

## **Code of Conduct for Staff**

- ❖ Each Faculty Member should maintain the decorum of the college and should conduct himself/herself with absolute dignity.
- ❖ Staff members should discharge the duties diligently with efficiency to match the academic standards.
- ❖ Staff should not violate the norms of morality in his/her conduct inside the campus.
- ❖ The staff members should contribute to the promotion of sound educational policy.
- ❖ Faculty members shall be respectful and polite in his/her dealing with the Management, Principal, Superiors, colleagues and students.
- ❖ Staff members should not use cell phones in the class room, examination hall and during official meetings.
- ❖ Faculty members should never disclose the confidential matters of the college.
- ❖ Every staff member should wear the identity card inside the campus.
- ❖ Staff members should come to the college modestly dressed. Women faculty should wear over-coats during class hours. Male faculty members should be in formal dress.
- ❖ Staff members should complete the syllabus; practical's and project working time.

- ❖ Staff members should avail leave with prior permission from the Principal and H.O.D. In case of long leave, the Secretary of the college should be informed.
- ❖ Faculty members should always be punctual to classes, meetings and all college functions.
- ❖ Faculty members shall not discriminate any students on ground of caste, creed, religion and language.
- ❖ Faculty member should be a role model to the students
- ❖ Faculty Members should be trust worthy and should act in the best interest of the progress of the institution.
- ❖ Faculty members should not show partiality among students.