



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)

Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



Code of Conduct for Faculty and Staff

This Code of Conduct is for every Employee, intends for rising the Ethics and Perpetuation inside the Campus. All Employees are requested to adhere to this Code and support for Cohesive Environment.

1. During working hours, Employee shall use all their Competencies and Knowledge to serve the Institution faithfully and shall comply with the Rules, Regulations and Procedures which are in effect from time to time and shall entirely devote their time for the Growth and Betterment of the Institution.
2. Employee should not, without the Institution's prior written consent, be in any way directly or indirectly engaged or concerned with any other Assignment or Employment (either part time or full time) during, or, outside their hours of work of the Institution. Employee shall however, undertake Honorary Work of Social or Charitable Nature, Literary, Artistic or Scientific Character only with the expressed written permission from the Competent Authority.
3. Employee should not absent himself/herself from duty except for valid reasons /unforeseen Contingencies without prior permission of the Designated Authority.
4. All Faculty Members should strictly adhere to the Academic Requirement of the Institution and need to complete the Syllabus in time for the benefit of the Students.
5. Faculty should be a Good Facilitator and Mentor. They should Support, Counsel and Guide the Students for improving their Overall Personality to ensure that the Teaching-Learning Process is Effective and Successful.
6. Faculty should maintain confidentiality in all aspects, unless asked to reveal by the Institutional Authority.

7. Faculty Members should involve in activities like Publications in Journals , Conferences, Seminars, Workshops, FDPs, Funding Proposals, Awards and Recognitions, Patent Filing, Books/Chapters and Online Certification Courses for the Academic Excellence
8. Prior permission should be obtained for Leave/ Reporting late in the morning or leaving early in the evening without loss to their duties. This is subject to restrictions as regards frequency.
9. Employee shall only be relieved from their Duties upon Resignation, etc. at the end of the semester or upon fulfillment of their Notice Period whichever is later.
10. Faculty Members should not carry their Mobile Phones during Class/Laboratory Hours.
11. Employee should not leave College / Work Place except with the prior Permission of the Authority
12. Employee should not participate in any unapproved association, Active or Passive which will be viewed seriously.
13. Consumption/Distribution of Alcohol, Drugs, Smoking or any other intoxicant by an Employee within the Institute premises is strictly prohibited.

PRINCIPAL,
MUTHAYAMMA ENGINEERING COLLEGE
(AUTONOMOUS)
RASIPURAM-637 408. NAMAKKAL Dist.
TAMILNADU