

# FACULTY

# CODE OF CONDUCT



**GONNA INSTITUTION OF INFORMATION TECHNOLOGY AND SCIENCES**

(Approved by AICTE, New Delhi, Affiliated to JNTU-Kakinada)

Gonnavanipalem, Aganampudi, Visakhapatnem-530046

## **CODE OF CONDUCT FOR FACULTY**

The faculty shall abide to the Rules/Regulations/Responsibilities at all times. The rules, regulations and responsibilities are only indicative and not exhaustive. Non-adherence or non-compliance to the rules, regulations and responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employee's/faculty members.

1. The faculty must be punctual to duty.
2. During college working hours, the individual must remain on campus;
3. They must carry out their administrative, teaching, research, and consulting duties with diligence, impartiality, and complete dedication;
4. Faculty members are expected to behave in a cooperative and professional manner.
5. Take safety measures to safeguard college property, tools, and supplies.
6. Attend and take part in meetings and activities that are assigned by the principal and head of department.
7. To take up additional tasks assigned by the principal or management, not limited to academic and evaluation duties.
8. To continuously engage in research and consulting activities in addition to teaching, especially to the professor and associate professor levels.
9. They must adhere to and obey the laws and guidelines that are in effect and may be amended from time to time.
10. They cannot participate in or accept private tuitions.
11. They must dress decently and formal dress.
12. They must adhere to and obey the guidelines and policies.
13. Without causing any inconvenience to the evaluation process, he or she must complete the evaluation work for the Semester End Examinations (SEE) and Continuous Internal Evaluation (CIE) as soon as possible.
14. He or she is not allowed to accept or carry out any tasks or assignments outside of the college without first receiving permission from the HOD, Vice-Principal, and Principal (limited to a total of 15 days per year);
15. When a faculty member is assigned or allowed to work on a project outside of the college, they must provide documentation of their attendance, which must be noted in the department.

### **II. BEHAVIORAL**

The teaching profession has very high expectations for ethical behavior. It is expected of the faculty members to act appropriately and professionally. The faculty member must abide by the following codes of conduct listed below;

1. The faculty is prohibited from acting in an impolite or abusive manner, criticizing their superiors, speaking poorly of other employees, or engaging in verbal attacks that go

beyond what is appropriate or professional.

2. Additionally, the faculty must refrain from altering or manipulating any records.
3. They must also refrain from engaging in any unauthorized activity leading to financial benefits.
4. The faculty members must refrain from engaging in unethical behavior that compromises the institution's moral values.
5. The faculty members must abide by the rules, regulations, and policies of Management from time to time.

### **III. ACADEMIC**

1. To carry out the scheduled classes as allocated.
2. To maintain the record of lesson plans and other relevant documents of the courses handled by them;
3. To engage in professional development opportunities and activities and use the principles in academic activities like class delivery and practical sessions;
4. To implement the designated curriculum with the aforementioned objectives.
5. To improve the teaching and learning process, faculty members will collaborate on projects, exchange information, and allow students to reflect on their experiences in internships and outdoor learning experiences.

### **IV. CLASSROOM MANAGEMENT**

1. To attend class well-prepared and maintain concentration on the subject;
2. Arrive to the classroom promptly (i.e., five minutes before the scheduled commencement);
3. Record attendance for the first ten minutes of the allotted class period. The lecture only benefit is available to students who arrive to class after ten minutes not attendance;
4. To start the lesson by reviewing the key ideas from the previous session to help with memory lapses and to reaffirm the notions;
5. To impart knowledge in a way that promotes effective two-way communication;
6. To be well-organized, efficient with time, and to proceed in a systematic and planned manner;
7. Whenever feasible, involve visual and activity-based learning; create power point presentations (PPT) in addition to using a blackboard as needed;
8. Whenever feasible, present case studies from real-world situations. Use the right techniques to accomplish the learning goal;
9. Summarizing the material at the conclusion of each lesson;
10. Absence from duty without authorization is not permitted and will be viewed seriously.
11. To assess the exam answer booklets within the allotted academic calendar time and to make the evaluation process transparent;
12. The faculty member must fulfill all academic and evaluation deadlines that are

- periodically specified;
13. They cannot postpone, let off, or suspend a scheduled class without the concerned HOD or Principal's permission;
  14. They must manage the practical classes they are assigned and remain available in the designated location for the entire duration of the class;
  15. After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it.

#### **V. STUDEDNT RELATIVE**

1. To motivate students to show interest and learn the most;
2. Being accessible to students to answer any questions they may have, even after class;
3. To give students a comprehensive list of potential questions covering every subject to help them improve their knowledge and feel more confident while facing the test.
4. To treat students with respect and instill in them the value of treating people with dignity;
5. To encourage and assist students in completing minor educational projects in relevant fields (recommended by you and selected by the student independently) in order to enhance their capacity for self-learning skills improve;
6. Have comfort dealing with exceptional, slow, and diversely needing learners;
7. Be able to address any student misbehavior with firmness but gentleness.

#### **VI. ROLE AS A MENTOR, COUNSELOR, AND PROCTOR**

1. As a proctor, the faculty member is responsible for providing the student with advice and counsel on all academic issues (such as course registration, reregistration, course dropout, and withdrawal);
2. The proctor is required to meet with the assigned students at least once every two weeks. Reports to the Principal, Head Proctor, or Head of Department regarding students who fail to appear for Proctor meetings.
3. He or she will be able to relate to students' struggles and provide tailored advice based on each case. Make sure that a student's academic development is regularly observed and evaluated;
4. Inform parents about their wards' about general behavior and academic success.
5. To demonstrate communication and interpersonal skills as they relate to interaction with students, parents, colleagues, staff, and administrators.
6. The proctor should act as a friend, philosopher, and mentor.
7. The proctor journal must be updated on a regular basis with detailed information about the student's academic progress and appropriate proof.