

CODE OF CONDUCT FACULTY



Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NBA (CSE, ECE, EEE, Mech), NAAC,
Recognized by UGC with 2(f) & 12(B) An ISO 9001:2005 Certified Institution
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Vision

To become an Internationally Renowned Institution in Technical Education, Research and Development by Transforming the Students into Competent Professionals with Leadership Skills and Ethical Values.

Mission

- Providing the Best Resources and Infrastructure
- Creating Learner-Centric Environment and Continuous Learning
- Promoting Effective Links with Intellectuals and Industries
- Enriching Employability and Entrepreneurial Skills
- Adapting to Changes for Sustainable Development

Quality Policy

To strive continuously for producing the best results in terms of knowledge, self- discipline and application of the knowledge acquired.

1. Duties of Faculty:

- Faculty should focus on enhancing their academic and professional skills by participating in Faculty Development Programs, Short-Term Programs, Industrial Training, Seminars, Workshops, Orientation Programs, Refresher Courses and other learning opportunities. The Management will support faculty in these endeavours
- Faculty are responsible for carrying out their academic duties, including preparing lectures, conducting practical demonstrations, assessing students, guiding projects and research, providing tutorials and conducting examinations, to inspire and encourage students in their learning journey
- Faculty must conduct their assigned classes regularly and punctually. They should complete their allotted work within the given timeframe and inform the administration about any absence in advance by obtaining prior permission or approved leave
- Faculty must adhere to the rules and regulations of the Institution, including any updates and respect the decisions of the Institution, Management and Principal. Any negligence by faculty that results in damage to the Institution will result in recovery of the loss from the responsible individual(s)



- Beyond teaching, faculty are encouraged to participate in extracurricular and co-curricular activities, engage in administrative and supervisory work and maintain proper records of their activities
- Faculty should actively contribute to maintaining discipline and promoting good habits among students

2. Faculty and Their Responsibilities:

Teaching is a profession that carries an inherent obligation for individuals to conduct themselves in accordance with the principles and ideals of the profession. Faculty are constantly observed by their students and society at large, which demands consistency between their words and actions. The national ideals of education, which Faculty aim to instil in students, must also reflect in their own beliefs and practices. The profession calls for Faculty to exhibit calmness, patience, strong communication skills, and an amiable disposition.

Every Faculty is expected to:

- Adhere to a responsible pattern of behaviour and conduct as expected by the community.
- Manage personal affairs in a manner that upholds the dignity of the teaching profession.
- Pursue continuous professional growth through ongoing study, research, and self-development.
- Contribute to the advancement of knowledge by expressing free and honest opinions in professional forums such as meetings, seminars, and conferences.
- Maintain active membership in professional organizations and work toward the improvement of education and the teaching profession through their activities.
- Perform teaching-related duties, including lectures, tutorials, practical demonstrations, and seminar work, with conscientiousness, dedication, and integrity.
- Collaborate in fulfilling the educational responsibilities of their College or Recognized Institution and the University. This includes assisting with admissions, advising and counselling students, and supporting the conduct of examinations through supervision, invigilation, and evaluation.
- Actively participate in extension, co-curricular, and extracurricular activities, including community service initiatives.

3. Faculty and the students

Faculty shall:

- Respect the rights and dignity of students, allowing them to freely express their opinions.
- Treat all students fairly and impartially, regardless of their religion, caste, political beliefs, economic background, social status, or physical characteristics.
- Recognize the diversity in students' aptitudes and capabilities and strive to address their individual needs effectively.
- Encourage students to enhance their achievements, develop their personalities, and contribute positively to community welfare.
- Instill in students a scientific outlook, respect for physical labor, and the ideals of democracy, patriotism, and peace
- Be kind and affectionate to students, avoiding vindictive behavior under any circumstances
- Base assessments solely on the merit and achievements of students, ensuring impartial evaluation
- Be accessible to students beyond class hours, offering guidance and assistance without seeking any remuneration or reward, within the college premises
- Help students develop an appreciation for national heritage and work toward understanding and achieving national goals
- Refrain from inciting students against their peers, colleagues, or the administration

4. Faculty and Their Colleagues

Faculty shall:

- Treat their colleagues with the same respect and consideration they expect for themselves.
- Speak respectfully about fellow teachers and provide support for their professional growth and development.
- Avoid making unsubstantiated allegations against colleagues to higher authorities.
- Ensure that their professional interactions are free from biases related to caste, religion or gender.



5. Faculty and authorities:

Faculty shall:

- Fulfill their professional duties as per existing rules, and follow procedures and methods aligned with their profession.
- Actively participate in the development of institutional policies by accepting and responsibly carrying out roles and duties assigned to them.
- Cooperate with the authorities to improve the institution, while upholding the dignity of the teaching profession.
- Provide and expect proper notice before undergoing any change in employment.
- Avoid taking leave unless absolutely necessary, and, as far as possible, give prior notice while ensuring their responsibility to complete the academic schedule is fulfilled.

6. Faculty and nonteaching employees:

Faculty shall:

- Treat non-teaching staff as colleagues and equal partners in the collaborative efforts for the institution.
- Promote mutual respect, understanding, and teamwork between teaching and non-teaching staff to create a positive and productive institutional environment.
- Recognize the efforts of non-teaching staff and support a workplace where everyone is included and respected.

7. Faculty and Parents:

Faculty shall:

The faculty should support the institution by maintaining good communication with the parents of their students, sending performance reports when necessary, and meeting them in parent-teacher meetings held for the mutual exchange of ideas, the welfare of the students, and the overall development of the institution.

8. Faculty and society

Faculty shall:

- Recognize that education is a public service, and strive to improve education within the community while strengthening its moral and intellectual life.



- Stay aware of social issues and engage in activities that contribute to the progress of society and the well-being of the nation.
- Fulfil civic duties, participate in community activities, and take on responsibilities in public service.
- Support and participate in activities that promote harmony and growth among different communities, regions, or linguistic groups to strengthen national unity.

9. Dress Code

Faculty shall:

- Faculty must wear their Identity Card at all times.
- Male faculty must wear formal attire, with shirts tucked in.
- Female faculty should wear a saree along with an overcoat.



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