



**SRI RANGANATHAR**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)  
Near to SEZ IT Park, Athipalayam, Coimbatore, Tamil Nadu – 641 110  
Website: [www.sriet.ac.in](http://www.sriet.ac.in) Email: [sritech@sriindia.net](mailto:sritech@sriindia.net)



ISO 9001:2015



# CODE OF CONDUCT

## FACULTY

# TABLE OF CONTENTS

1. CODE OF ETHICS FOR FACULTY _____	3
2. RESPONSIBILITY AND ACCOUNTABILITY _____	3
3. DRESS CODE _____	4
4. ID CARD _____	4
5. COMMUNICATING WITH PARENTS _____	5
6. STUDENTS - LATE COMING _____	5
7. TAKING ATTENDANCE _____	5
8. COURSE DIARY _____	5
9. CLASS ADJUSTMENT BEFORE TAKING LEAVE _____	5
10. INSTRUCTIONS TO INVIGILATORS _____	6
11. DISCIPLINARY ACTION POLICY _____	6

## 1. CODE OF ETHICS FOR FACULTY

In fulfillment of their obligations to the teaching profession, Faculties will:

- Adhere to ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when declaring their qualifications and competencies.
- Contribute to the development of academic standards, institution, peer group and students.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Be a “whistle blower” when rules and regulations of the Institution is breached.
- Teaching being a noble profession, it is expected that healthy, ethical and society accepted teacher-student relationship is strictly followed.

## 2. RESPONSIBILITY AND ACCOUNTABILITY

- All the employees should strictly follow the HR policy of the Institute.
- Every employee shall maintain absolute integrity & devotion towards duty and also be strictly honest & impartial in official work at all times.
- Every employee is expected to be courteous in his/her interaction with other members of the staff, students and members of the public at all times.
- Faculty members are required to observe the scheduled hours of work during which they must be present at the place of their duty.
- The employee have to register their attendance in both bio-metric system / while starting and closing of their working hours.
- All grievances shall be addressed to the Dean / Principal / CE-HR / Chairman through proper channel.
- The faculty members are expected to maintain a very healthy teacher-student relationship, maintain utmost discipline among the students and uphold the decorum of their position. Faculty should handle the subjects assigned by the Head of the

Department / Institution.

- Faculties should complete the syllabus within the time and shall produce good results in the subjects handled by them.
- Tutor - Ward & Mentor- Mentee system must be effectively implemented and faculties should monitor the respective group of students who are assigned to them.
- Faculties should be good counselors and facilitators. They would help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- As per the instructions from the Exam Cell, faculty should provide assistance for CIA tests and valued answer scripts should be given on time to the students with required clarifications. Marks for the assignments, CIA Tests, Seminars, if attended, are to be entered in the counseling report and uploaded in University portal.
- Faculties should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Faculty should avoid using mobile phones inside the campus during working hours.
- Faculty staying in the hostel and Wardens should ensure the rules & regulations of hostel are strictly followed by inmates.

### **3. DRESS CODE**

Following is the dress code for the faculty of Institute:

- Gentlemen : Formals -Tucked in shirts and shoes
- Ladies : Saree and Overcoat

### **4. ID CARD**

- All the staff members both teaching and non-teaching have to wear the identity cards compulsorily with in the campus.
- Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

## **5. COMMUNICATING WITH PARENTS**

Faculty should not summon parents to the Institute without the knowledge of HOD. However, the Class Advisor / Tutor may communicate to the parents about their wards' achievements, progress and behavior.

## **6. STUDENTS – LATE COMING**

- Students should not be denied admission into the Classrooms / Labs when they report late for the classes. However, such students will lose their attendance for those classes. Continued / repeated late coming shall be brought to the notice of HOD / Dean / Principal.
- Faculties must desist from awarding physical punishments or threatening the student in the name of marks or other punitive action for indiscipline, misbehavior or insubordination in the classrooms. However, they can warn such students and also report to the HOD / Dean / Principal for necessary action.

## **7. TAKING ATTENDANCE**

- Staff members must take attendance within the first 5 minutes of starting the period.
- Students who are violating dress code must not be allowed to attend the classes, laboratories and library. Faculty members must report such cases to the Admin. Office for cancellation of attendance for that day.

## **8. COURSE DIARY**

Every faculty must maintain a course diary for each subject offered during semester/year. It shall have the following details: Syllabus, Lecture Plan, Timetable, Lecture notes for each period, Question bank etc...

## **9. CLASS ADJUSTMENT BEFORE TAKING LEAVE**

As per the policy of the Institute, faculty members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave. All the staff members are advised to strictly follow the above procedure, failing which the leave will be treated as loss of pay.

## 10. INSTRUCTIONS TO INVIGILATORS

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination.
- Collect the seating arrangement / Answer Booklets / other Examination stationeries and be present at the respective hall at least 15 minutes prior to the commencement of examination.

## 11. DISCIPLINARY ACTION POLICY

- It is for the employer to set and maintain satisfactory standards of conduct and performance at work. Employees are clear about the standards that are expected from them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.
- The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- A written report, preliminary enquiry, show cause notice, obtaining reply, formal enquiry, enquiry report, show cause notice on the proposed punishment and final orders are part of the disciplinary action in which Principle of Natural Justice will be strictly followed.
- Following are some of actions, which are unacceptable to the institute and often results in disciplinary action:
  - Insubordination
  - Theft
  - Any activity that is considered against law, ethical or moral values resulting in moral turpitude
  - Any action bringing discredit to the Institute
  - Falsifying, grafting, or forging of any record, report, or information

- Discourteous behavior
- Unauthorized absence from assigned work
- Sleeping on duty
- Negligence & dereliction of duty
- Interfering with the work performance of another employee
- Favoritism or any activity or relationship with students that would be a felony on staff
- Willful damage / sabotage to equipment or property of the Institute
- Continued failure to perform assigned duties
- Habitual absence or tardiness
- Job abandonment
- Instigation or refuse to work either individually or collectively
- Misbehavior with anyone
- Fraud or Dishonesty
- Bribe or collecting money without authorization of Management
- Providing information about SRIET without approval of Management
- Any action which is to be construed against the Institution core values