



J.N.N INSTITUTE OF ENGINEERING AUTONOMOUS

NAAC 'A' Grade & NBA Accredited | Affiliated to Anna University

College Code: 1107

HANDBOOK ON CODE OF CONDUCT [For Teaching/Non-Teaching Staff]

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**RESPONSIBILITIES OF THE FACULTIES &
SUPPORTING STAFF MEMBERS**

1. Faculty/Staff members must be present in the college premises at least 5 minutes before the warning bell.
2. All the Faculty/Staff members need to sign the attendance register in the morning and afternoon.
3. No one can leave the college without informing the Principal in between teaching hours or during free hours.
4. Those taking half day leave may be allowed to do so under real and grave needs and emergencies only.
5. Usage of mobile phone while in the class is strictly prohibited. If found violating this rule the mobile phone may be confiscated for the whole day.
6. No personal relations or friends are allowed to visit the teacher in the college premises under any circumstances, whatever. Only father/mother/husband/son/daughter/brother of the staff may be allowed to meet the staff/faculty members in the college office at the discretion and permission of the Principal.
7. Those desiring to resign or leave the college for any reason must intimate the college management regarding this at least three months in advance.
8. All the work assigned to the staff/faculty members must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.
9. The staff/faculty need to finish the course within the stipulated time. The progress of the teaching shall be watched and monitored by the management.
10. Faculty/Staff members must cooperate in all college related activities.
11. Faculty/Staff members must participate in the invigilation duties, evaluation of examination answer books etc. on a regular basis. This is part of the duty as a faculty/staff member.
12. All the new appointments shall be purely temporary and for a maximum period of one year. After assessing the performance, behavior and conduct of the

individual, he/she may be given an extension for next three months and then appointed as a permanent faculty/staff.

13. All staff/faculty members should come in simple and tidy clothes. No fashionable or inappropriate clothing will be allowed.
14. During classes, only English language is allowed for teaching and communication.

DRESS CODE

FACULTY:

Following is the dress code for the faculty of Institution.

For male: Tucked in shirts and shoes

For female: Well draped saree and sandals.

TIMING AND OTHERS

- Attendance must be signed before 8.30 A.M every day and must be signed at leaving college regularly.
- College regular timings are from 8.30 A.M to 3.30 P.M.
- For all Staff/Faculty members the food and transport are provided free of cost.
- It is mandatory for students and Faculty/Staff members to display ID cards at all times when they are in campus.

COURSE FILE

- Every Faculty/Staff member must maintain the course file and log book properly offered during the semester

It shall have following details:

- Syllabus
- Lecture Plan
- Lecture notes for each period
- Date and time of preparation
- Date and time of delivery

MASTER ATTENDANCE

- Faculties must take attendance at the beginning of every hour.
- Latecomers should not be permitted to attend the class and instead need to report HOD.
- Trouble makers in the class rooms must be reported to the HOD/ Principal/Assistant Director of student affairs for further action.
- Students with improper dress code must not be permitted to attend Classes, Laboratories and libraries.
- Staff/Faculty members are denied to decide on the punishment given to students like making them stand inside or outside of the classes.

CASUAL LEAVE

- Prior information (one day before) needs to give to the HOD regarding their (staff/faculty member) leave.
- Faculties must alter the classes properly so that no alteration problem arises during their absence.
- Must submit leave form prior or after the leave.

INVIGILATION

- At least 30 minutes before the commencement of Examination the invigilator, must report to the Chief Superintendent and collect the seating arrangement, examination stationery and be present in the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination.
- Please ensure that the candidate should not carry any material except the Hall Ticket, ID card and Non-Programmable calculator into the examination hall.
- In case of any malpractice, kindly report immediately to the Chief Superintendent / AUR.
- Collect all the answer scripts before the student leaves the Examination Hall.

NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS

- The examination must be started after the External Examiner arrives in the respective Laboratories/Workshops/Drawing Halls only.
- The mark allocation needs to be done based on the norms given by University.
- Internal and External examiners need to assess the students for 50% of the grade/score assigned for practicals.
- Grade/Score must be noted on the answer sheets clearly indicating the Grade/Score awarded for each component of the practical activity.
- Both the Examiners must sign on the Answer Sheets and Attendance Lists.

RESPONSIBILITIES OF THE HOD

- HOD is responsible for conducting the Academic Programme of the Department as per the norms of the affiliating University.
- HOD should ensure that faculties are present in the lecture hall earlier 5 minutes.
- HOD'S should verify the student attendance registers every weekend to check for proper maintenance of attendance and implementation of lecture plans.
- HOD'S should ensure faculties utilize the class time properly.
- In case of Faculties absence HOD's need to make sure if the classes are properly altered and utilized.
- HOD'S should monitor students' development and problems through feedback and counseling.
- HOD's must maintain minutes of meeting and pass on the information to faculties regarding the Principal/Management meeting.
- Every month class committee meeting should be conducted in front of HOD.
- HOD's need to ensure proper evaluation of student's performance while taking remedial action to improve the performance of slow learners.
- HOD's must monitor the relation between students and faculty for maintaining discipline.