\

K.S.RANGASAMY COLLEGE OF TECHNOLOGY

(Autonomous)

Tiruchengode – 637 215, Namakkal, Tamil Nadu

CODE OF CONDUCT FOR FACULTY

Version 2.0

AUGUST 2020

Roles & Responsibilities of Faculty

1. Faculty of the Institution shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of propriety.

2. Faculty of the Institution shall not behave in a manner which is unbecoming of such a faculty or which is derogatory to the prestige of the Institution.

3. Faculty of the Institution shall not act in a manner which will place his/her official position under any kind of embarrassment.

4. Faculty must deal with the students, parents and colleagues in a courteous manner.

5. Faculty of the Institution shall not, in his/her official dealings with the public and students, adopt dilatory tactics or willfully cause delays in disposal of work assigned to him/her.

6. Faculty of the Institution shall not participate in any strike or similar activities including absence from duty without permission, hunger strike, etc; against the Institution.

7. Faculty of the Institution while on duty shall not be in the state of intoxicationor inebriated condition under the influence of such drinks or drugs.

8. Obey all the orders, duties assigned by the academic In-charge, Head of the Department, Deans, Principal, and Secretary from time to time.

9. Observe Institution timings from 9:10 AM to 04:00 PM.

10. .Do not sit in canteen for a long time and involve in unnecessary gossip.

11. Salary bill will be made based on the biometric report of KSRCTCMS

12. Follow dress code i.e. formal dress with In-shirt and shoe for Male and Sareefor Female on all working days. No T Shirt and Jeans to be worn by faculty.

13. Wear ID card all the time and also insist the students to follow the same.

14. Always apply Leave in advance with proper alternate arrangements.

15. Engage Theory and Lab classes as per the time-table and strictly adhere to the timings.

16. Avoid dictation of content from the textbook or from power point presentation during the classes; make sure of explanation of the topic with suitable examples. Make use of Technology of digital classroom for power point presentation, NPTEL Video

Lectures, any other source of videos or audios for better explanation and understanding of the topic.

17. Follow the medium of instruction which is English. Avoid speaking in Tamil or other vernaculars in the class or laboratory. Also, the faculty should converse in English with their colleagues and students inside the Premises

18. Before commencement of class ensure that the students occupy front benches uniformly. Have proper control of class and maintain proper student-faculty, faculty- faculty relationship.

19. Attendance must be taken at the beginning of the class and post it in Institution Automation Software immediately after the class and forward the same to Examination Branch of the Institution at the end of month.

20. Avoid overwriting/modifications of Attendance Registers while marking the attendance 'Please do not apply whitener in the Attendance Registers'

21. Attendance registers should always be kept ready for inspection by the Principal/ the HoD/ Academic In-charge/ Institution Academic Audit Cell

22. Faculty is required to get their Attendance registers duly verified and signed by their respective HoD every fort night. The safe custody of the attendance register is the sole responsibility of the faculty

23. If a student is falling shortage of attendance or is continuously absent, he/she should be warned. And if this continuous, further it should be brought to the notice of his/her parents/guardian, the Academic In-charge, HoD concerned and the Principal.

24. Do not mark absent/send out any student for want of disciplinary action. If the student is creating problem and disturbing the class, the same may be broughtto the HoD concerned.

25. Conduct the assignment in the class before the mid examination. Please do notgive them questions to write the assignment at home.

26. Ensure that the students to complete the records every week and verify the same every week and award marks/grade based on the performance only.

27. Prepare viva-voce questions of concern laboratory and make them available to the students. Ask the viva-voce questions to the students every week in the laboratory.

28. Please check your official mail every day and go through the circulars and take prompt action.

29. Prepare and maintain Course File of the subject handling.

30. Prepare Lecture Schedule, Tutorial Sheets and Assignments, make it available to the students in advance and submit a copy of the same in HoD office.

31. Review the coverage of Syllabus periodically and complete all the units before scheduled mid/university examinations. In case of any difficulty in completionof syllabus, please approach the HoD for additional classes.

32. Attend all Department Association meets and encourage student participationin the Association meets and also, encourage the students to participate in theclub activities.

33. Should feel responsible and actively involved in the development of the Department and Institution. Please come on time for the meetings of the departments/Institution/any other meetings called for.

34. It is your duty to observe the students in the campus for any act of indiscipline irrespective of their department and please bring it to the notice of the HoD concerned.

35. Upload latest information of the department and post assignments, tutorial sheets, viva-voce questions, objective questions, circulars, notices etc., in forums, Institution Management Software on Institution website www.cmrcet ac in for sharing the information among staff and students.

36. All the correspondence of staff and students must be routed through properchannel only.

37. The faculty must qualify NET/SET examination for consideration of lectureshipat the National State level. Hence faculty is advised to write the NET/SETexam and clear the same (Faculty of Humanities & Sciences only). Other faculty is also encouraged to clear NET/SET and take admission for Ph.D.

38. Encourage and suggest students regarding higher studies and motivate them to write exams like GATE, CAT, TOEFL, GRE, etc.

39. Avoid use of mobile phones during the class and lab hours and instruct the students to do the same. USING MOBILES INSIDE THE CLASS ROOM IS STRICTLY PROHIBITED.

40. Become a member of Professional bodies like IEEE, IETE, CSI, IE, ISTE, etc.

41. The faculty is expected to publish at least one research article in an academic year in the national or international conferences/journals in their respective domain.

42. The sanction of On-Duty (OD) will be at the discretion of the HoD/ the Principal. The total no. of ODs should not exceed one week in a semester to attend Workshops, Seminars, Conferences, FDPs, Symposiums, and Exam Duties etc. However, it may be reviewed from case to case.

43. Faculty members should submit a soft copy of Question Bank to the HoD consisting of at least 6 unique questions (Part A & B) from each unit of the concerned subject.

44. Invigilation duties must be carried out with utmost care and responsibility, Avoid late reporting, carelessness and casual approach towards Invigilation duty. Carrying of mobiles to the examination halt is strictly prohibited.

45. Evaluation must be fair, impartial, unbiased and fans parent.

46. The project guide is completely responsible for the execution of the project carried out in-house or outside and at least one paper should be published at the level of national conference of both UG & PG (This is apart from mentionedin Clause 41).

47. Do not encourage unethical practices. Please help the Institution in maintaining congenial environment for learning.

48. Please complete assessment of course outcomes (COs) for the Theory & Laboratory courses engaged by an Individual and submit the same to the HoDby the end of the semester.

49. It is mandatory to be part of AICTE Approval Process/ NBA and NAAC Accreditation Process teams to help the department in preparing the required files for the inspection.

50. Prepare Question Bank and map the questions with the COs and submit a copyof the same to the HoD and in Exam Section.