



VIDYA ACADEMY OF SCIENCE & TECHNOLOGY-TECHNICAL CAMPUS

Malakkal P.O, Kilimanoor, Thiruvananthapuram - 695602

Instructions to faculty and staff members

1. All faculty and staff members shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before the commencement of scheduled duty time.
2. Faculty members having first period classes, have to be present in the classrooms before the prayer. Faculty members should be present in front of the class before the end of previous period. They should leave the class after the bell at the end of their allotted session(s).
3. All staff members shall exhibit dignified behaviour during prayer time and set examples to students.
4. If anyone needs to go out of the college premises during working hours he /she shall seek necessary permission from controlling authority and register the details in the register available at the main gate. (i.e. OUT and IN timings). Out punching is mandatory for those leaving campus if "IN" punching is made.
5. All faculty and staff members are to be well dressed with fair mannerisms. Gents faculty and staff members are expected to tuck in their shirts. Lady faculty and staff members have to wear over coats. Clothes like sleeveless tops, T-shirts, jeans, caps, tight dresses etc. are not permitted. Ear rings, pony tails/long hair, bangles etc. are not permitted for gents.
6. All Staff members have to compulsorily wear College ID card while in the College premises. They shall also ensure that the students wear their ID cards properly.
7. Faculty and staff members shall ensure that discipline is maintained in the classrooms, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the respective HODs.
8. Faculty members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms for necessary and emergency purposes.

9. Faculty members are insisted not to leave a class/lab session unattended, when students are present. In case of emergency, a faculty member shall make alternate arrangements with other faculty members for theory session and faculty member/lab instructors for lab session during their absence. Lab sessions should be engaged fully. All students and staff members are expected to be in the lab before commencement of all lab sessions.
10. As a security measure, faculty and staff members are advised to park their vehicles inside the College campus in the allotted parking space. Also they shall give their names and the registration number of the vehicles to the security Supervisor.
11. Any type of leave should be informed with HOD well in advance and has to be applied in ERP. It has to be availed after the approval of HOD. Also it is necessary to attach the scanned copy of leave/request forms for duty leave and working on non-working day requests in ERP. The duty certificate is to be attached later in the ERP request. It is the duty of the faculty/staff member to make alternate arrangements during their absence with the knowledge of respective HODs.
12. Duty on holidays should be on the directive of HOD / Principal and the request has to be made in ERP before engaging the duty.
13. It is the duty of all faculty and staff members to ensure the discipline of students inside the campus. However, respective tutors are more responsible for maintaining the discipline of students under their tutorship. Faculty members may shoulder moral responsibilities for improving student behaviour inside and outside of classes, spreading eco friendly attitude among students, making campus plastic free etc.
14. It is the responsibility of respective HODs to guide and monitor students and staff discipline proper conduct of classes, students' absence in between class hours and proper alternate arrangements for classes by the faculty members those who availed leave in their department etc.

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