



Shroff S.R. Rotary Institute of Chemical Technology



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Managed by Ankleshwar Rotary Education Society

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ROLES AND RESPONSIBILITIES FOR DIFFERENT CADRE

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ORGANOGRAM

Ankleshwar Rotary Education Society (ARES)

Management Committee

Vice Chairman

Principal

Engineer –
in-charge

Teaching Staff

Administrative Staff

Vice Principal

Architect

HOD

Manager
Accounts
& Finance

Warden

Manager
Administration

Sub-staff

Sub-staff

House
keeping

Mess In-
charge

Store

Administration

Librarian

Sub-staff

Professor

Associate
Professor

Assistant
Professor/
Lecturer

Laboratory
Assistant

Introduction

A faculty is constantly under the scrutiny of students and the society at large. Adopting teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. Therefore, every faculty should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must also be his/her own ideals. The profession further requires that the faculty should be calm, patient and communicative by temperament and amiable in disposition. The teaching faculty, consisting of, various cadres have duties and work functions which are similar with differences only in the level of participation in each.

1.1 Principal

1. Principal will look after administration of college and assist Chairman/Vice Chairman for routine operation and development of institute
2. Lead SRICT team for continuous development and quality education
3. Co-ordinate and motivate the faculties, administrative authorities and the supporting staff, so that they perform their respective roles more effectively.
4. Work for the common goal of providing effective and relevant technical education to enable the students to achieve promising career and lifelong learning.
5. Establish networks with industry, research centers, and eminent academicians for furthering the horizons of institution outreach.
6. Represent the institute at regional, national and international events and serve the cause of development of technical education.
7. Should ensure that all the criteria required by the University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college are met with.
8. In Administration matters Principal shall be assisted by Vice Principal, Manager – Administration, and all Heads of Departments.
9. Proposal for sanction to all posts of all cadres.
10. Regularization of services, declaration of probation, and release of increments.
11. Performance appraisal of faculty and supporting staff.
12. Sanction leave of Vice Principal.
13. Principal's leave shall be approved by Vice Chairman

14. Disciplinary proceedings (by constitution of enquiry committee) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of financial loss to the government.
15. All such cases requiring suspension, removal, from the services shall be referred to Vice Chairman.
16. Manager –Administration with various coordinators and committee shall assist principal for development, repairs, maintenance of civil, mechanical, electrical, security, housekeeping, and gardening on campus. They shall also assist in appointment of agency, payment and penalty on bills.
17. Manager –Administration , Sr. Account Officer with Purchase coordinators will, submit budget estimates, grants requirements, new items for equipment, books, furniture, and any other such as A.C., LAN, CCTV etc., to Principal, attend and effectively answer audit authorities, work to make timely salaries and all payments, maintain all records and book of accounts, GPR and other registers.
18. Principal will be the Chairman of the Marketing committee of SRICT and strategies and smooth implementation of the same.
19. Training and Placement officer will directly report to Principal for Placement, summer training, industrial training for the faculties and industry institute relationships.
20. Principal is assisted by the Manager-Administration, Sr.Account Officer, and Purchase and Finance committee for financial administration
21. Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the SRICT Management from time to time.
22. Empowered to incur recurring contingent expenditure as per the norms prescribed by the SRICT Management from time to time.
23. All contracts for and on behalf of the college (except himself and the college) when authorized by a SRICT Management from time to time passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
24. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops

etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

25. Shall countersign bills as a controlling officer

26. R and D officer will report to Principal

27. Principal will be the chairman of Alumni association 'SETU' of SRICT

28. Hostel committee coordinator and all related will report to Principal for Hostel related issues

29. Principal will be empowered for purchase up to Rs 1 lac in emergency.

30. Principal will regularly report to Vice chairman

31. Any decision for long term planning related to education and administration should be taken in consultation with Vice Principal.

1.2 Vice Principal

Vice Principal will report to Principal for smoothly execution of academic work, co-curricular and extra-curricular activities and administration of UPL Hostel.

