



## CODE OF CONDUCT (TEACHING FACULTY)

1. The college gives utmost priority to discipline, and all staffs are bound to follow the rules and regulations of the college and maintain strict discipline.
2. All faculty must be punctual for duty.
3. The faculty shall stay on campus during college working hours.
4. Tea break and lunch break timings must be strictly adhered to by the faculty.
5. Faculty must be enthusiastic about taking up the subjects/work allotted to them by the Head of the Department.
6. A course plan should be prepared and followed throughout the semester by faculty members.
7. Faculty should mentor students in a way that instills human and ethical values in them.
8. Classes and practical's should be conducted according to the approved timetable, and extra classes should be held whenever necessary.
9. Faculty should undertake all responsibilities as prescribed by the Principal/Management, not limited to academic and evaluation duties.
10. The dress code must be strictly followed by all faculty members.
  - a. Men: Formal wear with tuck, shoes.
  - b. Women: Formal wear or saree.
11. Faculty must be present in the classroom at least 5 minutes before the class starts.
12. Alternate arrangements for classes during absence should be made meticulously with the permission of the Head of the Department.
13. The respective Heads of the Department should be informed whenever a faculty member wishes to avail leave without prior application.
14. Faculty are not allowed to use mobile phones, listen to music, watch videos, or surf social media inside the college campus during working hours.



**PRINCIPAL**