



# NANDHA ENGINEERING COLLEGE

AUTONOMOUS

ERODE-52

## CODE OF CONDUCT FOR FACULTY

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### A. Code of Ethics for Faculty members:

**In fulfilment of their obligations to the teaching profession, teachers will strive to:**

- Faculty should advance their interests of the teaching profession through responsible ethical practices.
- Faculty should update their knowledge and skills to equip themselves professionally for the proper discharge of duties assigned and regard themselves as learners and engage in continual professional development.
- Faculty should be truthful when making statement about their qualifications and competencies.
- Faculty should contribute to the development and promotion of sound educational policy.
- Faculty should maintain absolute dignity and decorum in dealing with their superiors' colleagues and students every time.
- Faculty should get prior permission from their higher official before taking leave.
- Faculty should not associate with any political parties or take part in any other organisational actively which is not in line with the duties and ethics of the teaching profession.
- Faculty should maintain college details confidentially.
- Faculty should maintain cordial relationship with their colleague, no act of degrade, harass or insult in any other person for any reason whomsoever.
- It is mandatory for faculty members to display Identity cards at all times when they are inside the college campus.
- Faculties should avoid taking Identity cards from students when they are involved in undesirable activities. Identity cards can be demanded only to ascertain the identity of students. After verifying the details of student, Identity card must be returned to the student concerned on the spot.

- Faculty should not involve in any strike or riot in any criticism of college management policy or of the government for any reason.
- 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.
- Faculty must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Faculty in the service of the college shall at all the time strive for academic excellence in the discharge of their duties and conduct in the manner of a perfect role model for others to emulate.
- Every teacher must maintain a course file with all the details prescribed in checklist for each subject as well as lab offered during semester/year.
- Faculty members must take attendance within first 5 minutes of starting the period.
- 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
- Faculty are allowed to take up duties for paper setting work, oral / Practical examination, moderation / Revaluation work, Expert Lectures etc. with other educational institution without disturbing the college work load with the permission of Principal.
- Faculty can avail 12 Days of casual leave during the academic year, if not that leave cannot be carried forward to the next year. Medical leave may be considered if the illness is serious or on maternity grounds requiring prolonged absence from duty.
- Faculty are eligible for college activity compensatory leave if worked on Holidays for college work. Work done on holidays must be approved from HoD, just after the activity is over.

### **CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT**

- HOD is responsible for conducting all academic programmers of the concern department.
- To formulate Time- Tables to provide adequate hours to complete the syllabus well in time.



- Ensure that all classes are held as per the time - table. He should make alternate arrangement for the class work of teachers absent on that day. He should recommend for disciplinary action against that availing leave without prior arrangement for class work.
- To ensure the maintenance of laboratories in good order to provide training to the students effectively.
- To maintain tuneful relationship between students and faculty while ensuring discipline and ethical behaviour of students.
- To ensure for conducting Faculty development programs, Personality development programs, Seminars, Workshops, Conference and so on.
- 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 verify the student attendance on every weekend to check for proper marking of attendance and implementation of lecture plans.
- Supervise the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Organize Faculty meeting once in a week to review Academic and R&D activities of the Department.

### **CODE OF CONDUCT FOR PRINCIPAL**

- The Principal shall direct and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal shall plan the budgetary requirements and go through the financial audited statements of the Institute.
- The Principal shall form various college level committees which are essential for the development of the Institute.
- The Principal has right to take all the necessary actions as and when required to uphold discipline in the Institute.
- The Principal shall encourage Faculty Members to write text books and publish research papers in reputed National/International / Indian Journals/Magazines and

encourage faculty Members to update their knowledge by attending seminars/workshops/conference.

- The Principal shall convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal shall monitor that quality in education and academic services is maintained for continuous development and turn the students into better individuals and responsible citizens of the country.
- The Principal shall ensure that the long-term and short-term progress plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.



**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode - 638 052.**