



SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

Dindigul – Palani Highway, Dindigul – 624 002.

Phone : 0451 – 2448800 – 99 (100 Lines)

Fax: 0451 – 2448855

Email : ssmietdgl@gmail.com

Website : www.ssmiet.ac.in

CODE OF CONDUCT AND VALUE SYSTEM FOR FACULTY AND STAFF

ETHICAL PRACTICES

Compliant to the teaching profession, the faculty will strive to

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making a statement about their qualifications and competencies
- Contribute to the development and promotion of sound educational policy
- Contribute to the development of education especially at higher level.
- Treat colleagues and associates with respect, welcome newcomers to the profession working with them in a very congenial environment.
- Respect confidential information as it is concerned with the future of the youth.
- Speak out if the behaviour of a colleague is seriously in breach of this code.
- Uphold integrity and be truthful to your task and delivery.

RESPONSIBILITY AND ACCOUNTABILITY

- Faculty should handle the subjects assigned by the Head of the Department
- Faculty should complete the syllabus in time. Faculty shall produce good results in the subjects handled by them and are accountable for the same.
- Tutor – ward system (mentoring) must be effectively implemented. Faculty shall monitor the respective group of students who are assigned to them.
- Faculty should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the teaching-learning Process is effective and successful. Value based education must be their motto.
- Faculty should maintain decorum both inside and outside the classroom and set a good example to the students.
- Faculty should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.



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ATTIRE AND APPEARANCE:

Following is the dress code for the faculty members:

- Gentlemen: Tucked in shirts with tie and shoes, clean shave and presentable.
- Ladies : Saree

ID CARD:

- It is mandatory for faculty and staff to display ID cards at all times when they are in campus.

COMMUNICATING WITH PARENTS:

- Faculty should maintain a cordial and continuous communication with parents regarding the progress of their wards.

HANDLING FACULTY'S INDISCIPLINE:

- Cases of indiscipline or misbehavior should be dealt with at HoD or Principal level so as to prevent faculty from threatening the students in the name of marks or other punitive action for their lapses or indiscipline.

TAKING ATTENDANCE:

- Faculty members must take attendance within 5 minutes from the commencement of the period.
- Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- Faculty are advised to refrain from awarding punishments like: dismissal from the class rooms, making them stand in the class rooms, calling their parents to campus
- Trouble makers in the class rooms must be reported to the HoD/Principal.
- Students violating dress code must not be allowed to attend the lecture classes, Laboratories and library. Faculty members must report such cases to the HoD for cancellation of attendance for that day.



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COURSE DIARY:

Every faculty must maintain a course diary for each subject offered during semester/year.

It shall have following details:

Nominal Roll

Syllabus

Time Table

Lecture Plan

Lecture notes for each period

Part – A Questions with answers

Part – B Questions

Previous years Semester exam question paper with answer key

Question papers of all Unit, Internal tests

Consolidated mark statement of all the tests.

CLASS ADJUSTMENT BEFORE PROCEEDING ON LEAVE:

- As per the rules of the institute, faculty members must adjust their classes and show the consent of the substitute teacher to the HoD before going on leave.
- All the faculty members are advised to strictly follow the above procedure; failing which the leave will be treated as leave on loss of pay.

PROCEDURE FOR RELIEF ON RESIGNATION:

- As per the service rules of the Institute, faculty members intending to resign are expected to give a 3 month notice.
- Faculty and Staff should surrender the following original certificates at the time of joining duty to avoid leaving the institute abruptly.

10th or equivalent,

12th or equivalent

B.Tech. & M.Tech. / B.Sc. & M.Sc/ BA & MA/ M. Phil/Ph. D



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- Institute reserves the right to relieve the faculty / staff at any time during the notice period.

INSTRUCTIONS TO INVIGILATORS (University Examinations):

- Report to the Chief Superintendent at least 30 minutes before the commencement of examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of the examination.
- The candidates should be present in the examination halls 10 minutes before the commencement of examination and no candidate shall be allowed after the commencement of the Examination. Ensure that the candidate does not carry any incriminating material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed inside the exam halls.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are expected to remain in the examination hall for 3 hours.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the Chief Superintendent / AUR immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS:

- Practical examinations have to be conducted in the respective Laboratories / Workshops only.
- Both the examiners (Internal and External) have to assess the students. Internal examiners have to brief the external examiners regarding allocation of marks for each component.



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- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the answer sheets as well as on the award lists.

PROMOTION POLICY:

Faculty members belonging to all branches may be promoted on the basis of their performance and rules given by the regulatory authorities (AICTE).

DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:

HoD is responsible for conducting all academic programmes of the Department as per the norms of the affiliating University. In pursuance of the above objective he/she is required

- To formulate time – tables to provide adequate contact hours to complete the syllabus well in time.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.

SPECIFIC DUTIES OF HoD:

- Ensure that all classes are held as per the time – table and make alternate arrangement for the class work of Faculty absent on that day. Recommend for disciplinary action against those availing leave without prior arrangement for class work.
- Verify the student attendance registers every weekend to check for proper marking of attendance and implementation of lecture plans.
- Go around the class rooms and laboratories to ensure the decorum and discipline.



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- Convene meetings of faculty at least twice a month to review Academic and R&D activities of the Department.
- Arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
- Monitor students' development and problems through feedback and counseling.
- Appoint faculty counselors so as to meet the needs of students suffering from the effects of stress and peer pressure.

DISCIPLINE IN COLLEGE BUSES:

- All staff members traveling in college buses should sit in the middle and last row to curb possible incident of ragging in the buses.
- Senior faculty members are expected to keep a strict vigil on the students indulging in ragging.

DUTIES OF LAB-TECHNICIAN:

- Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the Faculty in charge of the particular Lab.
- Damages caused to the Lab equipment by students due to mishandling must be reported to the faculty concerned for further action.
- The responsibility of Lab assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab in charge.
- All maintenance works must be carried out and recorded as per the schedules given by the Lab in charge, without affecting the regular Lab class work.
- Issue register for tools and instruments issued to the students must be maintained for every lab.
- Ensure that all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.



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- To ensure the availability and proper maintenance of “first aid facilities & fire fighting equipments.”
- Adjust Lab work to a technician, who is familiar with that lab, in case of your absence.
- Ensure that the machines are in proper working condition before allowing students to do the experiments.

DUTIES OF LAB IN CHARGES:

- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by the Technician in proper manner.
- Take necessary steps to procure additional equipments / other materials required.