1. Vice Principal will co-ordinate all the academic matters of SRICT as guided by the rules and regulation laid down by University, AICTE, UGC, and State Government and shall represent SRICT at academic forums

2. Will be assisted by various Heads of the departments, Manager-Administration, GTU coordinators, senior faculty members and various committees mentioned in the manual.

3. In matters related to policy decision and interpretation Vice Principal would consult senior colleagues.

4. An integrated time table of the entire institution should be prepared and available with the Vice Principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the Principal.

5. Closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in charges.

6. Develop an ecosystem for institute as well as departments to conduct technical fests, conferences, seminars, workshops etc. on a regular basis.

7. Hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve good results, desired academic outcomes and placements.

8. Plan with class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
9. In matters related to internal examinations, semester end examinations, result analysis, detained students,
10. Vice Principal as Centre In charge will be assisted by GTU coordinator for smooth functioning of GTU external examinations.
10. In matters related to student attendance, drop outs, compensation of attendance, will be assisted by HoDs.
11. All HODs and GTU coordinators will report to Vice Principal
12. All type of leave will be recommended by Vice Principal for approval by Principal
13. Plan for training need analysis (TNA) of faculty and staff and devise training programs such as refresher courses, orientation courses, quality enhancement programs etc.
14. Ensure quality assurance parameters with the help of Head, IQAC.
15. Should conduct meetings/activities in smaller groups to build close rapport between staff, students and management for effective functioning of institute.
16. Shall ensure discipline among all the staff and students and maintain high quality academic environment in the campus.
17. Shall involve all faculty members at different levels for various institutional activities.
18. Shall co-ordinate Outdoor and Indoor games and sports, Institution Magazine, Bulletins, New letters etc., N.C.C. and N.S.S. Student Clubs / Hobby Centers/Exhibition activities. Literary and cultural activities, Annual Day Celebrations. Educational tours. Guidance and counselling
19. Vice Principal will coordinate all the quality related activities of SRICT viz NBA, NABL, 5S, MOU etc.
20. All the approvals (attending & financial) for National/International workshops, seminars and conference will be recommended by Vice Principal.
20. Vice Principal will lead the institute in absence of Principal
21. Vice Principal will be empowered with Rs. 25,000 for purchase in emergency
22. Vice Principal will report to Principal and will attend all the meetings called by ARES along with Principal

1.3 Head of the Department (HOD)

1. Take proactive steps for academic growth of the Department and College.
2. Prepare and implement time-tables, improving teaching-learning process, maintaining high standards of results, projects, placements, student engagements and contribution, collaboration among senior and junior students and faculties.
3. Conduct performance appraisal of faculty and staff. Plan and help them to achieve the targets and scale up every year.
4. Initiate research, and training programs of the Department/College.
5. Planning and implementation of academic programs such as orientation Courses, seminars, conferences, training programs/workshops for academic competence of the Faculty Members, industry personnel training etc.
6. Admission of students and maintenance of discipline of the Department/College.
7. Development and Management of Department Library/College Libraries and Laboratory
8. Receipts, expenditures and maintenance of registers and submission of data, reports, spreadsheets, in required formats and well within _me limits.
9. Observance of provisions of Accounts, Finance, Administration and General Code of conduct.
10. Correspondence relating to the administration of the Department/College.
11. Administration and supervision of curricular, co-curricular/extra-curricular and related activities on and off campus. Activities, and welfare of the Department/College, and maintenance of records.
12. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued by authorities.
13. Conducting and supervising exams.
14. Setting of question papers, for the Department/ College and University Examinations, Moderation and assessment of answer papers and such other work pertaining to the Examinations.
15. Assessing reports of faculty's and maintenance of performance appraisal.
16. Assisting Vice principal in academic, hostel, campus and overall administration as per the delegated work.
17. Head of Department will be empowered with Rs. 5000 for purchase.

