FACULTY RELATED RULES & REGULATIONS

1. CODE OF ETHICS FOR TEACHERS

In fulfillment of their obligations to the teaching profession, teachers will strive to adhere to the following rules.

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies.
- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
- Respect confidential information on colleagues unless speak out if the behavior of a colleague is seriously in breach of this code.

2. RESPONSIBILITY AND ACCOUNTABILITY

- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Teaching learning must be effectively implemented. Teachers shall monitor the Respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.

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- Two Mid Exams are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, Mid exams, Seminars if attended are to be entered in the counseling report.
- Teachers should be good Counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be the motto.
- Teachers should maintain dignity both inside and outside the classroom and set good example to the students.
- Teachers should carry out other academic, co-curricular activities.

3. DRESS CODE: FACULTY

Following is the dress code for the faculty of Institute:

- **Men:** Tucked in shirts and shoes
- **Ladies:** Sarees

4. ID CARD

- It is Mandatory for students and staff to display ID cards at all times when they are in campus.
- Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

5. COMMUNICATING WITH PARENTS

- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

6. STUDENTS COMING LATE

- Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.

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- Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehavior or in subordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

7. TAKING ATTENDANCE

- Staff members must take attendance with in first 5 minutes of starting the period.
- Those coming late should not be denied admission into the classes. However, such students need not be given attendance.
- Teachers are advised to refrain from awarding punishments like:
- Dismissal from the class rooms, making them stand in the class rooms, Summoning their parents to campus.
- Trouble makers in the class rooms must be reported to the HOD / Principal / Director for further action.
- Students violating dress code must not be allowed to attend the lecture classes, laboratories and library. Faculty members must report such cases to the HOD.

8. COURSE DIARY

- Ever teacher must maintain a course diary for each subject offered during semester/year.
- It shall have following details:
- Syllabus
- Lecture Plan
- Lecture notes for each period
- Date and time of preparation
- Date and time of delivery

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9. CLASS ADJUSTMENT BEFORE GOING ON LEAVE

- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized and with loss of pay.

10. PROCEDURE FOR RELIEF ON RESIGNATION:

- As per the service rules of the Institute, faculty members intending to resign arerequired to give 1 months' notice.
- Institute reserves the right to relieve the staff at any time during notice period.

11. INSTRUCTIONS TO INVIGILATORS:

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of the examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the examination. Ensure that the candidate should not carry any material except HallTicket, ID card and non-programmable calculator into the examination halls.
- Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the commencement of the examination.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the Chief Superintendent / University Representative (UR) immediately. Invigilators should not take the liberty of excusing the defaulters by giving oral warning.

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12. NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS:

- Practical examinations have to be conducted in the respective Laboratories /Workshops / Drawing Halls only.
- Both the examiners (Internal and External) have to assess the students' performance. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the award lists.

13. PROMOTION POLICY:

- Staff members belonging to all branches may be promoted as Associate Professors on completion of 5 years of service provided, they possess post-graduate qualifications. These promotions are need based i.e., to fulfill the cadre ratio required as per AICTE norms.
- Staff members belonging to other disciplines shall be promoted as Associate Professors based on norms only.
- Ph.D. holders having minimum 5 years experience shall be promoted as Associate Professors irrespective of their discipline and selection by the university.
- Staff belonging to Basic Sciences & Humanities with 10 years of teaching experience (in Engineering Colleges) shall be considered for promotion as Associate Professors without insisting on Ph.D.
- Promotion to the cadre of Professor is either through the university selection committee or governing body only.
- While promoting staff to higher cadre, due weightage shall be given to feedback, involvement in extra-curricular activities and administrative responsibilities.
- Experienced candidates working in reputed institutes may be given pay protection without insisting on fulfilling the above norms.

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14. DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT

- HOD is responsible for conducting all academic programs of the Department as per the norms of affiliating University. In pursuance of above objective he/she is required.
- To formulate Time Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain good relations between students and faculty while ensuring discipline and ethical behavior of students.

15. SPECIFIC DUTIES OF HOD

- Should ensure that all classes are held as per the time table and make alternate arrangement for the class work of teachers absent on that day. HOD's should recommend for disciplinary action against that availing leave without prior arrangement for classwork.
- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the principal's perusal.
- Should go around the class rooms and laboratories to ensure the conduct of classes and discipline.
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
- Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
- Should monitor students' development and problems through feedback and counseling.
- Should appoint faculty counselors so as to meet the needs of the students suffering from the effects of stress and peer pressure.

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16. DISCIPLINE IN COLLEGE BUSES:

- All staff members traveling in college Buses should sit in the middle and last row to curb ragging in the Buses.
- Transport in-charge is requested to report the compliance of above instruction to the undersigned immediately.
- Senior faculty members are once again requested to keep a strict vigil on the students indulging in ragging.

17. DUTIES OF LAB-TECHNICIAN:

- Any unexpected breakdowns of Lab Machines/Equipments must immediately be reported to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of Lab Assistant is to identify the requirement of the lab.
- Consumables etc., preferably before the beginning of the semester should be given in writing to the Lab–in-Charge.
- All maintenance works must be carried out & recorded as per the schedules given bythe Lab In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to the students must be maintained for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of "first aid facilities & firefighting equipment's". Avoid other activities during Lab hours unless assigned by the Senior Management.
- Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
- Ensure that the Machine is in proper working condition & then allow the students to do the Job.

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18. DUTIES OF LABS-IN CHARGE:

- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by the Technician in proper manner.
- Lab-In Charge should take necessary steps to procure additional equipment/other materials required through HOD

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