**INSTITUTIONAL CODE OF CONDUCT FOR STAFF**

**1. DISCIPLINE**

* All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
* All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
* All staff shall devote their time and their best efforts for the progress of the Institute.
* Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
* Staff must be punctual.
* Staff must attend all functions of Priyadarshini Institute of Science and Technology for Women as per the instructions of central office.
* Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:

 gender/sexuality/age/marital status

 Pregnancy or likelihood of pregnancy

 Physical features, disability or impairment (physical disability or

 Medical status)

* Every staff should maintain absolute integrity and devotion to duty and not to act which is unbecoming of an employee of an educational institution.
* Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institute goals.
* Every staff should strictly abide by any law relating to intoxicating drink or drug in force in any area in which he/she may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his/her duty.
* Every staff should maintain the confidentiality regarding the College’s affairs and the affairs of its constituents and should not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College’s staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
* The Faculty Member should show no partiality to any segment / individual student.

**2. LEAVES**

* Staff shall get casual leaves, medical leaves, earn leaves and vacations as per Rules of JNTUH and PRIW central office.

**CODE OF CONDUCT FOR TEACHING-STAFF**

**1. DISCIPLINE**

* The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
* The work plan of teaching staff should ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

**2. LEAVES**

* Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

**3. CONTINUOUS ASSESSMENT**

* Once the subject is allotted the staff should prepare lecture wise lesson plan.
* The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
* The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
* The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
* The staff should get the feedback from students and act / adjust the teaching appropriately.
* The staff should interact with the student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
* Every Faculty Member should maintain academic record book.

**4. CLASSROOM TEACHING**

* The staff should engage the full 50 minutes and should not leave the class early.
* The staff should make use “Information Communication Technology (ICT)" for effective delivery.
* The staff should encourage students asking doubts / questions.
* The staff should take care of slow learner students and pay special attention to their needs in special classes.
* The staff should motivate the students and bring out the creativity / originality in the students and should make herself available for doubt clearance.
* Every teaching staff demonstrate a high standard in teaching and learning by:

 engaging students in their learning

 working to achieve high level outcomes for all students

 maintaining records to manage, monitor, assess and improve student learning

 using research and student achievement data to inform professional practice

 engaging in reflective practice and developing their professional knowledge and teaching skills

 supporting the personal and professional development of others

 providing constructive feedback to colleagues that is considered and helpful

 assisting in developing and mentoring less experienced staff

 accepting responsibility for their own professional learning and development

**5. LABORATORY**

* The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
* The staff should involve themselves in demonstration models and charts.

**6. TEST/ASSIGNMENTS/MID-TERM/MOCK**

* In problem oriented subject, regular tutorials have to be conducted.
* The Tutorial problems to be provided to the students a week prior to the actual class.
* Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

**7. APPRAISAL REPORT**

* All the staff members are required to submit their Self Evaluation Report (PBAS) at the end of every term of the academic year in the prescribed format.
* Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
* Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
* Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
* In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

**CODE OF CONDUCT FOR SUPPORTING STAFF**

**1. ADMINISTRATIVE STAFF**

* Confidential report of the document should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
* Staff should take additional responsibilities if required as assigned by Principal.

**2. ACCOUNTANT**

* Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
* Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Accountant should establish tables of accounts, and assign entries to proper accounts.
* Accountant should report to the Principal regarding the finances of establishment.
* Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
* Account should provide all the necessary account statement and documents for various committees of the institute.
* Account should provide all the necessary account statement for the yearly account audits.

**3. LAB ASSISTANT**

* Lab assistant should help the lab in-charge to carry out the lab related works.
* Lab assistant should maintain attendance register
* Lab assistant should keep experimental setup ready before conduction of the experiment.
* Lab assistant should ensure the cleanliness of laboratories.

**4. CLERK**

* Clerk should maintain service book of all staff of the Institute.
* Clerk should maintain college level/department level all document files.

**5. PEON**

* Peon should report the college half an hour before the college time.
* Peon should maintain cleanliness of laboratories, class and staff rooms.
* Peon should do all the work assign by the Head of the department and other staff members.
* Peon should not leave the office until and unless the higher authority permits.

**PROFESSIONAL ETHICS**

* Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staffs are representing the Institute.
* Avoid any activities that would involve us in any practice that is not in compliance with the Code of Conduct of the Institute.
* Staff must respect the person, privacy of students and other staff members of the Institute.
* Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
* Staff should respect the dignity, rights and opinions of colleagues and students.
* Staff should respect cultural, ethnic and religious differences of collogue and students.