1.4 Professor

1. Development of Curriculum and Learning Resource Material and Laboratory Development.
2. Laboratory modernization and designing new experiments.
3. Ideation and development of innovative student projects with inputs from industry, start-up experts and researchers.
4. Students Assessment and Evaluation including examination work of College & University.
5. Co-coordinating Co-Curricular and Extra-Curricular Activities.
6. Student Guidance and Counselling for improving result and overall academic development.
7. Helping the student in personal, ethical, and overall character development.
8. Conducting training programs for faculties and industry.
9. Keeping updated with new knowledge and skills and help dissemination such knowledge through book publications seminars etc.
10. Self-development through continuous research and professional activities.
11. Getting Industry sponsored projects, providing consultancy, testing services and customized training for Industry.
12. Conducing activities for excellence in academic and reputation of the institute
13. Policy-Planning, Monitoring and Evaluation of projects for the development of the Departments, programs, R&D, and industry outreach.
14. Assisting the HOD in the Design and development of new programs.
15. Project proposals for funding in areas of R & D Work.
16. Participation in policy planning at the Regional/National level for development of technical education.
17. Develop, update and maintain MIS.
18. Assisting the HOD in Planning and implementing Staff Development activities.
19. Maintain high level of accountability, Conduct performance appraisal.
20. Guiding Research of master's and PhD Candidates.

1.5 Associate Professor

1. Teaching including laboratory instruction and academic activities such as Class Review Committee member, invigilator, Lab-In-charge, Coordinator (Attendance), Assistance in conducting seminars, workshops, guest lecturers.
2. Evaluation including administering tests, invigilation, paper setter

3. Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
4. Leading consultancy projects and extension services.
5. Curriculum development and learning resource materials.
6. Research activities and guidance.
7. Assisting and organizing seminars/workshops/guest lecturers etc.
8. Conceptualizing and guiding student Projects for industry and social needs.

1.6 Assistant Professor

1. Teaching including laboratory instruction and academic activities such as Class Review Committee member, invigilator, Lab-In-charge, Coordinator (Attendance), Assistance in conducting seminars, workshops, guest lecturers.
2. Students assessment and evaluation, aside from acting as paper setter
3. Assisting in consultancy and R & D Activities.
4. Developing resource material and laboratory development.
5. Co-curricular and extracurricular activities / student welfare activities.
6. Assisting in department/institute administration.
7. Involvement in departmental / institutional developmental activities.
8. Be a member in such student welfare committees as An_ Ragging committees, Discipline committee and a proctor.
9. Student Project implementation
10. Helping in Academic development of the institute.
11. Update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal.
12. Attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
13. Prepare him/ herself academically learn new technology methodology of teaching so that the input may be useful for the students. Extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned by the department/institute.

1.7 Manager –Administration

1. Manager –Administration is principal administrative officer of the institute to regulate the work and conduct of the officers and other employee of institutions in accordance with the rules and regulations of society/trust. It shall be the duty of Manager –Administration the to assess and evaluate the performance of employee, section and take such measures as he deems fit to regularizes and to improve the working of institution.

2. He will be an In charge of Account/ Admin/Store /Library and Information Technology (Maintenance) and shall be personally responsible for the smooth conduct and working of his section, for the allotment of work to levy of the Sr. Account Officer, Sr. Administrative Officer, Assistant Librarian, System Analyst, Housekeeping Supervisor, Security Supervisor, Garden Supervisor Canteen Contractor, Transportation, Administrative Assistant, Account Assistant, Library Assistant, Store Assistant, Purchase Assistant and Warden etc. who shall be directly responsible to him.

3 . He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/worksheets from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.

4. He shall issue warnings and reprimand to earing employees. He shall also maintain or cause to maintain leave register, movement register and all other official registers of appointments etc.

5. He shall inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and taken such action as he may deem fit in case of habitual latecomers or those who habitually are main absent by issuing earnings periodically in writing and recommending to the Registrar to take the disciplinary action of severe nature, in case, the same employee shows no improvement.

