



M.A.M. SCHOOL OF ENGINEERING

Accredited by NAAC

Approved by AICTE, New Delhi; Affiliated to Anna University, Chennai

Siruganur, Trichy -621 105.

www.mamse.in

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized


Geo tagged photographs with date and caption for each scheme or event

S.NO	DESCRIPTION	PAGE NO
1	Authenticated Document showing Code of Conduct for students, teachers, governing body and administration	2-5

PRINCIPAL

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SIRIGANUR, TIRUCHIRAPPALLI-621 105**

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**AUTHENTICATED DOCUMENT
SHOWING CODE OF CONDUCT
FOR STUDENTS, TEACHERS,
GOVERNING BODY AND
ADMINISTRATION**

M.A.M. School of Engineering

Trichy-Chennai Trunk road
Siruganur, Tiruchirappalli – 621 105

Ref: PO/2017-18/001 Dt.16-12-2017

Rules & Regulations on the Roles & Responsibilities of all Faculty Members, inclusive of HoDs

All faculty members shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive.

General

- Be punctual
- Do not absent from duty without authorization
- Wear their Identity Card within the college premises
- Take precautions to protect equipment, materials and facilities of the college
- Stay within the campus during the working hours of the College
- Communicate in English
- Non- adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees /faculty members.

Dress Code

- Be neatly dressed. Be presentable. Be brisk.
- Lady Faculty members shall always wear the coat, during their class hours.
- Male Faculty shall be wearing tie & shoes, within the campus.

Leave – Faculty Members

- Casual Leave shall be granted by the Principal and the Correspondent's permission shall be essential for the grant of LoP.

Academic Proficiency

- Conduct the assigned classes as per schedule
- Maintain the record of lesson plans and other relevant documents of the courses
- Implement the designated curriculum to meet with the objectives
- Participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery & also in practical sessions;

Handling Student Absences

- Student, who has been absent for more than three days will not be permitted in the class, until the parent meets the HoD. HoD shall be held accountable for the same.

Handling Students

- Motivate students to show interest and learn the most
- Be available for the students even after class hours to clarify their doubts, if any;

- Provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently
- Ensure that the academic progression of the students is continuously monitored and assessed
- Keep the parents apprised about the academic progress and general behavior of their wards
- Feel comfortable working with exceptional learners/slow learners and learners with diverse needs;
- Handle the students gently, if found engaging in any self defeating activity. Sit with the student and counsel them individually. Tell them the importance of study. Assure the student of his / her capacities. Let the student feel that he / she is wanted and is cared. Identify if the student has any problem. If anything of serious nature, bring it to the notice of the HoD.
- Bring the misbehavior of students, if any to the immediate notice of the HoD.

Classroom Management

- Come well prepared for the class and stay focused on the topic/content
- Do not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal
- Be present in classroom right in time [near the classroom five minutes prior to the scheduled commencement]
- Be self-confident and facilitate quality delivery of the subject
- Present yourself such that the student waits to receive you.
- Verify the presence of the students in the class. Enquire the student, if he / she was absent the previous day
- Mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance
- Do not encourage late coming to classes. Enquire the reason for late coming, if any. Allow the student to the class, only if the faculty finds the reason to be genuine.. Otherwise, refer the student to the HoD.
- Ensure that all students are in possession of the relevant texts, notebooks and essential stationary while in the class.
- Familiarize with as many teaching methodologies. Update yourself.
- Understand the capacities of the student and amend your teaching methodology accordingly.
- Identify the slow learners in your subject. Prepare a plan to help them improve and pass the exams.
- Capacitate the students, to learn. Apply no force or threat.
- Commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas;
- Share knowledge in a manner that encourages effective two-way communication
- Involve visual and activity based learning wherever possible, make power point presentations (PPT) in addition to conventional use of black board depending on the subject & necessity
- Provide real time case studies as and whenever possible.
- Enable students to reflect on learning that takes place in industrial visits, projects, or other outdoor activities thereby help in improving Teaching and Learning Process.
- Employ appropriate strategies to achieve desired objective of learning;
- Quiz students, Pose questions and aim to inculcate self thinking
- Summarize the concepts at the end of every class

Evaluation & Feedback

- Meet all the academic and evaluation deadlines prescribed from time to time
- Finish the evaluation work on priority without causing any inconvenience to the evaluation process.
- Make the scheme of evaluation transparent

- While evaluating tests, be sincere. Do not inflate the marks. Giving a sincere feedback helps the student to improve. False feedback shall mislead the student.
- Discuss about the common mistakes made by students, after every test and explain how to overcome it.

Target

- **Each faculty member shall have an uncompromising target of securing a minimum of 85 percent pass in each of the subjects they handle.**
- **Under extreme circumstances, as an exception, the HoD may call for a review of the situation. Otherwise, any failure on the part of any faculty to attain the target shall not be viewed favorably.**

Coaching Classes

- Special coaching classes shall be conducted for slow learners.
- The special coaching classes shall be conducted in the evening.
- If a student is failing in the subject the responsibility of the respective faculty to ensure that he / she is helped to pass. So the faculty shall be required to sit with the student during evening hours and prepare him in the subject.
- HoD should schedule and monitor the conduct of the special classes, effectively, in his/her presence.
- HoD will be responsible to ensure all the students, entitled for the class are present, without fail.

Other Responsibilities

- Volunteer to work for the benefit of the students and to improve the practices and standards of the institution
- Take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties
- Discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment
- Attend and participate in the meetings, activities called/assigned by relevant authorities of the college.
- Undertake Research/Consultancy Activities constantly in addition to teaching.
- Submit Attendance Certificate, if deputed / permitted to take up an assignment outside the college.

Other Dos and Don'ts

- Desist from using mobile except in your cabin.
- Desist from taking private tuitions
- Desist from falsifying/tampering any records or documents
- Desist from getting involved in un-authorized activities leading to financial benefit.
- Desist from exhibiting non-ethical behavior that compromise with the moral standards of the Institution
- Desist from accepting / proceeding to undertake any duties/works outside the college without prior approval of the authorities
- Desist from harboring negative attitudes
- Desist from obstructing the good work of others

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M.A. SK
CORRESPONDENT

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