



**CODE OF CONDUCT FOR FACULTY MEMBERS, NON-TEACHING
STAFF AND RESEARCH SCHOLARS**

RULES AND REGULATIONS FOR FACULTY MEMBERS

- Faculty must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned duties elsewhere.
- Faculty should sign the attendance register while reporting for duty by 8.25 am. Faculty should remain in the campus till 4.00 pm.
- Faculty members are given coats as dress code. They should at all times follow the dress code.
- Faculty should maintain decorum both inside and outside the classroom and set a good example to the students.
- Permission for going out of the Institute shall not give during the class hours.
- Faculty should handle the subjects allotted by the Head of the Department.
- Faculty should complete the syllabus in time. Faculty shall produce the good results in the subjects handled by them and are accountable for the same.
- A faculty will be assigned a group of 15 students. The faculty shall monitor the well-being of students who are attached to them in help them in overcoming their problems. They should help, guide, encourage and assist the students that the Teaching-Learning Process is effective.



hak
Registrar



St. Peter's Institute of Higher Education and Research

(Deemed to be University U/S 3 of the UGC Act. 1956)

AVADI, CHENNAI - 600 054. TAMIL NADU.

Phone : 26558080 - 84, Fax : 044-26555430

E-mail : spiher@spiher.ac.in

Website : www.spiher.ac.in

- A Minimum of three unit tests and one model examination will be conducted by the Unit Test Cell. All the faculty must value the Blue books and inform the marks to the students. Marks for the assignments, CIA Tests etc are to be entered in their log books and also ensure that they are entered in the student profile book.
- Faculty should carry out other academic, co-curricular, extracurricular and organizational activities that may be assigned to them from time to time

Leave

- Faculty can apply leave in the prescribed format and get permission from the Deans / Vice Chancellor at least a day in advance while availing CL or OD.
- All must report for duty on the Reopening day and the last working day of each semester.
- 12 days of casual leave can be availed in a calendar year.
- Study leave for higher studies will be granted at the discretion of the management.

Non-Teaching

- Non-Teaching staff should sign the attendance register while reporting for duty by 8.25 am and should remain in the campus till 4.00 pm.
- Non-Teaching staff should always report to the lab in-charge and the HoD.
- It is the duty of the Non-Teaching Staff to ensure that the Laboratories are kept clean.
- Any loss or damage to any article in the Lab or Class Room should be reported to the Ho D in writing immediately.



Page 2 of 3

Registrar

St. Peter's Institute of Higher Education and Research
(Deemed to be University U/S 3 of the UGC Act 1956)
Avadi, Chennai-600 054



- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemical, etc. It shall be submitted to the HoD and the Principal at the end of each semester and their signatures obtained.
- Non-Teaching Staff will ensure that the students don't damage instruments in the laboratories and report any wrong doing by the student to the HoD.

Research Scholars / Faculty

The faculty members and the research scholars are to ensure that Plagiarism doesn't take place in their research work. Urkund Analysis software is available in the institute which can be used to check Plagiarism.

Plagiarism

- Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, when published or unpublished, the source of that information must be acknowledge with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as one's own, a student certifies the originality of all material not otherwise acknowledge. Plagiarism includes, but is not limited to:
- The quotation or other use of another person's words, ideas, opinions, thoughts or theories (even if paraphrased into one's own words) without acknowledge of the source; or
- The quotation or other use of facts, statistics or other data or materials (including images) that are not clearly common knowledge without acknowledge of the source.

01.06.2020


REGISTRAR

