


CODE OF CONDUCT FOR FACULTY

UNDERTAKING BY FACULTY

I, Mr/Ms S/o D/o of Mr/Ms appointed as in Nirmala College of, Kunnappilly P.O, Meloor, Chalakudy, is aware of the following:

1. The class/working hours in the college are from 9.00 am to 4.00 pm and there will be no class/working on second and fourth Saturday. However, as per the need of time/semester fourth Saturdays might be working.
2. The faculty should record their attendance twice a day by marking their initials in the relevant column of the Attendance Register and punching. Attendance of the morning session should be marked when they arrive at the college in the morning and before session when they leave the college after class/working hours.
3. Those who come after 9.00 am or go before 4.00 pm should mark the time in red ink along with their initials. Late coming and Early going data will be gathered from the biometric attendance machine. Three late coming/early going will be considered as one leave.
4. The faculty have to seek the permission of the Principal/Vice-Principal to leave the college campus during class/working time. Early going/Late coming exceeds one hour, it will be considered as half day leave.
5. There will be no class/working on first and fourth Saturdays
6. Faculty are entitled to avail one leave per month in addition to declared holidays. Carry forward of leave beyond the academic year is not allowed and prefixing and suffixing leaves to declare holidays is not permitted.
7. Leave will be granted only for unavoidable reasons in consideration of the smooth functioning of day-to-day classes/works.
8. Application for leave should be submitted to the Principal only after making substitute work arrangements .Work load arrangement and leave form should be signed by the HOD




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9. The Faculty is expected to accept the assignment allotted to them by the Principal in the co-curricular activities including study tours of the students.

10. Faculty is expected to prepare a month-wise semester scheme of work according to the syllabus of the subjects allotted to them and take care to cover the portions accordingly. The column of the year plan sheet should be up to date on the last working day of every month. Attendance at the departmental discussions is compulsory.

11. Faculty should strictly follow the instructions in the students' Attendance Register. The faculty should mark the attendance of the students every period and fill up all the relevant columns in the attendance book legibly and correctly. If the strength in the class does not match the attendance book, the matter should be reported to the Principal.

12. Students absenting themselves without leave for more than 10 working days will have their names removed from the rolls. In such cases, the matter is to be intimated to the parents on the third day; further on the fifth day, the Principal should be apprised of the matter with convincing reasons.

13. Special classes can be arranged only with the prior permission of the Principal and it should be intimated to the students three days in advance. Attendance is compulsory and should be marked by the Faculty.

14. Faculty is not supposed to collect cash from the students or permit the students to collect cash from others without the written permission of the Principal.

15. Class Teachers/Class Tutors should ensure that the concerned attendance register and absentees records are kept up to date. Evaluation of the report will be done every week.

16. Consolidated monthly report is to be submitted to the Principal before 30th of every month.

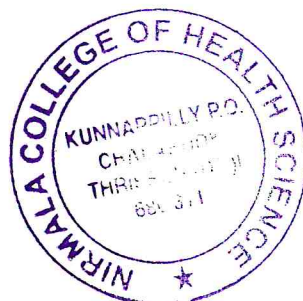
17. Leisure periods are normally intended for preparation, valuation etc. Moderate silence is expected in the staff room during leisure periods for the sake of fellow faculty members. No indoor games are expected during leisure periods in the staff room.

18. The faculty is expected to have thorough preparations before going to the classes. Wasting class time by dictating notes or reading textbooks is not appreciated.

19. Mutual arrangements of class periods should be with the prior permission of the HOD/Principal.

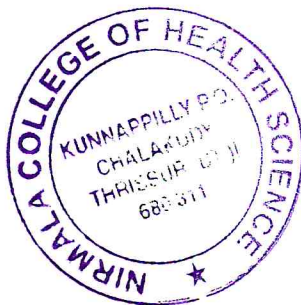
20. Seating arrangements in the classroom should be made by the concerned Class Teacher/Class Tutor.


21. Entertainments like music, dance etc. should not be encouraged inside the classroom during class hour



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22. Complaints/requirements of students are to be recorded in the Complaint Register.
23. Speak respectfully with fellow Faculty and students. Faculty should desist from involving themselves in loose talks or criticising fellow Faculty members, students and other staff or higher authorities.
24. Faculty are not supposed to sit and lecture the classes.
25. Respectable distance should be kept during interaction with colleagues.
26. Faculty should not get themselves unnecessarily involved in undesirable activities such as friendly get together, birthday celebrations inside campus, entertaining students at home and over friendly with students.
27. Faculty should not patronise/organise activities or events with the involvement of students inside or outside the college without prior written permission from the Principal.
28. Faculty should as far as possible, make themselves available at their allotted seats during unassigned hours.
29. Faculty should be present in the class in the first minute of the period. Late arrival of faculty in the class is not appreciated.
30. Faculty should pay attention to the grooming aspect of students. He/She is expected to spend a couple of minutes at the beginning of every class to observe the students, their uniform, ID Cards, haircut & beard etc. are in order.
31. Issues arising in the class should be reported in writing to the Principal at the earliest on the same day of the occurrence.
32. Every faculty is expected to bring to the notice of the Principal any instance or hearsay that may be detrimental to the goodwill of the institution.
33. Spreading of fake news rumours and making false allegations against students/Teachers/College/Management through any mode of communication including but not limited to media/social media is a violation of code of conduct which shall attract disciplinary/legal action against me.
34. Possibility of discontinuation of service of the faculty should not be disclosed to the students.
35. Accepting and presenting personal gifts to/from students are not permitted.
36. Faculty are requested to restrict the usage of mobile phones for personal purpose during working hours.