6. He shall have to maintain and review the annual confidential reports of the officers and/or employees directly working under him, review the confidential/assessment reports given by the subordinate officers and submit them to the Registrar within specified period.

7. He should communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his recommendations.

8. It shall be the duty of the Manager –Administration to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through Chairman/ Vice Chairman/ Principal to Government, AICTE, GTU, ACPC, DTE and other semi-Government bodies as per the requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning his section to entertain the complaints, if any, against the staff working under him.

9. Looking after overall administration, coordination, and evaluation of human resources plans and programs are realized. Therefore, their essential job responsibilities include:

- Developing and administering human resources plans and procedures that relate to institute personnel
- Planning, organizing, and controlling the activities of the Human Resource Management
- Contributing to the development of HR department goals, objectives, and systems
- Looking after Organization behavior ,Recruitment & Selection , Orientation , Performance Appraisal , Training & Development ,Employee Relations , Grievances

10. Assisting Principal /Vice principal in academic, hostel, campus and overall administration as per the delegated work.

11. Manager-Administration will be empowered with (Rs. 5000) for purchase in emergency.

A. Research & Development and Consultancy (R&D officer)

1. Conducting literature surveys in different subject areas
2. Undertake various design-engineering activities
3. Writing minor/major research proposals
4. Undertaking the interdisciplinary projects on innovative ideas having social impact
5. Motivate eligible Faculties to register as PhD supervisor
6. Undertaking sponsored research projects and consultancy works including testing.
7. As Contribution of faculties as reviewer/members of program or organizing committee
8. Will report to Principal

B. Industry-Institute Interactions (T&P officer)

1. Placement of all the students and all related activities in terms of registration, seminars, mock interviews etc.

2. Activities to make Industry-Institute linkage very strong: customized trainings, certificate courses etc.
3. Summer Internship for the students in industry
4. Research internship for the final year students at research organizations
5. Industrial training for faculty
6. Arrange training for industry personnel/operators
7. Will be the coordinator for Alumni association and assist Principal for the same
7. Will report to Principal for all the activities.

C. Hostel Administration (Coordinator, Hostel committee)

1. Wardens shall be responsible for reporting & assisting Principal for maintaining the discipline and maintenance of hostels of the institute.
2. Regularly visit, inspect, and hold meetings with committee members, hostel staff and students. It should be conducted by Principal, Vice Principal, Heads of Departments and faculties, for resolving any problems and discipline issues.
3. Periodical meetings with Civil, Mechanical, Electrical, Housekeeping and all outsourced agencies should be conducted by Warden and Manager-Administration along with Vice Principal. Regular reports and follow up should be taken by Manager-Administration and Vice Principal.
4. Facilitation for food, health and Hygiene.
5. Security coordinator should regularly keep check on personnel, and entry exit along with Rector. All complaints to civic and state authorities should be done immediately by institute security coordinator through security agency supervisor as per contract and intimate Principal for further actions
6. Warden and Manager-Administration shall assist Principal for development, repair, and maintenance of Hostel

2. Guidelines for Academic Work

2.1 Work load of 40 Hours per week

The faculty should work for at least 40 Hrs. /week for a period of 180 or more teaching days during an academic year. The nature of responsibilities that faculty has to perform during these 40 hrs. /week includes direct teaching, Professional development, Student project and co-curricular activities, Industry interactions, Research and publications, Consultancy and outreach.

2.2 Direct teaching

This is the main function of a faculty. For effective teaching, a faculty must plan, teach, evaluate and take remedial action.

2.3 Planning and Preparation

1. Selecting the teaching method e.g. class room lectures, tutorial, group discussions, projects, industrial visits etc.
2. Organizing and sequencing the contents.
3. Preparation of teaching aids, assignments.
4. Identifying and collecting resources.
5. Contacting industries, identifying industrial learning situations and resources.
6. Designing strategies for student's evaluation.
7. Planning special learning situations for differential capabilities.

