



ST. JOSEPH'S COLLEGE (ARTS & SCIENCE)

Affiliated to University of Madras | 2(f) Status of UGC Act, 1956

ISO 9001 : 2015 Certified Institution

Kovur, Chennai – 600 128

Managed by Sisters of DMI | www.stjosephcollege.ac.in | sjckovur@stjosephcollege.ac.in

General Code of Conduct:

- All the faculty members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- All the faculty members are expected to attend the Prayer session at 8.25 am every day.
- The faculty should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 05 minutes after the end of the last hour. They should be available to the students for clearing after the class hours.
- The work load of all the staff shall be fixed by the management.
- Faculties to be in front of the class 5 minutes ahead of lecture hour and leave the class only after the reliever come.
- Faculty members are expected to update their knowledge by attending Seminars / Workshops / Conference, after obtaining necessary permission from the Principal / Management. However, the management reserves the right to delicate the staff as per the regulations in force.
- Faculty members should attempt to publish text books, research papers in reputed International / Indian Journals / Conference.
- Self-development by way of attending FDPs, Conferences, guiding good projects, setting funds for projects, publishing papers are parameters of performance evaluation.
- During the probation period of one year, the faculty members are expected to prove their expertise. Support will be extended in all aspects. If the probation period is not satisfactory to the management, it may entire termination.
- 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. 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.
- Groupism of any kind should be absolutely avoided. If faculty members are found indulging in such activities will be subject to disciplinary proceedings.


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- Feedback from students, normal and informal, will be collected and appraised by the faculty for improvement.
- Converse only in English both in classroom and outside.

Follow the dress code:

- Men : Light coloured full sleeve shirt neatly tucked in, Shoe and ID card.
- Women : Saree, Salwar with dupatta and ID card.
- The entire faculty should attend the assembly along with the students.
- Faculty to be inside the class during the student prayer both in the morning, strictly make the students stand and silent till the prayer gets over.
- Cell phones are strictly not allowed during the working hours.
- Faculty members are expected to be impartial and cordial to students. But don't be too close which may lead to indiscipline in the class.
- Never try to control the class by threatening on internal marks or lab examination.
- Faculty should not leave the campus during working hours without prior permission of HOD / Principal.
- Leaving the institution in the middle of the semester is not permitted. One month advance notice is mandatory at the end of the academic year. Resignations will not be accepted after 31st of March. Relieving will not be entertained after 15th April. Any resignations received after the said date will be permitted only by paying three month's salary by the faculty.
- The staff will be relieved only at the end of the semester after completing the entire syllabus, laboratory work and the other related academic work.
- No vacation leave, On Duty leave or personal leave should be availed during the notice period.
- Consumption or distribution of alcohol, drugs or any other intoxicants including smoking by whatsoever name called, by an employee within the College premises, is strictly prohibited.


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Conduct in the Department:

- The teaching load will be allotted by the HOD after taking into account of the member's expertise.
- The subject is allotted to the faculty member, should prepare the lecture with the lesson plan.
- The faculty member should get the lesson plan and course file - approved by the HOD / Principal. The course file consists of preface, time table. lesson plan, previous year university question papers, notes, handouts, OHP sheets, test / exam question papers, three model answer scripts for each test / exam, assignments (if any).
- The faculty member's log book must be regularly updated and be maintained for inspection by the HOD / Principal.
- Lecture notes before starting of the semester have to be submitted to the HOD / Principal.
- In addition to the teaching, the faculty member should take up additional responsibilities as the HOD in academic, co-curricular or extra- curricular activities.
- Every faculty member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance register maintained in the department as soon as the classes / laboratory hours get over.
- 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 alternative arrangements suggested.
- The faculty must update all the files pertaining to additional responsibilities assigned to their and be ready to put up the files for inspection by the HOD / Principal as the case may be.

Class Room Teaching:

- Every faculty should always aim for 100% results. In her / his subjects and works accordingly. However, expected to produce results more than 90% without fail.
- Preparation in advance for classes is necessary to achieve this.


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- The faculty member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
- Use slides / PPT for complex diagrams and lengthy derivations.
- Use practical examples when explaining the concepts.
- Provide details of website addresses related to the topic.
- Teach the topics and advanced concepts, beyond the syllabus.
- The faculty member should refer to more books other than textbooks and prepare his / her detailed lecture notes. These lecture notes are his / her aids.
- When students ask questions, take positively and answer. If the answer is not known, tell them that the answers will be provided in the next class.
- Conduct short tests and ask few questions often to assess the effectiveness of your teaching yourself. Adapt to the necessities of students.
- Analyze the test results, identify slow learners and coach them extra to improve the university result.
- Revision / coaching classes are vital for exam preparation. Hence, the staffs have to plan the lecture hours accordingly.
- The topics covered in each period should be entered in the log book and get signed by the HOD periodically.
- The faculty member should take care of academically backward students and pay special attention to their needs in special classes.
- In problem oriented subjects, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least one week in advance of the actual class.
- The faculty member shall give possible 2-mark questions with answers for each unit.
- The faculty member should make himself / herself available for doubt clearance.
- The faculty member should motivate the students and bring out the creativity / originality in the students.


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- The faculty member should regularly visit library and read the latest Journals / Magazines in his / her specialization and keep oneself abreast of the latest advancements.
- Quick reference material should be circulated for all the units before the model examinations.

Laboratory:

- Faculty has to be inside the lab 15 min before the start of the Lab Classes.
- The faculty member, conducting the practical, must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Whenever possible, additional experiments to clarify or enlighten the students must be given.
- The lab observations / records must be corrected then and there on the next class.
- Lab classes: 30 min - observation / 90 min experiment / 30 min result verification and viva. The lab manual should be updated by the faculty concerned in accordance with the revised syllabus.
- Sample records should be maintained in every lab.

Test / Exam:

- While setting question paper, the faculty member should also have the detailed answer and marking scheme.
- During invigilation, the faculty member should be continuously moving around. He / She should not sit in a place for a prolonged time. He / She should watch closely so that nobody does any malpractice in the exam / test.
- Whenever any malpractice is noticed, the faculty member should inform the University Representative / Chief Superintendent. (Contact Coordinator and the HOD concerned in the case of Internal Assessment Test / Model Examination).
- The test papers must be corrected within three days from the date of examination and the marks should be submitted to the HOD for forwarding to the Principal with remarks.


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- The faculty members should be very fair and impartial in awarding of internal marks.

Student - Faculty Relation:

- The faculty members should have a good control of students.
- As soon as the faculty member enters the class, he / she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late comers, the teacher should try to correct the student through personal counseling and if it does not bring any change, the student must be directed to meet the class coordinator / HOD.
- The faculty member should act with fact and deal with insubordination by students.
- The Faculty member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

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