

## 10. CODE OF CONDUCT FOR STAFF

### 10.1 TEACHING FACULTY MEMBERS

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principal ship of the Head of the Institution.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- No employee may absent himself/ herself from duty without prior permission. In case of emergency of preceding any leave without prior permission, he/she must explain the circumstances which were beyond his/her control before re-joining duty.
- All members of staff have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- No employee shall, except with the prior sanction of the Principal, accept any remunerative or honorary work not connected with the college.
- No member of the staff shall engage in any political activity within the college campus.
- No employee shall be a member of, or be associated with any political party or any organization which takes part in politics nor shall he/she take part or subscribe or associate or assist in any manner in political movements or activities.



- No employee shall associate and / or participate in any strike or incitement thereto or in similar activities, which shall also include absence from work or neglect of duties with the aim of getting a demand conceded by the superiors or the Management.
- Faculty members shall not use their mobile phones in the classrooms.
- Faculty shall maintain a respectable work conduct in terms of preparing course material and preparing teaching aids/tools. Meticulous planning and maintenance of course files is expected from all faculty members. Faculty should follow the course plan without any backlog. Proper maintenance of log books is expected from all the faculty members. Staff member should get signature from HOD/ Principal periodically in his/her course files, logbooks and mentor books.

## **10.2. NONTEACHING STAFF MEMBERS**

- The requirements for the semester lab shall be collected well in advance.
- The staff needs to assist the students in case of necessity. Maintaining the decorum of the lab is of utmost importance.
- Staff working in the laboratories is responsible to keep the labs clean.
- Any failure or damage to the lab components should be reported to the HoD / staff In-charge immediately. In order to keep track of the damage, a log should be kept.
- All non-teaching staff are bound to follow rules and regulations of the college and maintain strict discipline
- All non-teaching staff should be punctual to duty and should adhere to the college timings



- Ensuring the safety of the students, equipment and machinery while conducting lab class.
- Storage and accounting of raw materials, tools and instruments.

### **10.3. CODE OF CONDUCT (ADMINISTRATIVE / SUPPORT STAFF)**

- All administrative staff must be punctual to duty and strictly adhere to the college timings.
- Computing and communication facilities should be used only for the purpose for which they are authorized to in accomplishing the assigned work
- Support staff should demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, parents, guardians, administrative personalities, general public in any context.
- Administrative / support staff should maintain professional ethics in the campus and should maintain proper behavior with the authorities and students.
- Check if any electrical, plumbing and carpentry work is pending in the floor; action should initiate to sort out the issue immediately. Monitoring deep cleaning work in their respective floors.

### **10.4. ATTENDANCE**

- Every employee shall 'PUNCH IN" and "PUNCH OUT" his or her attendance using his/her thumb at the time of entering and leaving the institution premises respectively.
- In addition to the punch, they have sign with time in the attendance register daily in the morning and evening without fail.



## **10.5. DRESS CODE**

### **10.5.1. MEN**

- The employee should wear only formal full sleeve shirt and pants, it is recommended that colour of the shirt is mild and basic. Avoid anything bright or bold.
- Shirts should be tucked in and proper belt is to be worn and formal black/brown shoes must be worn.
- Faculty should cleanly shave and neatly kept their hair.
- Always use mild deodorant.

### **10.5.2. WOMEN**

- Saree is the dress code for the women.
- Hair should be well kempt and neatly combed.
- Make-up should be light, subtle and properly applied.

