

CODE OF CONDUCT FOR FACULTIES

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority.
- All staff should constructively contribute toward the development of the college and university.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the records of respective portfolio.
- All staff should make an effort for the continuous development through training programs, Workshops and research and development activities.



PRINCIPAL
CHENDHURAN COLLEGE OF
ENGINEERING AND TECHNOLOGY
PUDUKKOTTAI - 622 507



CHENDHURAN COLLEGE OF ENGINEERING AND TECHNOLOGY

Accredited by NAAC with B+ Grade

Approved by AICTE, New Delhi and Affiliated by Anna University, Chennai

Lena Vilakku, Pilivalam[Po], Thirumayam[Tk], Pudukkottai - 622 507, Tamilnadu.



PROTOCOLS FOR FACULTIES

A faculty shall live and lead by example in every sphere of conduct particularly include a culture in students.

- Shall have a sense of belonging to the institution.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional acumen.
- Shall wear a respectable attire, benefitting the society's expectations.
- Shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wear.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expression.

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DRESS CODE FOR FACULTIES

Following is the dress code for the faculty of Institute:

Gents Staff: Tucked in neat full hand/Half hand shirts and proper shoes.

Ladies Staff: Proper saree with White Coat

It is mandatory for staff to wear College ID cards at all times when they are in the campus.

A handwritten signature in green ink, appearing to be 'S. S. S.', written over a horizontal line.

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