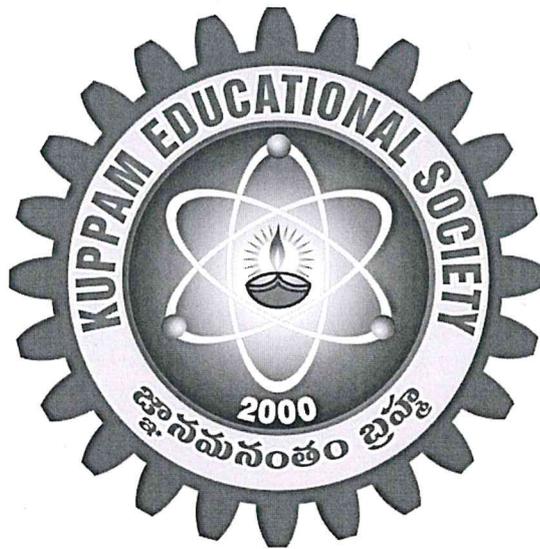


**KUPPAM ENGINEERING COLLEGE**  
**KUPPAM - 517 425**



**CODE AND CONDUCT FOR**  
**FACULTY**

## CODE AND CONDUCT FOR FACULTY

- 1) Faculty should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute. They should carry out academic, co-curricular and organizational activities that may be assigned to them from time to time with due diligence.
- 2) Faculty must maintain high standards of punctuality, honesty and professional ethics.
- 3) Faculty should act in a professional and congenial manner towards colleagues / students, irrespective of their relative position, gender or status within the institutional hierarchy.
- 4) All faculties should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment. Faculty should complete the syllabus in time and address to the academic needs of the students.
- 5) Faculty should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- 6) All faculties should properly maintain the records of respective portfolio.
- 7) Faculty members are encouraged to write text books, publish articles in reputed Journals, present papers in Seminars and Conferences.
- 8) Faculty members are also encouraged to take up Research projects and attend Faculty Development Programmes, Quality Improvement Programmes etc., to update their knowledge.
- 9) Faculty should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- 10) Prior written permission should be obtained for leave /reporting late in the morning or leaving early in the evening without loss to their duties. This is subject to restrictions as regards frequency.
- 11) The prescribed dress code for faculty are:
  - Must wear Identity cards
  - Male faculty should wear formal dress with shirt tucked in
  - Male faculty should wear black formal shoes.
  - Female faculty should wear Saree
- 12) No faculty should involve himself/ herself in any act of depravity on his / her part which may cause impairment or bring discredit to the institution.
- 13) All faculties should constructively contribute towards the development of the college and university. They shall extend their services for the welfare of the community & society at large.



  
Dr. S. Sudhakar Babu  
Principal  
Kuppam Engineering College  
P.B. Natham, Kuppam - 517 425