



NAAC ACCREDITED
ISO 9001 : 2015

Khandesh College Education Society's

INSTITUTE OF MANAGEMENT & RESEARCH

AFFILIATED TO KBC NORTH MAHARASHTRA UNIVERSITY
RECOGNIZED BY (AICTE) NEW DELHI

Code of Conduct for Faculty Members

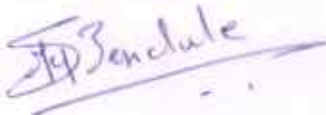
- I. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
- II. In order to achieve this, a faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students (if required make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the extent possible as medium of communication for such discussion.
- III. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / her dedication for the students so that it is felt by the students. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.
- IV. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
- V. General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wiser to explain what is best in the interest of a student.
- VI. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/seniors etc.
- VII. Many a times, it happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: "give respect to command respect".



IMR Campus, Behind D.I.C., N.H.6, Jalgaon - 425001 (Maharashtra) INDIA.

Phones : Office - (0257) 2251281, 2254914 Fax : 2251281 Mobile : 9423973215 Web Site : www.imr.kces.in Email : info@imr.ac.in

- VIII. Behavior of the faculty member with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.
- IX. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also as far as possible faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.
- X. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the institute.
- XI. Behavior of the faculty member with the fellow staff member / faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the management especially before the students.
- XII. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the institute.
- XIII. **Dress Code:-** The faculty member shall wear the uniform prescribed by the Institute on all days of week except Wednesday. On Wednesday, the faculty members can wear any formal attire.
- XIV. Every faculty member must have the Identity card issued by the Institute with him/her at all times in the premises
- XV. A faculty member must follow all the rules of the Leave policy for taking leaves
- XVI. Faculty members must take gate pass from the director if he want to leave the campus any time in between the duty time for any duty related or personal reasons
- XVII. Maximum only 3 Gate pass will be available for each faculty member in a month



Prof. Dr. Shilpa K. Bendale

Director

