

Dr. Samuel George Institute of Engineering & Technology

Approved By AICTE, New Delhi & Affiliated to JNTUK, KAKINADA.
An ISO 9000 : 2001 Certified Institution



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Website : www.drsgiet.ac.in
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College Code : 35

HAND BOOK OF CODE OF CONDUCT



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SERVICE RULES

- As it is necessary to define the service rules, its terms and conditions of appointment, leave and other services of all the employees, i.e., teaching faculty and non-teaching faculty employed in our institution managed by the **Dr.Samuel George Institute of Engineering & Technology** to provide for their duties, code of conduct and pay scales.
- **Dr.Samuel George Institute of Engineering & Technology** has made some rules and regulations for efficient functioning of institution.
- The overall functioning of institute completely depends upon the faculty member's dedication and sincerity.

FACULTY APPOINTMENT & TERMINATION

- All the faculty members are appointed and ratified by the selection panel under the governing body committee.
- All the faculty members will be under probation period of one academic year.
- Faculty increments and promotion to next cadre are duly based upon by taking feedback from the students, results for that academic year, self-appraisals, remarks from the heads of the departments and principal.
- The faculty services are terminated without any notice under the following conditions
 - Poor academic feedback from students (by student feedback form).
 - Misbehaving towards students either of genders.
 - Promoting communal feelings & politics.
 - Non-co operation with institution.
- Any faculty wants to resign should give a one-month notice through proper channel.

WORKING HOURS

- All the faculty members including non-teaching staff are requested to be present in college with in stipulated timings as instructed by the governing body committee.

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PERMISSIONS, LATE COMING & LEAVES

- All the faculty members & other staff are requested to be available in college before time.
- In case of late coming, the faculty has to report to head of the department then to the principal and has to intimate the same to other faculty to alter the class.
- Late permissions are only for an hour or else depending upon the ones situation and if it exceeds it is considered as one leave.
- Coming to the leaves, whenever a faculty wants to take a leave(s) he/she has to inform in advance i.e., a day before and has to alter the class with any other staff which should be endorsed by the HOD and principal.
- If in any case, no possibility of getting advanced leave the faculty must inform through WhatsApp message / text message before in-time of college.

CODE OF CONDUCT FOR FACULTY

1. Everyone should maintain decorum both inside and outside the classroom and mark a good example to the students.
2. Every employee must and should abide to the rules and regulations set by the governing body.
3. Every employee should maintain confidentiality regarding activities of institution and should not divulge to any other people who are not related to institution.
4. Faculty members should be dressed up in formals every day with in shirt and shoes.
5. Identity cards should be carried by each faculty during the college times.
6. Mobile phones should not be carried to classes or in case of carrying they should put in silent mode.
7. Faculty must be there in classroom at least 5 minutes before and should leave the class only after the arrival of next faculty.
8. Faculty should ensure regarding student late entry's, dress code and use of mobile phones.
9. Monthwise lecture plans should be implemented by the faculty and should report the same to the Head of the departments.

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10. Faculty should conduct internal exams as directed by the exam section in charge and to submit the answer booklets soon after correcting and declaring the marks with attendance sheet along with result analysis to the examination section at the end of academic year/ semester.
11. As the rules and regulations of affiliated university, pharmacy council of India, faculty have to stick on to the prescribed workload.
12. Faculty has to attend all the examination duties without fail.
13. For achieving the best results from students, faculty has to give assignments, seminars every fortnight.
14. Every faculty must and should account for the books lent from the library and submit the same before the end of academic year or while leaving the institute.
15. HoD and Principal should coordinate all the departments activities to ensure smooth conduction, execution & completion of all works related to academics.

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CODE OF CONDUCT FOR NON-TEACHING & ADMIN STAFF

1. Uphold high standards of professional behavior and integrity.
2. Safeguard the privacy and confidentiality of students, faculty, and colleagues and handle sensitive information with the utmost care and discretion.
3. Treat all students, staff, faculty, and visitors with respect and courtesy.
4. Perform job duties diligently and to the best of your ability.
5. Adhere to ethical standards in all professional activities.
6. Communicate clearly, effectively, and respect fully with colleagues, students, faculty and other stakeholders.
7. Notify supervisors in advance of planned absences and provide timely updates in case of unforeseen circumstances.
8. Support and assist team members when needed to ensure the smooth operation of the pharmacy department.
9. Engage in continuous learning and professional development opportunities and stay updated with relevant policies, procedures, and industry best practices in pharmacy.
10. Address conflicts and disagreements constructively and respectfully.
11. Adhere to all health and safety regulations and guidelines specific to the pharmacy environment and report any unsafe conditions or practices to the appropriate authorities.
12. Use department resources, including equipment, facilities, and supplies, responsibly and for their intended purposes.

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CODE OF CONDUCT FOR STUDENTS

1. Students must attend the college in uniform and to wear identity card is mandatory.
2. Students should not bring discredit to the college or to themselves. Insubordination and rude behavior of any kind inside or outside the college will be severely dealt with.
3. Students should be regular and punctual in attending the classes and all activities connected with the college. No student is allowed to enter the classroom or leave the classroom during class hours without the permission of the Principal. They are not permitted to go out of the campus during lunch break.
4. The students should stand up and wish the teacher when he/she enters the class. They should take their seats only after the teacher takes his/her seat or instructs the students to do so.
5. They should wish all the teachers irrespective of their Departments.
6. Strict silence should be maintained during class hours in the Classrooms, Library, Laboratory, Examination halls and in the College premises.
7. Students must conserve electricity and water. They must switch off lights & fans when they leave the classroom, study room of the library & computer.
8. Use of books, magazines and other materials not approved by the Principal will not be permitted in the college.
9. Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and will be punished accordingly.