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37. Faculty shall be responsible for the course materials/library books issued by them for reference.

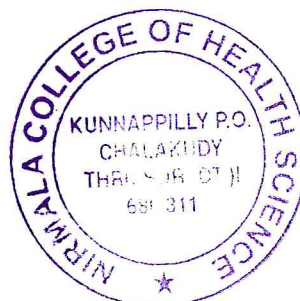
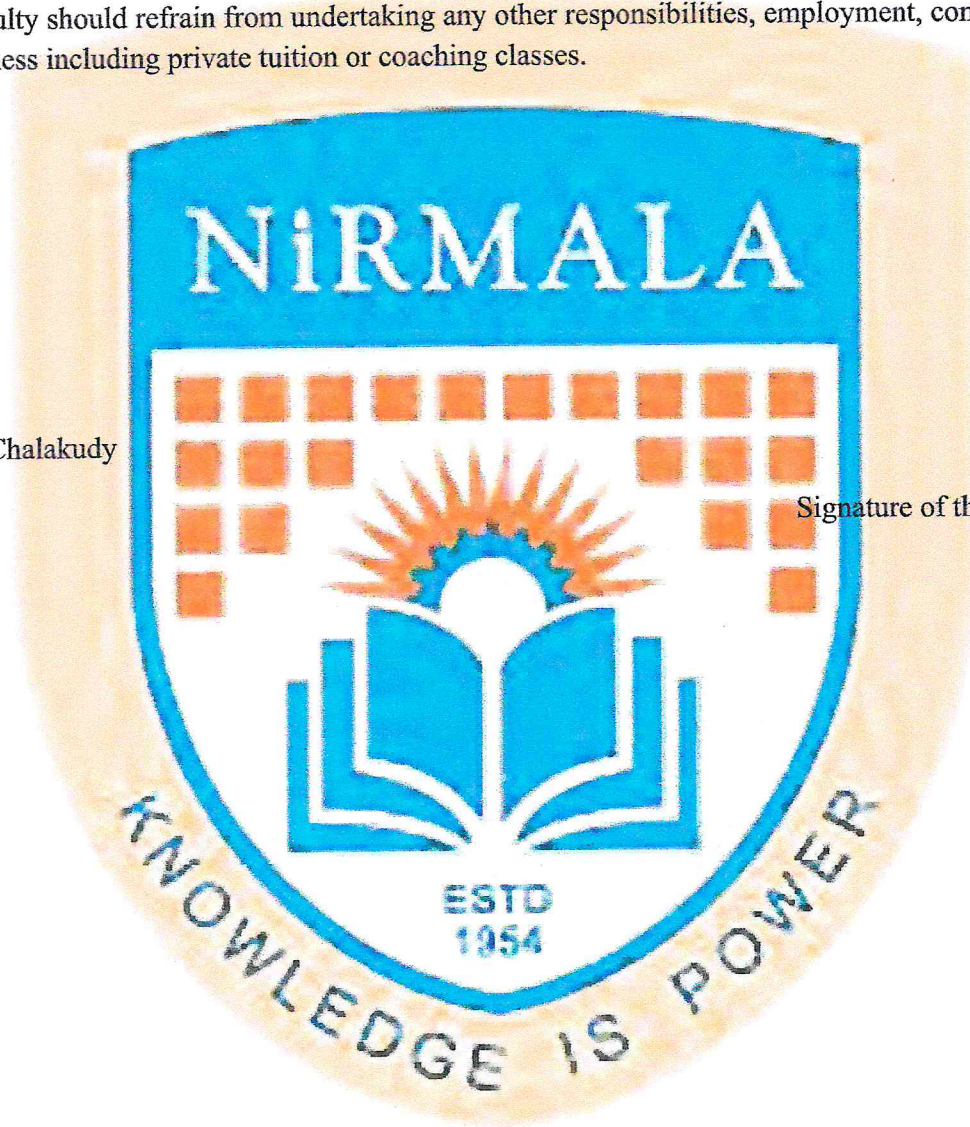
38. The ultimate aim of a faculty should be to bring up the students to the highest possible standard of education and character. Make them feel that a faculty works hard for their all-around development and to build a reputation among the students and all concerned.


39. Faculty should refrain from undertaking any other responsibilities, employment, commitment or business including private tuition or coaching classes.

Place: Chalakudy

Date:

Signature of the faculty




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