



K.S.RANGASAMY COLLEGE OF TECHNOLOGY
(Autonomous)

Tiruchengode – 637 215, Namakkal, Tamil Nadu

CODE OF CONDUCT FOR FACULTY

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Code of Conduct for Faculty Policy

1. Preamble

The faculty of an engineering institution play a pivotal role in shaping the intellectual, ethical, and professional foundations of future engineers and technologists. As educators, mentors, and researchers, faculty members are entrusted with the responsibility of upholding academic excellence, fostering innovation, and promoting a culture of integrity and inclusiveness.

This Code of Conduct is established to guide faculty members in the discharge of their duties with honesty, accountability, and a deep commitment to the mission and values of the institution. It sets forth the principles and standards expected of all faculty in their interactions with students, colleagues, administrators, and society at large.

The code aims to ensure a professional and respectful academic environment that nurtures lifelong learning, critical thinking, and ethical behavior. It also aligns with the frameworks and expectations set by regulatory bodies such as AICTE, UGC, NAAC, and NBA, and reflects the broader goals of national educational policy and global academic standards.

Faculty are expected to adhere to this code in both letter and spirit, thereby contributing to the growth of a vibrant academic community and the advancement of technical education in service of the nation.

2. Code of Professional Ethics for Faculty Members

a. Faculty and their Professional Responsibilities

Anyone who chooses teaching as a profession accepts the responsibility to uphold the highest ideals associated with it. A faculty is continually observed by students and society, and must therefore ensure that their actions are consistent with the values they teach. There should be no contradiction between a faculty's words and deeds. The national educational ideals, which a faculty is expected to instill in students, should also be embodied in their own conduct. Moreover, the teaching profession demands that a faculty remain calm, patient, communicative, and maintain an approachable and amiable demeanor.

Faculty Shall:

1. Maintain a responsible standard of conduct and demeanor, as expected by peers, students, and the community.
2. Adopt constructive, reflective, collaborative, integrative, and inquiry-based approaches, along with appropriate pedagogical tools, to enhance the teaching-learning process.

3. Communicate effectively with students and other stakeholders, preferably using English as the medium of instruction and interaction.
4. Manage his / her personal affairs in a manner that upholds the dignity and integrity of the teaching profession.
5. Pursue continuous professional growth through study, research, writing, and active participation in seminars, workshops, and symposia, while maintaining appropriate professional conduct.
6. Express free and honest opinions through active participation in professional meetings, seminars, and conferences, thereby contributing to the advancement of knowledge.
7. Maintain active membership in professional organizations, subscribe to relevant academic or subject-specific journals, and strive to enhance the quality of education and the teaching profession.
8. Perform all assigned academic responsibilities—including teaching, tutorials, practical sessions, and seminars—with sincerity, commitment, and dedication.
9. Cooperate and assist in fulfilling the educational responsibilities of the institution, including advising and counseling students, and supporting the conduct of institution examinations through supervision, invigilation, and evaluation.
10. Actively participate in extension activities, co-curricular and extracurricular programs, including community service initiatives.
11. Strive to complete all assigned tasks promptly, adhering strictly to the deadlines provided.

b. Faculty and Students

A Faculty shall:

1. Respect the rights and dignity of students while encouraging the free expression of their opinions.
2. Treat all students impartially, without discrimination based on religion, caste, gender, political beliefs, economic status, social background, or physical ability.
3. Mark attendance punctually, preferably within the first 10 minutes of the lecture on the day of the class.
4. Acknowledge the diverse aptitudes and capabilities of students and strive to address their individual academic needs.
5. Encourage students to enhance their academic achievements, develop their personalities, and contribute positively to community welfare.

6. Show affection and fairness toward students, avoiding any vindictive behavior for any reason.
7. Consider students' academic attainment carefully and objectively when assessing merit.
8. Make oneself available to students beyond class hours to offer guidance and support without expecting remuneration or reward.
9. Avoid inciting students against their peers, colleagues, or the administration, promoting harmony and mutual respect.

c. Faculty and Colleagues

The faculty members shall always:

1. Treat fellow professionals with fairness, respect, and courtesy.
2. Speak respectfully about other teachers and offer support to promote their professional growth.
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities.
4. Avoid discrimination or exploitation based on caste, creed, religion, race, or gender in all professional activities.
5. Maintain a social, humane, democratic, and rational attitude towards fellow teachers.
6. Make every effort to resolve and eliminate local tensions, controversies, and disputes amicably.
7. Uphold and believe in the unity and solidarity among colleagues.

d. Faculty and Authorities

A faculty shall:

1. Perform professional duties in accordance with existing rules and procedures, and initiate appropriate steps through the university to advocate for changes in any regulations detrimental to the professional interests.
2. Refrain from undertaking any other employment, including private tuition or coaching classes, without prior permission.
3. Actively participate in institutional policy formulation by accepting various administrative roles and fulfilling the associated responsibilities diligently.
4. Cooperate with institutional authorities for the improvement and welfare of the institution, while upholding the dignity of the profession.
5. Adhere strictly to the terms and conditions outlined in the employment contract.

