



CODE OF CONDUCT FOR FACULTY AND STAFF

GENERAL

- ✦ The faculty members must be punctual to duty.
- ✦ He/she shall stay within the campus during the working hours of the Institute.
- ✦ He / She shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment.
- ✦ The faculty members are expected to conduct themselves in a professional and co-operative manner.
- ✦ Take precautions to protect equipment, materials and facilities of the institute.
- ✦ Attend and participate in the meetings, activities called/assigned by the HOD, Dean(s), co-ordinators, Vice Principal and Principal.
- ✦ To take up other duties and responsibilities prescribed by the Principal / Management apart from Academic and Evaluation duties.
- ✦ To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.
- ✦ All are required to conform to & follow the rules & regulations in force from time to time.
- ✦ He / she shall not engage/take private tuitions.
- ✦ He / She shall wear a decent and formal dress.
- ✦ He/she shall finish the evaluation work of Internal Assessment (IA) and University Examinations (UE) on priority without causing any inconvenience to the evaluation process.
- ✦ He/she shall not accept/proceed to undertake any duties/works outside the institute without prior approval of the authorities concerned namely HOD, Vice Principal and Principal (limited to a total of 15 days in a year).
- ✦ Whenever a faculty is deputed / permitted to take up an assignment outside the institute, the concerned should submit proof of attendance and the same should be recorded in the department.

BEHAVIOURAL

The teaching profession expects high standards of ethical behaviour. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below:

- ✦ The faculty shall not indulge in rude or abusive behaviour, comment against superiors, and make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.



- ✦ The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents.
- ✦ The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.
- ✦ The faculty shall desist from exhibiting non-ethical behaviour that jeopardizes the moral standards of the Institution.
- ✦ The faculty shall comply with rules, regulations and policies of the Management from time to time.

ACADEMIC

- ✦ To conduct the assigned classes as per schedule.
- ✦ To maintain the record of lesson plans and other relevant documents of the courses handled by them.
- ✦ To implement designated curriculum with the said objectives.
- ✦ To participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery & also in practical sessions.
- ✦ The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process.

CLASSROOM MANAGEMENT

- ✦ To come well prepared for the class and stay focused on the topic/content.
- ✦ Be present in the classroom right in time [near the classroom five minutes prior to the scheduled commencement.
- ✦ To mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance.
- ✦ To commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas.
- ✦ To share knowledge in a manner that encourages effective two-way communication.
- ✦ Be organized and in order to make efficient use of time and move in a planned and systematic direction.
- ✦ To be self-confident and facilitate quality delivery of the subject.
- ✦ Involve visual and activity based learning wherever possible in addition to conventional use of black-board depending on the subject & necessity.
- ✦ Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning.
- ✦ To pose questions to the students which inculcate out of box thinking.
- ✦ To summarize the concepts at the end of every class.
- ✦ After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it.
- ✦ To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent.
- ✦ The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time.



- ✦ Shall not pre-pone, post-pone, and let-off or suspend a scheduled class without authorization from the concerned HOD/Vice Principal/Principal.
- ✦ Shall handle the assigned practical classes and be available in the designated place for the full time.
- ✦ A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class.
- ✦ Absence from duty without authorization is not permitted and will be viewed seriously.

STUDENT RELATED

- ✦ To motivate students to show interest and learn the most.
- ✦ To be available for the students even after class hours to clarify their doubts, if any.
- ✦ To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently.
- ✦ To treat students with respect, and teach them to treat others with respect.
- ✦ To motivate and help students to do minor educational projects in related area/topics (suggested by you & chosen by the Student himself/herself), so that their analytical and self-learning skills improve.
- ✦ 6 Feel comfortable working with exceptional learners/slow learners and learners with diverse needs.
- ✦ To handle gently but firmly, any misbehaviour of students and weed out the cause.

ROLE AS COUNSELLOR/MENTOR

- ✦ As a counsellor, the faculty shall advise/counsel the student on all the academic matters.
- ✦ He/she must meet the assigned students at least once in every fortnight. Shall report to the Chief Proctor/HOD/Principal about those students who avoid meeting the Proctor.
- ✦ He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed.
- ✦ Keep the parents apprised about the academic progress and general behaviour of their wards.
- ✦ To demonstrate communication and interpersonal skills such as interaction with Students, Parents, Colleagues, Staff and Administrators.
- ✦ To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The counsellor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification.
- ✦ The counsellor should serve as a friend, philosopher and guide.

CODE OF CONDUCT FOR THE STAFF

- ✦ Staff must maintain high standards of punctuality, honesty and professional ethics.
- ✦ They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- ✦ Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.



- ✦ Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- ✦ Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- ✦ All staff of the college should maintain harmonious relations with other staff and students.
- ✦ Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- ✦ All staff should follow the instructions and directions of the authority.
- ✦ All staff should constructively contribute toward the development of the college and university.
- ✦ All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- ✦ All staff shall extend their services for the welfare of the community & society at large.
- ✦ All staff should properly maintain the records of respective portfolio.




 PRINCIPAL
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 BIRLA VISHVAKARMA MAHAVIDYALAYA

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Draft committee:

Dr. Indrajit N. Patel, Principal, BVM Engineering College

Dr. P. M. George, Professor & Head, Mechanical Dept.

Dr. Zankhana Shah, Information Technology Dept.

Prof. Vimlesh Agrawal, Structural Engineering Dept.