

Code of conduct for Faculty

Faculty are expected to be exemplary in their public and private lives. Their loyalty, sense of dedication, devotion and good behavior at all times should be an inspiration to the students. In pursuance of this aim, they are expected to follow the following code of conduct:

- (i) Faculty members shall serve the Institute with loyalty and shall maintain strict confidentiality in all matters relating to / regarding the Institute affairs.
- (ii) Faculty are expected to be in time, i.e. 9:15 a.m. on each working day. The above timings can, however, be altered at the discretion of the Principal.
- (iii) Faculty should punch their attendance at biometric machine by 9:30 a.m. If a staff member comes late more than four times in a month, one Casual Leave will be deducted automatically.
- (iv) Faculty is not to leave the Institute campus during working hours without prior permission from the Principal. If a Faculty leaves the campus for a short duration, biometric machine installed at the main gate is to be punched both for outgoing and incoming.
- (v) Faculty are expected to be in their classes and are responsible for keeping the class in order in their respective periods. All faculty must be punctual about lecture timings.
- (vi) Faculty are expected to come to Institute well dressed, neat and modest. Faculty should not come in casuals such as Jeans, T-Shirts, etc. on working days.
- (vii) Faculty should guide/ counsel the student as and when necessary. However, they must not inflict corporal punishment to the students. Suspension orders for students, if any, will only be issued by the Principal.
- (viii) Faculty are required to attend to the respective duties such as conducting practical examinations, invigilation duty, escorting the students for any journey, social service work, mid-term trips, etc., or any other duty assigned from time to time by the authorities.
- (ix) Faculty are not permitted to carry out any activity for which they may receive remuneration in addition to what is paid by the Institute, unless specific permission to do so has been granted by the Management.
- (x) Faculty shall also be required to perform duties and assignments, irrespective of the normal working schedule as and when assigned by the competent authorities.
- (xi) Faculty are prohibited to show any kind of favouritism or discrimination in their dealings with the students on the basis of caste, creed, race, colour or religion.
- (xii) Faculty are not required/ permitted to make any press release in name of the Institute. To conduct any meeting with person(s) other than staff of the Institute, they are required to take specific permission in writing from the Institute's authorities.
- (xiii) Faculty are prohibited to approach/communicate with the outside agencies / on matter (s) related to the Institute and / or its working without the prior permission of the Principal.
- (xiv) Faculty are not permitted to be local guardian of any student of the Institute without the prior written permission of the Principal.
- (xv) Faculty will not indulge, carry out or encourage any activities either themselves or through others, which are likely to be, or are prejudicial towards the interest, reputation or / and goodwill of the Institute.
- (xvi) Faculty are expected to conduct themselves with dignity and decorum in all interaction with seniors colleagues, students and their parents.
- (xvii) Faculty are prohibited from making false, vicious or malicious statements deliberately in public or otherwise against the Institute and its Management or any employee.
- (xviii) Services of the faculty shall be terminated if convicted by any court of law for any criminal offence involving moral turpitude.