

# K.G.R.L.COLLEGE OF PHARMACY

## **CODE OF CONDUCT (COC) FOR FACULTY**

Every employee must and should abide by conduct and discipline rules of the College and comply with and obey all the orders as per the directions of the management from time-to-time with utmost care towards promoting interests of the organization where the staff is engaged by showing sincere courtesy and care in all the activities.

No employee shall engage himself/herself in other activities such as Business or engaging in part-time jobs in other organizations whether on contract or honorary without prior written permission of the management. However, an employee with a specific permission of the organization may undertake the work of a social, charitable nature or artistic subject provided such work does not interfere with his official duties.

Every employee must and should maintain confidentiality with regards to the activities of the Institution and its Rules and Regulations and shall not divulge directly or indirectly any information of confidential nature either to a member of the public or the Institution staff without the permission of the management.

An employee shall not absent himself/herself or abscond from the duties without obtaining to permission of the organization. In case of un-avoidable situations, if any, a letter or message should be sent on the following working day giving the genuine reasons for the absence.

## **DRESS CODE & DECORUM**

1. Faculty members are required to be dressed in formals on all days.
2. Male faculty shall come in Shirt tuck in and black/brown leather shoes.
3. Slippers are not permitted.
4. The Identity card issued must be worn at all times visibly within the campus.
5. Cell- phones must not be taken to class in any case and within campus it should be used in silent mode.
6. Faculty to maintain highest standards of decorum in interacting with others and be an example to the students.

## **DEPARTMENTAL RESPONSIBILITIES**

1. Faculty must report to the Principal/HOD upon arrival in the college for confirmation of day's plan and to Accommodate any changes; schedule other assignments, if any
2. Faculty to meet Principal/HOD before leaving for the day of submission of daily report, attendance registers, teaching dairies, and for other assignment/reallocations, if any.
3. Faculty must be at the classroom 5 minutes before the commencement of the class and should leave the class only after the next teacher comes. Faculty must take the subject attendance before commencement of each class.
4. Faculty to ensure student conduct code of dress, cell phone use, and late entry.

5. Faculty to conduct internals, correct answer sheets, declare marks and compile the marks each month as per the session plan without fail and every mid exam and semester wise exam result analysis should be submitted to the HOD/Principal.
6. Faculty will ensure to spend the non-teaching days of the semester fruitfully in writing articles, studying Emerging issues and presents the same in a special seminar to be held for the same. This is necessary for the enhancement of intellectual resources within the institution. Institution shall sponsor faculty who write articles for FDPs.
7. Faculty members are required to prepare the subject plan in advance that they desire to take up in the next Semester in consultation with the Principal/HOD. Having decided once, changes are not advised.
8. Faculty need to use the LCD projector/OH projector in the class rooms as far as possible.
9. Faculty are required to be available for any other assignment either academic or administrative (Like Results analysis, special classes, management meets, FDPs, MDPs, AICTE/AU Inspection work, PCI, ISO, Admissions, NAAC or any other internal or external institutional work) which may be given from time to time by The Principal/HOD/Management.
10. Principal/HOD to co-ordinate all departmental activities to ensure smooth conduct, execution and Completion on academics.
11. The HOD of the department should review the progress of coverage of syllabus at the end of every month and inform the principal. If the schedule is not completed, he/she should discuss with the lecturer concerned and plan for the completion of the backlog in the succeeding month.
12. The lecturer has the primary duty to disseminate the knowledge in his/her subject to all the students.
13. The lecturer should inform the students the schedule of coverage of syllabus.
14. The Lecturer concerned should also plan the seminars, tutorials and assignments and such other academic activities.
15. Along with the lecturer method, the lecturer should also motivate the students and enliven the process of Learning by adopting other methods of instruction like group discussions, question-answer sessions.
16. The lecturer should participate in students counseling programmes organized by the principal. He/she should give necessary counseling to 20 to 30 students allotted to him/her guidance should be given on Opportunities in the field of collegiate education and the employment opportunities.

The faculty will appreciate that the interest of the students is supreme and clear cut systems lead to consistency in performance and hence improvement all around. Team work is of supreme value and the ultimate mark of our institution's ethos.

It is with this in view that management seeks the co-operation of all the Teaching and Non-teaching staff for the successful implementation of the above guidelines and help to make the institution move in the right direction.