

ADHIYAMAAN COLLEGE ENGINEERING
(An Autonomous Institution)
Dr.M.G.R. Nagar, Hosur - 635130

STANDARD OPERATING PROCEDURE (SOP)

CODE OF CONDUCT FOR FACULTY MEMBERS

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Prepared by : Internal Quality Assurance Cell (IQAC)

Approved by : Principal

Review Frequency : Once in Two Years or as Required

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish the professional, ethical, and academic standards expected of all faculty members of Adhiyamaan College of Engineering (Autonomous), Hosur. This Code of Conduct aims to foster excellence in teaching, research, innovation, mentorship, institutional governance, and community engagement while ensuring compliance with statutory regulations and promoting a culture of integrity, accountability, inclusiveness, and continuous improvement.

2. Scope

This SOP applies to:

- Professors
- Associate Professors
- Assistant Professors
- Adjunct Faculty
- Visiting Faculty
- Emeritus Faculty
- Teaching Fellows
- Research Faculty
- Contractual and Temporary Faculty
- Faculty engaged in online, hybrid, or collaborative academic programmes

The provisions of this SOP apply to all academic, administrative, research, consultancy, extension, outreach, and professional activities undertaken on behalf of the Institution.

3. Objectives

The objectives of this SOP are to:

- Promote professionalism, integrity, and ethical conduct.
- Ensure excellence in teaching, learning, assessment, and mentoring.
- Encourage research, innovation, consultancy, and entrepreneurship.
- Maintain fairness, transparency, and accountability.
- Foster respect, inclusiveness, and mutual trust.
- Support institutional quality assurance and accreditation requirements.
- Enhance student learning and holistic development.

4. Reference Documents

This SOP shall be read in conjunction with:

- UGC Regulations on Minimum Qualifications for Teachers
- AICTE Approval Process Handbook
- AICTE Code of Conduct Guidelines
- National Education Policy (NEP) 2020
- NBA Accreditation Manual
- NAAC Accreditation Framework
- Institution Service Rules
- Human Resource Policy
- Research and Ethics Policy
- Intellectual Property Rights (IPR) Policy
- Anti-Ragging Policy
- Prevention of Sexual Harassment (POSH) Policy
- Examination Manual
- Academic Regulations

5. Core Institutional Values

Every faculty member shall uphold the following values:

- Integrity
- Academic Excellence
- Professionalism
- Accountability
- Innovation
- Inclusiveness
- Respect
- Transparency
- Sustainability
- Service to Society

6. Responsibilities of Faculty Members

Faculty members shall:

- Deliver quality education through effective teaching-learning practices.
- Prepare comprehensive course plans and lesson plans.
- Maintain course files and academic records.
- Evaluate students fairly and transparently.
- Mentor students for academic, professional, and personal development.
- Engage in research, publications, patents, consultancy, and funded projects.
- Participate in institutional development activities.
- Support accreditation, ranking, and quality initiatives.
- Promote ethical practices in academics and research.

7. Professional Conduct

Faculty members shall:

- Maintain the highest standards of honesty and integrity.
- Demonstrate punctuality and regularity in all assigned duties.
- Dress professionally and maintain decorum.
- Treat students, colleagues, and staff with dignity and respect.
- Avoid discrimination based on gender, religion, caste, language, disability, or socioeconomic status.
- Maintain confidentiality of institutional information.
- Refrain from activities that may adversely affect the reputation of the Institution.

8. Academic Responsibilities

Faculty members shall:

- Conduct classes as per the approved timetable.
- Ensure completion of syllabus within the academic schedule.
- Adopt learner-centric and outcome-based teaching methodologies.
- Integrate ICT tools, experiential learning, and project-based learning.
- Encourage interdisciplinary and multidisciplinary learning.
- Promote critical thinking, creativity, and innovation.
- Maintain attendance and academic records accurately.
- Conduct continuous assessments and provide constructive feedback.

Faculty members shall not:

- Cancel classes without prior approval.

- Engage in academic negligence.
- Disclose confidential examination information.
- Encourage unfair academic practices.

9. Student Mentoring and Welfare

Faculty members shall:

- Serve as mentors and guides to students.
- Encourage ethical behaviour and professional values.
- Identify academically or emotionally vulnerable students and provide timely guidance.
- Maintain confidentiality in counselling.
- Promote student participation in internships, research, innovation, clubs, and community service.
- Ensure a safe, supportive, and inclusive learning environment.

10. Research and Innovation

Faculty members shall:

- Conduct research with integrity and originality.
- Avoid plagiarism, data fabrication, and falsification.
- Publish in reputed peer-reviewed journals.
- File patents and promote innovation.
- Undertake consultancy and externally funded projects.
- Mentor student research and entrepreneurship.
- Adhere to institutional research ethics and publication policies.

