



FAIRFIELD

Institute of Management & Technology

Affiliated to GGSIP University & an 'A' Grade College by DHE, Govt. of NCT Delhi
Approved by AICTE, BCI & NCTE, Recognised under 2(f) of UGC Act of 1956



Service Rule for Teaching Staff

1. College timings are 9:00 hours to 17:00 hours.
2. 9:00 AM to 9:15 AM, 15min of grace period is given in case of emergency. Arrival after that will be considered late and signing attendance register will not be allowed.
3. As per the certified standing orders you are required to obtain 2 days prior permission before proceeding on any kind of leave.
4. Information of leave through call will not be considered as sanctioned leave.
5. In case of medical leave, information needs to be given to admin & medical papers to be submitted within 24 hours of the leave availed.
6. Unsanctioned leaves & late comings will not be entertained by the organization.
7. Kindly fulfill all the formalities of lecture adjustment and other before proceeding for leaves.
8. Faculty will not refuse for any adjustment lecture in case of requirement.
9. Maintenance of required stationery and attendance register is responsibility of the faculty.
10. It is strictly advised to maintain professional decorum during the official hours in the college premises.
11. It is mandatory to wear college ID card.
12. All personal electronic gadgets like tablets, mobiles etc. are strictly prohibited within the class room and during meeting with higher authority.
13. Sharing any confidential information about college, faculty or students on social media platforms like twitter, Face book etc. or with any non-affiliated person will not be tolerated.
14. It is strictly instructed to report to the class room before 5 minutes before the scheduled lecture.
15. Faculty will not leave the classroom during the lecture.
16. Do not send the students to collect the attendance register, marker, duster or any other official paper during class.
17. Online lecture entries need to be done on a daily basis without fail.
18. Faculty is required to respect the college property and maintain cleanliness in the area.