2.4 Assessment and Evaluation

1. Assessing student's achievements on a progressive as well as periodical basis through tests.
2. Assignments, interviews, observations, etc. appropriate to learning situations and learning outcomes.
3. Diagnosing remedial needs for students.
4. Maintenance, compilation and submission of student's performance records in prescribed preformed required for academic-administrative purposes.
5. Participation and conduct of examination work.

2.5 Remedial Action

1. Counselling and guiding students.
2. Encouraging slow learners to cope with their pace.
3. Arranging special classes based upon evaluation.

2.6 Development Work

This includes activities for improved instructions, faculty development and future Growth (self and Institutional).

2.7 Improved Instructions

1. Preparation of learning package, and modules for students.
2. Designing and fabricating models having high learning outcomes.
3. Experimenting with alternate methods of teaching and learning.
4. Updating teaching/learning materials.
5. Involvement in curriculum Development activities.
6. Innovative and suggestive approach in instructional strategies, evaluation techniques, resources planning, allocation and utilization
7. Updating with latest technological development and trends in technical education.

2.8 Faculty Development

1. Developing capability by participating in need-based career development programs organized by various agencies
2. Contributing to professional growth by publishing papers/articles and participation in seminars, conferences.
3. Providing and seeking professional guidance, support and critical review to and from colleagues.
4. Liaison with the industry for professional development.
5. Developing and applying for projects with research institutes, Centers of Excellence such as DST, ISRO, PRL, CSIR, IITs, IISc, and institutes of repute.
6. Filing patents and publishing in reputed, peer reviewed journals regularly.
7. Interaction with professional bodies like Institution of Engineers, ISTE, IEEE and such other domain specific associations

2.9 Future Growth Activities

1. Self-appraisal leading to identification of goals and strategies for future growth.
2. Coordinating and implementing plans for institutional growth and development.
3. Contributing on teams and working on future growth projects.

2.10 Student Co-curricular and extra-curricular activities

1. Outdoor and Indoor games and sports.
2. Institution Magazine, Bulletins, New letters etc.

3. N.C.C. and N.S.S.
4. Hostel Management.
5. Student Clubs / Hobby Centers/Exhibition activities.
6. Student's Canteen /Mess / Store.
7. Literary and cultural activities, Annual Day Celebrations.
8. Educational tours.
9. Guidance and counselling
10. Alumni Association

2.11 Administrative Activities

Some of the major institutional level activities include:

1. Works related with efficient functioning and up keep of laboratories, workshops, computing /networking and internet facilities, library and stores.
2. Maintenance of - Plant and equipment, buildings, services, etc.
3. Work related to estate.
4. Procurement of equipment, books, journals and stores as per needs.
5. Admission, Transfer, and other activities of students.
6. Supervision and Invigilation of tests and examinations.

3. Teaching Learning Activities of Faculty

3.1 Department Level

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities
2. The teaching load will be allocated by the HOD after taking into account the Faculty Member's preferences, and for area of specialization
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Heads of estate, academic, co-curricular or extracurricular activities
4. Every Faculty Member should maintain student's attendance records and the Absentees in the classes/laboratory should be notified.
5. Whenever a Faculty Member intends to take leave, he/she should get the leave sanctioned in advance and with proper alternate arrangements for class / lab / invigilation. In case of emergency, the HOD must be informed with appropriate alternate arrangements suggested.

6. The Faculty Member should have presentable body language, good command over communication and should be appropriately dressed at all times.
7. The Faculty Member should show no partiality to any segment / individual student.
8. To counsel the students and guide them in academic matters.
9. To bring the students misbehavior to the knowledge of the HOD/ Principal without delay.
10. To carry out the administrative works of the department/institute as given by the HOD.

