

Code of conduct for Teachers, Official & support staff

1. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, a teacher should inform the Principal in writing, through the concerned Head of the Department, or the Principal directly, if the teacher happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. Prior written permission is required from the Principal at least a day in advance while availing CL or DL. 12 days of Casual Leave and 10 days of Medical leave can be availed in Calendar Year.
5. Winter and summer vacation can be availed by the teachers as per AICTE and UGC Norms.
6. All must report for duty on the reopening day and the last working day of each semester.
7. Be on time for your lectures and practical. Be punctual.
8. Teacher should sign the attendance register as well as register attendance biometrically while reporting for duty.
9. Teacher should handle the subjects assigned by the Head of the Department.
10. Teacher should complete the syllabus in time. CA-I and CA-II of 10 marks each and Mid Sem Exam of 20 marks should be conducted in each semester as per syllabus. The result of same must be informed to the students as well as to the university. Teachers shall produce good result in the subject handled by them and are accountable for the same.
11. No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.

12. No teacher should involve himself or herself in any form a political activity inside or outside the campus.
13. Teachers are banned from using cell phones while taking classes and practicals.
14. No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
15. Teachers must always wear the prescribed institute uniform with their Identity Card while inside the institute premises.
16. The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
17. Staff members shall follow the directions and instructions properly given by the Principal and HODs.
18. Teacher should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
19. Teacher are expected to attend department meeting, seminars, etc. and also college function like sport day, Annual day, Independence day and Republic day celebration without fail.
20. All the teachers shall handover their original attested Xerox certificates like SSC, HSC, Diploma, Engineering, PhD etc. to the Principal at the time of joining duty.
21. Establish a politeness policy for basic manners.
22. Chairman's of different committees should plan well in advance their activity for the semester and submit the same to Principal.
23. Heads of Departments must submit the department time table and individuals teacher's time table to the Principal at the beginning of the semester. Any change must also reported to the Principal in writing.
24. HoD's are responsible for all the College properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property must be reported to the Principal.
25. It is their duty to extract the work from the Non-Teaching staff in keeping the Department Clean.

Code of conduct for Non-Teaching staff

1. Non- Teaching staff working in the college office or department should remain on duty during College hours.
2. Non -Teaching staff should wear the uniform provided by the institute.
3. Non-Teaching staff must always their Identity Card during working hours.
4. Non-Teaching staff assigned to laboratories should keep the labs clean.
5. Any loss or damage to any article in the Lab or Class rooms should be reported to the Head of Department.
6. Non-Teaching staff, working in the Lab, shall maintain stock register for all the articles, equipment, chemicals etc. it shall be submitted to the HOD, and maintained in the department.
7. Non-Teaching staff can avail 30 day EL in an academic year.