

## **Code of Conduct for Faculty**

### **General Expectations:**

1. Faculty members must be punctual to duty.
2. Faculty should remain on campus during working hours.
3. Faculty members are expected to conduct themselves professionally and cooperatively.
4. Faculty must avoid rude or abusive behavior, personal attacks, or any inappropriate or irrelevant comments toward colleagues or staff.
5. Faculty should take precautions to protect college equipment, materials, and facilities.
6. Faculty are not allowed to take private tuitions.
7. Faculty must maintain confidentiality and not share any information without proper authorization.

### **Academic Responsibilities:**

1. Faculty should fulfill teaching, research, consultancy, and administrative duties with commitment, honesty, and unbiased judgment.
2. Attend and participate in meetings or activities called by the HOD, Coordinators, or Principal.
3. Take on additional duties and responsibilities as assigned by the Principal, including but not limited to academic and evaluation tasks.
4. Complete Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) evaluations on time, ensuring no disruption to the process.
5. Be available for students after class hours to clarify doubts, if necessary.
6. Treat students with respect and encourage them to treat others respectfully.
7. Be well-prepared for each class, staying focused on the topic.
8. Arrive in the classroom at least five minutes before the scheduled class time.
9. Maintain records of lesson plans and relevant documents for the courses handled.
10. Implement the designated curriculum and its objectives effectively.
11. Do not reschedule, cancel, or suspend classes without prior authorization from the concerned HOD/Principal.
12. Handle assigned practical classes and be available in the designated area for the full duration of the session.
13. Complete evaluation of test answer sheets within the stipulated time frame, ensuring the evaluation scheme is transparent.
14. Incorporate visual and activity-based learning methods, such as PowerPoint presentations, when appropriate, in addition to traditional blackboard teaching.
15. Advise and counsel students on academic matters, including registration, re-registration, course dropping, or course withdrawal.