



Code of Conduct for Faculty and Staff

This code of conduct, which applies to all employees, aims to improve ethics and persistence on campus. It is requested of all Employees to abide by this Code and promote a cohesive environment.

1. The employee's duties during working hours include using all of their skills and knowledge to serve the institution with integrity, according to any rules, regulations, or procedures that may be in place at the moment and devoting their whole attention to the institution's growth and improvement.
2. Employees are not permitted to be directly or indirectly involved in any other assignment or employment (full- or part-time) during or after their working hours at the institution without the prior written authorization of the institution.
3. Employees should not miss work unless there are legitimate reasons or unanticipated circumstances, and they should obtain prior authorization from the Designated Authority. For the sake of the students, all faculty members must carefully abide by the academic requirements of the institution and finish the syllabus on time.
4. Teachers need to be skilled mentors and facilitators. To ensure the effectiveness and success of the teaching-learning process, they should assist, counsel, and mentor the students in developing their overall personalities.
5. Faculty members should take part in activities such as publications in journals, conferences, seminars, workshops, FDP, funding proposals, awards and recognitions, patent filing, books/ chapters and online certification courses for the academic excellence.
6. Prior permission must be obtained for leave/reporting late morning or early evening without loss of duties.
7. Employee will only be relieved of their duties upon resignation etc at end of semester or upon completion of notice period whichever comes later.