



## **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 be given 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.
- The faculty is requested to conduct the CIA and Model Exams as per the norms of the Institution.
- The Faculty will be assigned a login for ERP for the academic module which they are advised to follow as per the standard procedure.

- 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 atleast 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 causal leave can be availed in a calendar year.
- Study leave for higher studies will be granted at the discretion of the authorities of the Institution.

### **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 Head of the Department.
- 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 Head of the Department in writing immediately.
- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc.
- 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 Head of the Department.

### **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 acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as one's own, a scholar/ student / Faculty certifies the originality of all material not otherwise acknowledged. 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.

**01.09.2025**



*Jan Kumar*

**REGISTRAR**

Registrar

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