

CODE OF CONDUCT FOR TEACHERS

1. Prepare and submit the complete lesson plan and lesson notes for 2 units of syllabus in advance to HOD at the beginning of every semester/year and cover the syllabus as per the lesson plan.
2. Sign in the staff attendance register at 8:40 A.M on every working day unless he/she is on leave.
3. Prepare good notes by referring to number of standard text books and university question papers, Solve Numerical problems in the class before asking the students to solve.
4. Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time. Clean the board before leaving the class. Contents must be delivered in **English** only.
5. Suggest the list of books which are to be referred by the students for the subject being taught.
6. Mark attendance in the classroom itself and write the academic diary in the attendance register in time.

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7. Prepare and submit the internal question papers in examination section in time and maintain Strict confidentiality regarding the question papers.
8. Correct the answer scripts as per the key unbiasedly and post marks in time after verification by the students in the master registers available in the concerned HOD's room and submit the scripts to examination section
9. Submit the attendance register and academic diary to the HOD at the end of every week.
10. Consolidate and post the attendance in the master register on the last working day of every month.
11. Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
12. Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers of the same class is mandatory for all types of leave.
13. Engage the class work of the colleague who have assigned his/her class in the leave letter.
14. Act as "Mentor" for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
15. Involve in the examination work of the College as examinations are part and parcel of legitimate duty of staff member. Alternative arrangements are to be made for exam duty in case of emergency only. Faculty are advised to refrain from making alternative arrangements regularly.
16. Route all the Correspondence through the office of the Head of the Department.
17. Assist the HOD in exigencies and in developmental works.

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18. Be available in the Department during the working hours for consultation by the students.
19. Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal
20. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
21. Wear ID card as long as you stay in the college campus.
22. Result analysis must be done after the announcement of results by the university/ College and also update student record regularly after knowing supplementary exam results in the current Semester.
23. Motivate the students to attend the seminars without fail.
24. Instruct the students to attend the internal / external exams without fail.
25. Motivate the students to present papers in Conferences / Seminars at regional / national level.
26. Inform the subject teachers of their class to post mid exam marks in the masterregister within stipulated time after the completion of mid test.
27. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
28. Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal



PRINCIPAL
Potti Sriramulu Chalavadi Mallikharjuna Rao
College of Engineering & Technology
Kothapet, VIJAYAWADA-520 001