



## SENGUNTHAR ENGINEERING COLLEGE (AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956  
NAAC Accredited with 'A' Grade

TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU



### CODE OF CONDUCT FOR FACULTY

1. Faculty members should be available in the institute during working hours and follow the dress code prescribed by the management.
2. Faculty must deal with the students, parents and colleagues in a courteous manner.
3. Faculty of the Institution shall not participate in any strike or similar activities including absence from duty without permission, hunger strike, etc; against the Institution.
4. Faculty of the Institution while on duty shall not be in the state of intoxication or inebriated condition under the influence of such drinks or drugs.
5. All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
6. All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
7. Do not sit in canteen for a long time and involve in unnecessary gossip.
8. Wear ID card all the time and also insist the students to follow the same.
9. Always apply Leave in advance with proper alternate arrangements.
10. Engage Theory and Lab classes as per the time-table and strictly adhere to the timings.
11. Follow the medium of instruction which is English. Avoid speaking in Tamil or other vernaculars in the class or laboratory. Also, the faculty should converse in English with their colleagues and students inside the Premises
12. Please check your official mail every day and go through the circulars and take prompt action.
13. Prepare and maintain Course File of the subject handling.
14. Review the coverage of Syllabus periodically and complete all the units before scheduled mid/End semester examinations. In case of any difficulty in completion of syllabus, please approach the HoD for additional classes.
15. Attend all Department Association meets and encourage student participation in the Association meets and also, encourage the students to participate in the club activities.
16. Should feel responsible and actively involved in the development of the Department and Institution. Please come on time for the meetings of the departments/Institution/any other meetings called for.



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17. It is your duty to observe the students in the campus for any act of indiscipline irrespective of their department and please bring it to the notice of the HoD concerned.
18. All the correspondence of staff and students must be routed through proper channel only.
19. The faculty must qualify NET/SET examination for consideration of lectureship at the National State level. Hence faculty is advised to write the NET/SET exam and clear the same (Faculty of Humanities & Sciences only). Other faculty is also encouraged to clear NET/SET and take admission for Ph.D.
20. Encourage and suggest students regarding higher studies and motivate them to write exams like GATE, CAT, TOEFL, GRE, etc.
21. Avoid use of mobile phones during the class and lab hours and instruct the students to do the same. USING MOBILES INSIDE THE CLASS ROOM IS STRICTLY PROHIBITED.
22. Become a member of Professional bodies like IEEE, IETE, CSI, IE, ISTE, etc.
23. The faculty is expected to publish at least two research articles in an academic year in the national or international conferences/journals in their respective domain.
24. All the faculty members should continuously update their knowledge by attending seminars / Workshops etc.
25. The sanction of On-Duty (OD) will be at the discretion of the HoD/ the Principal. The total no. of ODs should not exceed one week in a semester to attend Workshops, Seminars, Conferences, FDPs, Symposiums, and Exam Duties etc. However, it may be reviewed from case to case.
26. Do not encourage unethical practices. Please help the Institution in maintaining congenial environment for learning.
27. It is mandatory to be part of AICTE Approval Process, NBA and NAAC Accreditation Process teams to help the department in preparing the required files for the inspection.
28. During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principal of the Head of the Institution.
29. Mentor-Ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
30. Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.



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31. No faculty members shall act in any manner that violates the decorum or ethics within the campus.
32. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
33. Faculty should actively participate in conducting value added courses, certificate courses etc., to the students to enhance the employability skills of the students.
34. The promotion to higher cadre depends on opening for the position, Faculty Performance Appraisal Score, Teaching, Research and Satisfactory performance in academic and other related activities in the college.
35. Faculty promotions are considered purely based on the educational qualifications, experience and guidelines prescribed by authorities such as AICTE, UGC, Anna University and DOTE.