the working hours or week, which faculty must adhere to.
3. Arriving 10 minutes late for two consecutive days will be considered half-day leave, and delays exceeding 30 minutes will result in a full-day leave.
4. Faculty members must submit their original qualifying certificates at the time of joining, which will be returned only upon relieving from the institution.
5. Attendance must be recorded in the register upon reporting for duty, and faculty members should be on campus at least 10 minutes before the start of college hours.

6. Faculty communication should be conducted through the official email provided by the College.

7. Leaving the institution mid-semester is not permitted; faculty members will only be relieved after completing the syllabus and all related academic work.

8. Faculty members must adhere to the dress code:

Men: Formal shirts and pants, neatly tucked in.

Women: Sarees or churidars with shawls (leggings are not permitted).

ID cards must be worn at all times.

9. Faculty members must remain vigilant when students are gathered and report any incidents to higher authorities.

Leave

1. Prior written permission from the Principal is required to avail of casual leave (CL) or on-duty leave (OD) at least a day in advance.

2. For emergency leave or delays, the management must be informed before 8:00 AM.

3. All faculty members are required to report for duty on the reopening and closing days of each semester.

Mobile Phones and Internet

1. Faculty members are prohibited from carrying mobile phones into examination halls.

2. Faculty contact details may be shared with students and parents for academic purposes during mutually convenient times.

3. Mobile phone usage during academic hours is restricted to urgent calls only.

4. Internet usage must be strictly for educational purposes.

5. Faculty members should maintain a formal tone in WhatsApp communications.