

# K.L.N.COLLEGE OF ENGINEERING



## Code of Conduct for Members of Faculty

- Faculty members should adhere to the service rules and norms of the institution. Faculty members are expected to work honestly in all aspects of assigned work.
- Faculty members are instructed to comply with college policies and procedures which aim to promote student education and welfare.
- Faculty members should be kind enough, caring, fair and committed to the best interests of the students. Faculty members should treat all students equally without considering gender, family status and religion.
- Faculty members should acknowledge, respect the uniqueness, individuality and specific needs of students. Faculty members should not misguide or de-motivate the students under any circumstances.
- Faculty members are expected to report incidents or matters that affect students' welfare immediately to the competent authority.
- Faculty members should communicate with students and parents in a professional manner. They should not use unparliamentary words under any circumstances.
- Faculty members are expected to develop cordial relationships with stake holders such as students, Colleagues, Parents, Alumni, Employers, and Management.
- Faculty members should respect the privacy of others especially with opposite gender and also expected to help their colleagues in their work.
- Faculty members should maintain punctuality in coming to the college, class engagement and in attending academic activities.
- Faculty member should wear formal dress with shoes. Jeans pants and T-Shirts are prohibited. They should act as a role model to the students in maintaining personality.
- Any instructions in the form of circulars / electronic media issued by the Principal time to time must be complied with.
- Faculty members must always wear their Identity Card while inside the college premises. Faculty members are barred from using mobile phones while taking classes, attending meetings and exam duty.

- **Any lapses from the assigned work by the faculty members, not obeying their higher authorities will lead to an enquiry for a disciplinary action.**
- **For making any representation to the Principal, it should be sent through proper channel.**
- **Faculty members are not allowed to be part of any political party in order to engage in political movement or activity.**
- **Faculty members should not involve in any communal / religious activities inside or outside the campus.**
- **No representation to any government authority / University in the name of the college should be made by any members of faculty without the Principal's permission.**
- **Any faculty member who commits a mistake or offence which affects the reputation of college shall be punishable by the competent authority.**
- **Faculty member should not send any anonymous letter degrading others to higher authorities of the institution or any higher bodies.**
- **Faculty members should not indulge in any kind of illegal activities.**
- **Faculty members should not upload any derogatory comments / pictures / videos in the social media.**
- **Faculty members are instructed not to involve in plagiarism while presenting research papers / thesis / project.**
- **Faculty members should not engage in private tuition, part time work for any monetary gain.**