



Appendix 1: CODE OF CONDUCT FOR FACULTY

I, a member of the Faculty of GRGSMS commit to the following Code of Conduct.

I shall:

1. Be committed to my profession and academic integrity. I shall not compromise on standards of academic performance.
2. Involve myself with and contribute to all the activities and programmes conducted by our institution.
3. Assume responsibility for the academic performance of my students and enable development of holistic personality of the students. I shall proactively encourage all my students to participate enthusiastically in all co-curricular and extra-curricular activities.
4. Discharge my duties diligently toward fulfillment of all the three components of my academic profession – teaching, research and publication, and academic administration. The proportion and quantum of these will be determined at the beginning of each academic year by mutual agreement between the Director and me.
5. Adopt a judicious mixture of pedagogical tools and techniques for the delivery of the Courses assigned to me. I shall use not only lectures, but also presentations, case discussions, role plays, simulations exercises, group discussions, experiential learning methods, practical applications, project assignments and similar tools as may be appropriate for my Courses.
6. Be responsible for evaluation and grading of students for my Courses. I shall comply with all the requirements of the Bharathiar University and the Controller of Examinations in this regard.
7. Be responsible for maintaining the attendance registers and all related administrative documents for all the Courses assigned to me.
8. Use technology-enabled learning management systems (such as Moodle) extensively to enhance the teaching-learning process.

9. Prepare well for each of my classroom sessions such that the delivery of the Courses assigned to me is of acceptable standards.
10. Be responsible for completion of the entire syllabus stipulated for my Courses. I shall ensure compliance with all academic requirements for my Courses.
11. Be responsible for arranging guest lectures for the Courses assigned to me. Such guest lectures shall be aimed at providing industry exposure to students and practical orientation to theory, and shall be limited to 20% of scheduled number of sessions for each Course.
12. Not cancel / reschedule / re-assign scheduled classes unless it is unavoidable. Even in these unavoidable circumstances, I shall obtain prior approval of the Director.
13. Deliver seminars, participate in national and international conferences and workshops, and publish articles and papers in leading academic and general journals and magazines in order to constantly enhance my professional accomplishments.
14. Not absent myself from work and/or avail leave of any kind unless such absence / leave is absolutely essential and unavoidable. I shall obtain prior approval of the Director in all cases of absence / leave. Even when such absence / leave is availed by me, I shall be responsible to assign my work to a colleague with the latter's concurrence.
15. Work as a team with cooperation, collegiality, and trust among all my colleagues.
16. Maintain professional decorum and personal conduct in all my behaviour at all times and shall not indulge in any act that may adversely impact the reputation of my institution. I shall always be committed to the core values of the institution and shall always act with integrity.
17. Respect individual dignity of all my students and colleagues and not engage in talks or behaviour that may cause loss of collegiality.
18. Be responsible for security, proper upkeep, and maintenance of institutional property.

I agree that I shall be solely responsible for consequences of any violation of the above by me at any point of time.

Name:Signature:

Date: