



FACULTY CODE AND CONDUCT POLICY

Policy Guide Lines:

- Faculties shall be at the appointed classroom at the appointed time without any exception.
- Every faculty shall take attendance at the beginning of the teaching session.
- Every faculty shall close the hour punctually at the end of the session. A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action if it is with his / her power or reporting the matter to the Principal.
- Every Staff member shall attend all the department and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculties and staff members shall not engage themselves in other activities /businesses, which affect their effective contribution in the Department and the college.
- Faculties and staff members shall not receive gifts on any kind from the students or their parents for any favoritism.

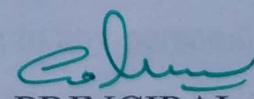
Faculties shall maintain a respectable work conduct in terms of:

- Preparation for the particular day's classes, with latest information added to earlier course content.
- Keeping all teaching aid material required for conducting the class in an orderly manner.

- Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to the students, evaluating in time and giving feedback to the students.
- Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining the prior sanction for leave of absence and forwarding the students of such absence as a measure of courtesy.

Faculties shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging any activity of business inside or outside the college premises, including money lending, canvassing for the sale of any article or distribution of any commodity.
- Strictly not to affiliate with any political organization this might cause conflict of interest with the duties of the teacher and the reputation of the institution.


PRINCIPAL

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SAI SPURTHI INSTITUTE OF TECHNOLOGY
P. GANGARAM(V), SATHUPALLY(M)
PIN : 507 303, Khammam Dist. T.S.