

Code of Conduct

Teaching Staff

- 1) A faculty shall engage classes regularly and punctually as per the schedule decided.
- 2) Apply for grant of leave well ahead and should not remain absent without prior permission of HOD/Principal.
- 3) Examination evaluation and internal assessment allotted by HOD / Principal should be done time to time.
- 4) Development of audiovisual/ E-content for the topic presented.
- 5) Execution of well prepared lesson plan and delivery of it in effective manner .
- 6) Maintain attendance record of students.
- 7) Completing syllabus within the stipulated time.
- 8) Distribute quality notes for students. Keep updated with the latest knowledge.
- 9) Develops test questions in consultation with the course coordinator.
- 10) Evaluates tests and keep record of marks.
- 11) As a mentor, conduct meetings and conduct counselling sessions for absent students.
- 12) Be available for student consultation on a regular basis, informing students of their availability for student consultations and counselling..
- 13) Make sincere attempt to solve student difficulties at academic and personal level.
- 14) Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;
- 15) Keeps a secure record of each student's results, both electronically and in hard copy,
- 16) Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator.
- 17) Conduct sufficient number of tests in case of credit system.

- 18) Encourage students to actively participate in curricular and extra curricular activities.
- 19) Invites guest speakers and experts for interaction and guidance with students.
- 20) Organizes workshops, seminars, symposia, visits, excursions etc. by coordinating with the concerned HOD.
- 21) Attend workshop, seminars, syllabus restructuring workshops, conferences at State/National/International at collegiate and intercollegiate level.
- 22) Attend Faculty Development Programs arranged by the institution.
- 23) Be in touch with Alumni.
- 24) Provides information about job opportunities in their respective field to placement cell.
- 25) Guides students on career opportunities.
- 26) Maintain teachers handbook/Diary.
- 27) If associated with the lab, design new experiments/practical assignments.
- 28) Prepare lab workbooks and update it time to time.
- 29) Ensures the availability in the lab during laboratory workload for explanation, if needed.
Evaluate practical assignments time to time.
- 30) Ensures availability of equipment / E-media/Computers needed for the practical assignments and get it in proper functioning.
- 31) Evaluate lab workbooks and provides feedback to students on timely basis and conduct oral.
- 32) Ensure cleanliness of laboratory.
- 33) Conduct remedial sessions for needy students.
- 34) Make aware of different scholarships available at student level.
- 35) Carries out research/innovative programs in the department.
- 36) Encourage students to participate in Student conferences and promote research work.
- 37) Time to time prepare documentation of every activity conducted so as to produce for inspection/ NAAC visit.