

Code of conduct for Staff

1. It is the prime duty of every member on teaching faculty to stay focused on the mission and vision of the Institution and contribute the best to further the objectives.
2. A faculty must be present in college on all working days without fail and should not leave the campus on any pretext before the expiry of stipulated time frame for college working hours.
3. Casual leaves or other approved leaves may be taken only after getting proper sanction from the Principal. The leave letter must be submitted at least 24hour prior to date of leave.
4. Every teacher shall be available in the institution on all working days and shall perform such duties as assigned to them. The routine duties shall consist of 16 hours teaching/practical per week.
5. In addition, to normal teaching a teacher have to undertake duties such as examination, evaluation, invigilation work, general assistance to students and participation in extracurricular activities and in all other institutional support activities as required by the institution.
6. No members on the staff shall engage in any political activity within the college campus
7. On arriving the campus one must regularly affix signature in the attendance register which is to be maintained by the head of the institution
8. Attending for duty 5 minutes later than the appointed time without prior permission shall be recorded as late attendance
9. For every three days of late attendance an employee will lose one day casual leave for which he is eligible.
10. It is required that all staff must attend duties, if assigned, on national/state/festival holidays, in case the institution functions to celebrate such occasions upholding the broader national and social service objectives.
11. Use of mobile phones is discouraged in the campus and teachers should not take their mobiles to class rooms or laboratories.
12. Above all, Code and conduct for teachers/non-teaching staffs as laid down by Kerala Service Rules and University statute is supreme and applied in all cases for conflict resolution.

Leave rules

1. A permanent teaching staff is eligible for **15** days CL(Casual Leave) in a calendar year.
2. A non-teaching staff is eligible for **20** days CL (Casual Leave) in a calendar year.
3. Leave cannot be claimed as a matter of right.

4. Discretion to refuse or reject leave of any description is reserved to the authority empowered to grant it.
5. Written application well in advance is required for the grant of leave.