11. Examination and Evaluation

Faculty members shall:

- Maintain confidentiality in question paper preparation.
- Evaluate answer scripts fairly and objectively.
- Declare internal assessment marks transparently.
- Avoid bias or favoritism.
- Maintain examination records securely.
- Report any examination malpractice immediately.

12. Ethical Conduct

Faculty members shall:

- Uphold academic honesty.
- Respect intellectual property rights.
- Avoid conflicts of interest.
- Not accept gifts or favours that may influence professional decisions.
- Refrain from using institutional resources for personal gain.
- Protect confidential student and institutional information.

13. Workplace Behaviour

Faculty members shall:

- Maintain cordial relationships with colleagues.
- Respect institutional hierarchy.
- Promote teamwork and collaboration.
- Resolve conflicts professionally.
- Avoid workplace harassment, intimidation, or abusive behaviour.

14. Digital Ethics

Faculty members shall:

- Use institutional ICT resources responsibly.
- Maintain cybersecurity and data privacy.
- Use Artificial Intelligence (AI) tools ethically.
- Protect student information.
- Refrain from unauthorized recording or distribution of academic content.

15. Community Engagement

Faculty members are encouraged to:

- Participate in extension and outreach activities.
- Contribute to Sustainable Development Goals (SDGs).
- Engage with industry and professional bodies.
- Promote social responsibility and environmental sustainability.

16. Prohibited Conduct

Faculty members shall not:

- Engage in harassment, discrimination, or bullying.
- Participate in ragging or tolerate ragging.
- Commit plagiarism or research misconduct.
- Accept or demand unauthorized payments from students.

- Misuse institutional funds or facilities.
- Falsify academic records.
- Consume alcohol or prohibited substances on campus.
- Use abusive language or threaten students or colleagues.
- Engage in activities that create a conflict of interest or damage the institution's reputation.

17. Reporting and Grievance Redressal

Faculty members may report ethical concerns or grievances through:

- Head of Department
- Principal
- Human Resource Cell
- Internal Complaints Committee (POSH)
- Grievance Redressal Committee
- Research Ethics Committee
- IQAC

All complaints shall be handled confidentially and fairly in accordance with institutional policies.

18. Procedure for Addressing Misconduct

Step 1: Receipt of complaint.

Step 2: Preliminary scrutiny by the competent authority.

Step 3: Constitution of an enquiry committee, if required.

Step 4: Opportunity provided to the faculty member to present an explanation.

Step 5: Investigation and evidence review.

Step 6: Submission of findings to the Principal/Management.

Step 7: Appropriate disciplinary action in accordance with service rules.

Step 8: Documentation and closure of the case.

19. Disciplinary Actions

Depending on the nature and severity of misconduct, the following actions may be initiated:

Level	Nature of Action
I	Counselling and verbal warning
II	Written warning
III	Adverse entry in service record
IV	Withdrawal of administrative responsibilities
V	Suspension pending enquiry

VI	Withholding of increments or promotions
VII	Termination of service
VIII	Reporting to statutory authorities, where applicable

20. Monitoring and Review

The implementation of this SOP shall be monitored by:

- Heads of Departments
- Human Resource Cell
- Internal Quality Assurance Cell (IQAC)
- Research Ethics Committee
- Principal
- Governing Body, where applicable

The SOP shall be reviewed periodically based on statutory amendments, institutional requirements, stakeholder feedback, and quality assurance initiatives.

21. Expected Outcomes

The implementation of this SOP is expected to:

- Enhance professionalism and ethical conduct.
- Improve teaching-learning quality.
- Strengthen research, innovation, and consultancy.
- Foster a positive institutional culture.
- Ensure compliance with AICTE, UGC, NBA, and NAAC requirements.
- Enhance student satisfaction and institutional reputation.

22. Faculty Declaration

I hereby declare that I have read, understood, and agree to abide by the Code of Conduct for Faculty Members of Adhiyamaan College of Engineering (Autonomous), Hosur. I understand that violation of this Code may result in disciplinary action as per the Institution's Service Rules and applicable statutory regulations.

Name of Faculty Member: _____

Employee ID: _____

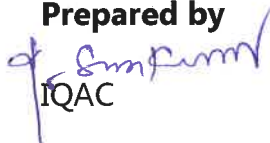
Department: _____

Designation: _____

Signature: _____

Date: _____

Prepared by


IQAC

Reviewed by


Dean Academics




Principal
PRINCIPAL

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