



---

## Code of Conduct for Teaching Staff

---



**BLDE ASSOCIATION'S**  
**VACHANA PITAMAHU DR. P. G. HALAKATTI**  
**COLLEGE OF ENGINEERING AND TECHNOLOGY**

Adarsh Nagar, Ashram Road, Vijayapur 586103, Karnataka, INDIA

# **RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF TEACHING STAFF**

The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times.

## **ADMINISTRATIVE RULES**

1. All the staff members shall comply with rules and regulations and HR policies of BLDEA's Management notified from time to time.
2. All the staff members shall discharge the duties assigned in a professional, honest and cooperative manner with total commitment.
3. All the staff members shall attend and participate in meetings, activities called/assigned by Principal/Vice Principal/HoD/Coordinators/Management.
4. The staff shall follow decent and formal dress code.
5. The faculty shall not accept or proceed to undertake any duties or works outside the college without prior approval of the principal.
6. Duty hours in different departments and sections of the institution shall be followed as notified from time to time.
7. All the staff members shall be present 5 minutes before the scheduled time. Disciplinary actions in case of non-adherence to duty timing shall be as per HR Policy.
8. All the staff members shall be present for the flag hoisting ceremony compulsorily on 15<sup>th</sup> August (Independence Day) and 26<sup>th</sup> January (Republic Day) and also on other important college functions.
9. All the staff members are to be present at their designated place of work during the working hours.
10. Any staff member not found at his/her workplace during working hours is liable to be treated as absent for the duty.
11. In case of emergency/important works, staff members going out of campus shall take permission from the Principal or respective Heads and enter information in movement register.

## **ACADEMIC RULES**

1. The faculty shall conduct the assigned classes as per time table.
2. The faculty shall be present in the classroom right in time. (near the classroom at least five minutes before commencement of class)
3. Mark attendance within the first ten minutes of the class hour. The student entering the class after ten minutes can only avail the benefit of lecture not the attendance.

4. Be well prepared for the class and stay focused on the content of the topic.
5. Maintain the record of lesson plans, work record and other relevant documents of the courses handled and implement the curriculum with the defined objectives.
6. Commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts & ideas and share knowledge in a manner that encourages effective two-way communication.
7. Be organized in order to make efficient use of time and move in a planned way and be self confident and facilitate quality delivery of the course being taught.
8. Use innovative teaching methodologies in addition to conventional use of black board depending on the course and necessity.
9. The faculty shall handle the assigned practical classes and be available in the designated place for the full scheduled time of the practical class.
10. The faculty shall handle the class or tutorial for the complete duration of the said hour.
11. After each CIE test, the faculty shall discuss the common mistakes made by students and explain how to overcome them.
12. Evaluate the CIE test answer books and assignments within the stipulated time of academic calendar and make the scheme of evaluation transparent.
13. The faculty shall adhere to all the academic and evaluation deadlines prescribed by VTU from time to time.
14. Participate in professional development activities and apply the concepts in all academic activities.
15. The faculty shall share the information, enable students to reflect on learning that takes place in seminars, internships, projects there by help in improving Teaching Learning Process (TLP).
16. Provide real time case studies as and when necessary. Adopt appropriate strategies to achieve the desired objectives of learning. Pose questions to the students which inculcate out of box thinking.
17. The faculty shall not postpone, prepone, let-off or suspend the scheduled classes without the authorization from the concerned HoD/ Principal otherwise disciplinary action will be initiated.



**Principal**  
Principal,  
B.L.D.E.A's. V.P. Dr. P.G.I  
College of Engg. & Tech  
VIJAYAPUR-586103.