



# CMS COLLEGE OF SCIENCE & COMMERCE

(Autonomous)

Chinnavedampatti, Coimbatore - 641 049

Website : www.cmscollege.edu.in | E-mail : info@cmscollege.edu.in | Phone : 0422 - 2666465, + 91 - 73589 73922

(Affiliated to Bharathiar University, Coimbatore, approved by AICTE, New Delhi)

Re-accredited with 'A+' Grade by NAAC (3<sup>rd</sup> Cycle) | STAR College Under DBT, Ministry of S&T, Govt. of India

'College with Potential for Excellence' Conferred by UGC, New Delhi)

Since 1988

## CODE OF CONDUCT FOR THE FACULTY MEMBERS

- ❖ Appointment and Probation:
  - Faculty members will be appointed based on their qualifications, experience, and suitability for the position.
  - A probationary period may apply, during which performance and adherence to college policies will be evaluated.
- ❖ Workload and Responsibilities:
  - Faculty members are expected to fulfill their assigned teaching, research, and administrative responsibilities diligently.
  - Workload allocation and teaching assignments will be determined by the college administration.
- ❖ Professional Development:
  - Faculty members are encouraged to engage in continuous professional development activities to enhance their teaching skills and subject knowledge.
  - Attending workshops, seminars, conferences, and publishing research papers are encouraged.
- ❖ Code of Conduct:
  - Faculty members should adhere to a code of conduct that promotes professionalism, respect, and ethical behavior towards colleagues, students, and the college community.
  - Any form of discrimination, harassment, or misconduct is strictly prohibited.
- ❖ Intellectual Property Rights:
  - Faculty members retain intellectual property rights for their research, publications, and other scholarly works.
  - Proper acknowledgment and citation of sources should be followed.
- ❖ Collaboration and Teamwork:
  - Collaboration among faculty members and participation in college committees and initiatives are encouraged.
  - Supportive and respectful teamwork is expected for effective functioning of the academic community.
- ❖ Confidentiality and Data Protection:
  - Faculty members should maintain confidentiality of sensitive information, including student records, research data, and any other confidential materials.
  - Compliance with data protection regulations and safeguarding personal information is essential.
- ❖ Performance Evaluation:
  - Faculty members will undergo periodic performance evaluations based on agreed-upon criteria and standards.
  - Feedback on teaching, research, and other professional activities will be provided for improvement.



*H. Balakrishna*

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- ❖ Leave and Absences:
  - Faculty members should follow the prescribed leave policy and obtain prior approval for any absences.
  - Timely communication regarding absences and arrangements for substitute teaching is required.
- ❖ External Engagements and Consultancy:
  - Engagements with external organizations, consultancy work, and other professional activities should be conducted with prior approval and adherence to college policies.
  - Conflicts of interest should be disclosed and managed appropriately.
- ❖ Termination and Resignation:
  - Termination of services or resignation should be in accordance with the terms and conditions of the employment contract.
  - Notice periods and exit procedures should be followed.
- ❖ Compliance with College Policies:
  - Faculty members are required to comply with all college policies, rules, and regulations.
  - Familiarity with the policies and adherence to them is essential for maintaining a harmonious academic environment.
- ❖ Research Ethics:
  - Faculty members should adhere to ethical guidelines and standards when conducting research involving human subjects, animals, or sensitive data.
  - Compliance with institutional research ethics committees and regulatory bodies is mandatory.
- ❖ Mentorship and Guidance:
  - Faculty members are encouraged to provide mentorship and guidance to students, especially in academic and career-related matters.
  - Supporting student development and fostering a positive learning environment is crucial.
- ❖ Timeliness and Attendance:
  - Faculty members should maintain punctuality and regular attendance for classes, meetings, and other college-related activities.
  - Timely communication regarding any anticipated delays or absences is expected.
- ❖ Academic Policies:
  - Faculty members should be familiar with and adhere to academic policies related to grading, assessments, academic integrity, and course delivery.
  - Providing timely feedback to students and maintaining accurate records is necessary.
- ❖ Use of College Resources:
  - Faculty members should utilize college resources, including research facilities, equipment, and library resources, responsibly and in accordance with college guidelines.
  - Any unauthorized use or misuse of resources is strictly prohibited.



*H. Prabhakar Rao*  
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- ❖ Collaboration with Students:
  - Faculty members should encourage student engagement, participation, and collaborative learning opportunities.
  - Creating an inclusive and supportive environment that nurtures student potential is essential.
- ❖ Intellectual Property and Copyright:
  - Faculty members should respect intellectual property rights, copyright laws, and licensing agreements when using and sharing educational materials.
  - Proper attribution and permissions should be obtained when utilizing external resources.
- ❖ Conflict Resolution:
  - Faculty members should strive to resolve conflicts and disagreements in a constructive and professional manner.
  - Engaging in open communication, seeking mediation if necessary, and maintaining collegiality are encouraged.
- ❖ Health and Safety:
  - Faculty members should prioritize the health and safety of themselves and others within the college premises.
  - Adhering to safety protocols, reporting hazards, and promoting a safe working environment is essential.
- ❖ Continuing Education and Training:
  - Faculty members should actively engage in ongoing professional development, staying updated with current pedagogical practices and advancements in their field.
  - Participation in workshops, seminars, and training programs is encouraged.
- ❖ Reporting Violations and Concerns:
  - Faculty members should promptly report any violations of policies or concerns related to misconduct, discrimination, or harassment to the appropriate authorities.
  - Confidentiality and non-retaliation will be ensured for those reporting in good faith.
- ❖ Institutional Representation:
  - Faculty members should represent the college in a professional and respectful manner when attending conferences, seminars, or other external events.
  - Upholding the reputation of the college and promoting its values and mission is important.
- ❖ Communication and Collaboration:
  - Faculty members should maintain effective communication with colleagues, administrators, and staff members.
  - Collaborating with colleagues on research projects, curriculum development, and other academic initiatives is encouraged.
- ❖ Adherence to Curriculum:
  - Faculty members should follow the approved curriculum and syllabi while delivering courses.