3.2 Classroom Teaching

1. Once the subject is allocated, the Faculty Member should prepare the lecture and hour wise lesson plan.
2. Get the lesson plan and course file - approved by HOD.
3. The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject .The course file consists of preface, previous year university question papers, notes, handouts, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis Report etc. The teaching faculty has to get verified their course file by their HOD at least once in a month and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester.
4. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
5. Reach the class well before time and leave only after other faculties arrives.
6. Delays, leaves etc. should be well communicated by any faculty to college/HoD to ensure that class is not dropped or le□ without any faculty.
7. Attendance must be taken for each lecture/practical/tutorial preferably at the beginning and attendance must be entered in to ERP software.
8. Use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students to speak up, demonstrate and interact in class.
9. Get the feedback from students and act / adjust the teaching method accordingly.
10. Take care of academically weak students and pay special attention to their needs by conducting special classes.

11. In problem-oriented subject, regular tutorials should be conducted. The Tutorial problems should be handed over to the students at least a week in advance of actual class.
12. Give all marking/weightage pattern (5-marks and 15 –marks) of questions in each unit of the subject.
13. Interact with the class counsellor and inform him / her about the habitual absentees, academically weak student, objectionable behavior etc.
14. Always aim for 100% pass results in his / her subjects and work accordingly.
15. Regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
16. Make himself/ herself available for academic discussion beyond classes.
17. Motivate the students and bring out the creativity / originality in the students.

3.3 Laboratory

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify complex problems should be given to the students.
3. The lab observations/records must be in the same session or next class and evaluation/grade marked in journal.
4. Students must submit of the required records without fail in every session.
5. Faculty should give clear instruction and demonstrate the practical in simple and easy manner.
6. Prepare lab manuals, instruction guidelines etc.
7. Students shall not be permitted to carry bags into the labs.
8. In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

4. Professional Ethics

4.1 General Behaviour

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research
4. Express continuous opinion based on experience, knowledge and research by participating at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work consciously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting and appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including social service.
9. Demonstrate by example, ideals of professional ethics, national pride, peace and sensibility to environment.

4.2 Faculty's Behaviour with students

1. Create an ecosystem for bonding, trust, and faith in institutional mechanism, strengths and constraints.
2. Help take maximum advantage of institutional strength and take their help in addressing the constraints.
3. Respect the right and dignity of the student in expressing his/her opinion
4. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
5. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
6. Encourage students to improve their attainments, develop their personalities and contribute to social welfare;

7. Inculcate respect for physical work, self-reliance, and rendering services selflessly.
8. Be affectionate to the students and not behave in a vindictive manner.
9. Make themselves available to the students even beyond class hours in order to help and guide students towards excellence.
10. Refrain from giving opinions on other students, faculty colleagues or administration.

4.3 Faculty's Behavior with colleagues

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other faculty members and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities and try to resolve issues amicably.
4. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.

4.4 Faculty's Behaviour with authorities

1. Co-operate in the formulation of policies of the institution is accepting various offices and discharge responsibilities which such offices may demand.
2. Co-operate through their organizations in the, formulation of policies of the Head office and accept such assignments.
3. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
4. Co-operate with the authorities for the betterment of the institutions and conform to all values related to the dignity of the profession.
5. Should adhere to the Conditions of contract
6. Give and expect due notice before a change of position is made.
7. Refrain from availing any leave except on unavoidable grounds and without prior intimation, keeping in view their particular responsibility towards the academic schedule.
8. Refrain from undertaking any other employment/ private teaching, tuitions or consultancy and any other activity which is likely to interfere with their professional responsibilities and violates the government norms for code of conduct.

4.5 Faculty's Behaviour with other staff

1. Faculty's should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational Institution.
2. Faculty's should help in the function of joint staff-councils covering both faculties and the non-teaching staff.

4.6 Faculty's Behaviour with guardians

1. Try to see through various committees of department and organization, that, institutions maintain contact with the guardians, their students.
2. Send reports of students' performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

4.7 Faculty's Behavior in society

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided
2. Work to improve education in the community and strengthen the community's moral and intellectual life
3. Be aware of environmental problems and take part in such activities as conducive to the progress of society and hence the country as a whole
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among citizens, religions or linguistic groups