

Service Rule for Teaching Staff

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