6. Provide and expect adequate notice before any change in position or employment status.
7. Avoid taking leave except on unavoidable grounds, and whenever possible, provide prior intimation, keeping in mind their responsibility to complete the academic schedule.

e. Faculty and Staff Employees

Faculty should treat staff employees as colleagues, with equality, respect, and a spirit of fraternity.

f. Faculty and Guardians

Faculty should strive to maintain regular contact with students' guardians, provide performance reports when necessary, and participate in meetings organized for the mutual exchange of ideas and the benefit of the institution.

g. Faculty and Society

The faculty shall:

1. Recognize education as a public service and actively inform the community about the educational programs being offered.
2. Work towards improving education within the community and contribute to strengthening its moral and intellectual well-being.
3. Stay aware of social and economic issues and participate in activities that promote societal progress and national development.

3. Code of Conduct for Head of the Department (HoD)

a. Academic Leadership

- Ensure the effective delivery of the academic curriculum as per university and institutional guidelines.
- Promote high standards of teaching, research, and learning outcomes within the department.
- Facilitate faculty development, mentoring, and support scholarly activities among staff and students.
- Review course content, program outcomes, and ensure regular curriculum updates in line with AICTE/UGC/NAAC/NBA standards and local and global needs.

b. Administrative Responsibilities

- Supervise the day-to-day operations of the department, including class schedules, workloads, and resource allocation.
- Maintain proper records such as departmental reports, faculty performance, and student progress.

- Ensure timely submission of internal marks, academic reports, and other institutional requirements.
- Conduct regular department meetings and communicate key decisions taken in the leadership meeting to faculty and staff.

c. Faculty & Staff Management

- Ensure fair distribution of duties and responsibilities among faculty and staff.
- Conduct periodic performance reviews and provide constructive feedback.
- Encourage team spirit, cooperation, and a positive work culture.
- Resolve interpersonal and professional conflicts fairly and promptly.

d. Student Welfare & Discipline

- Oversee student counseling, academic progress, and address grievances
- Promote discipline and ethical conduct among students within the department
- Encourage co-curricular and extra-curricular engagement to support holistic student development

e. Financial Responsibility

- Ensure optimal use of departmental funds, grants, and resources
- Follow transparent procedures for procurement and financial planning is monitored in the purchase policy
- Maintain records of budget utilization and submit the bills / settle the accounts within a week time

f. Institutional Compliance

- Abide by the rules and policies of the institution, university, and statutory bodies.
- Cooperate with accreditation and audit processes, ensuring timely data submission.
- Maintain confidentiality in institutional matters and data handling.

g. Ethical Conduct

- Uphold integrity, impartiality, and professionalism in all actions and decisions.
- Avoid conflicts of interest and favoritism in academic or administrative matters.
- Be a role model in behavior, punctuality, and commitment.

h. External Representation

- Represent the department in institutional, academic, and industry forums with dignity.
- Foster industry-institute partnerships, MoUs, and collaborative opportunities.
- Promote the department's image through academic excellence and outreach programs.

i. Policy Implementation

- Ensure implementation of institutional policies related to attendance, examination, mentoring, and quality assurance
- Enforce anti-ragging, gender-sensitization, and PoSH (Prevention of Sexual Harassment) policies within the department

j. Continuous Improvement

- Encourage innovation, feedback mechanisms, and continual improvement practices
- Promote the use of ICT and emerging technologies in teaching and administration
- Lead initiatives that align the department with national educational missions (e.g., NEP 2020, Digital India etc.)

4. Faculty Do's and Dont's**a. Do's**

1. Respect institutional rules, regulations, and policies.
2. Adhere to all legal, regulatory, and accreditation requirements applicable to the institution.
3. Obey all the orders, duties assigned by the academic In-charge, Head of the Department, Deans, Principal, and Chairman from time to time.
4. Follow the dress code: Male faculty must wear formal full-sleeve shirts (tucked in), with sleeves not folded, maintain a clean shave, and wear black or brown formal shoes. Female faculty must wear saree or salwar kameez with shoes. T-shirts, jeans, and other casual attire are strictly not permitted. Wear ID card all the time and also insist the students to follow the same.
5. Follow the medium of instruction which is English. Avoid speaking in Tamil or other vernaculars in the class or laboratory.
6. All official correspondence involving faculty and students must be routed through the appropriate channel.
7. It is the responsibility of every faculty member to monitor and report any act of indiscipline observed among students on campus, regardless of their department. Such instances should be immediately brought to the attention of the concerned HoD.
8. Avoid plagiarism and ensure originality in teaching, research, and publications.

b. Dont's

1. Do not engage in gossip, favoritism, or disrespectful communication in canteen, staff rooms, classrooms, or digital platforms.
2. The use of mobile phones inside the classroom is strictly prohibited.
3. Do not favor or disfavor students or staff based on caste, community, or gender.

4. Never engage in behavior—verbal, physical, or digital—that may be deemed inappropriate, especially towards female students or staff.
5. Avoid **dictation of content** from the textbook or from power point presentation during the classes.
6. Don't leave the campus (institution premises) during working hours without prior permission. In case of an emergency, obtain approval from both the Head of the Department and the Head of the Institution.
7. Faculty of the Institution shall not participate in any strike or similar activities including absence from duty without permission, hunger strike, etc; against the Institution.