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- Ensuring that course content and assessments align with the stated learning outcomes is essential.
- ❖ Privacy and Confidentiality:
  - Faculty members should respect the privacy and confidentiality of student and personnel records.
  - Maintaining the confidentiality of sensitive information and complying with data protection regulations is mandatory.
- ❖ Professional Conduct:
  - Faculty members should uphold professional conduct both within the college premises and in external engagements.
  - Demonstrating integrity, fairness, and ethical behavior in all professional interactions is expected.
- ❖ Assessment and Feedback:
  - Faculty members should provide timely and constructive feedback to students on their academic performance.
  - Fair and unbiased assessment practices, including grading and evaluation, should be followed.
- ❖ Collegiality and Collaboration:
  - Faculty members should foster a collegial and collaborative environment among colleagues.
  - Encouraging teamwork, sharing knowledge and resources, and supporting each other's professional growth is important.
- ❖ Continuous Improvement:
  - Faculty members should actively engage in self-reflection and seek opportunities for continuous improvement in their teaching methods and professional practices.
  - Embracing innovation and incorporating feedback to enhance teaching effectiveness is encouraged.
- ❖ Professional Service:
  - Faculty members are encouraged to contribute to the college and the academic community through participation in committees, professional associations, and community service.
  - Sharing expertise and serving as mentors or advisors to students is valued.
- ❖ Compliance with Legal and Ethical Standards:
  - Faculty members should adhere to all legal and ethical standards related to their profession and research activities.
  - Complying with institutional policies, national laws, and professional codes of conduct is mandatory.
- ❖ Dissemination of Research:
  - Faculty members should actively disseminate their research findings through publications, presentations, and scholarly activities.
  - Contributing to the knowledge base in their respective fields and promoting the college's research reputation is important.



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- ❖ Student Support and Guidance:
  - Faculty members should provide support, guidance, and mentorship to students, fostering their academic and personal development.
  - Being approachable and accessible to address student queries and concerns is important.
- ❖ Faculty Collaboration and Interdisciplinary Cooperation:
  - Faculty members are encouraged to collaborate with colleagues from different disciplines to foster interdisciplinary learning and research.
  - Sharing knowledge, resources, and expertise across departments is beneficial for the overall growth of the college.
- ❖ Adherence to Academic Calendar:
  - Faculty members should follow the designated academic calendar, including class schedules, examination dates, and submission deadlines.
  - Timely communication regarding any changes or adjustments to the calendar is essential.
- ❖ Professional Conduct in Research:
  - Faculty members should uphold ethical standards in conducting research, ensuring compliance with research ethics guidelines and protocols.
  - Promoting integrity, transparency, and responsible conduct of research is expected.
- ❖ Intellectual Property and Commercialization:
  - Faculty members should understand the intellectual property policies of the college and comply with procedures for commercialization or patent filing.
  - Protecting intellectual property rights and facilitating technology transfer initiatives are important.
- ❖ Parent-Teacher Interaction:
  - Faculty members should actively engage in parent-teacher interactions to provide updates on student progress and address any concerns.
  - Collaborating with parents/guardians to support student success and well-being is valuable.
- ❖ Cultural Sensitivity and Inclusivity:
  - Faculty members should demonstrate cultural sensitivity and promote inclusivity in their teaching practices, respecting diverse backgrounds and perspectives.
  - Creating an inclusive classroom environment that values diversity enhances the learning experience.
- ❖ Faculty Feedback and Evaluation:
  - Faculty members should provide constructive feedback and evaluation to their colleagues when engaged in peer review or assessment processes.
  - Promoting a culture of continuous improvement through professional dialogue and sharing of best practices is important.
- ❖ External Funding and Grants:



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- Faculty members are encouraged to seek external funding and grants to support research projects and academic initiatives.
- Assisting students in identifying scholarship and funding opportunities is beneficial.
- ❖ Community Engagement:
  - Faculty members should actively participate in community engagement activities that promote the college's social responsibility and contribute to societal development.
  - Engaging with local organizations, conducting outreach programs, and initiating social projects are valued.
- ❖ Conflict of Interest:
  - Faculty members should disclose any potential conflicts of interest that may compromise their objectivity, integrity, or fairness in decision-making processes.
  - Acting in the best interest of the college and maintaining transparency is essential.



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