



KATHIR COLLEGE OF ENGINEERING

[Approved by AICTE and affiliated to Anna University]

Wisdom Tree, Avinashi Road, Neelambur, Coimbatore 641062

Web: www.kathir.ac.in, Email: kathirce@kathir.ac.in



HR MANUAL

(For Local circulation only)

- Having been granted leave, fails to report for duty for more than 8 days on expiry of leave.

General Code of Conduct

1. Every employee shall abide by and comply with the Regulations and Rules framed hereunder by the Management and as amended from time to time, and all orders and directions of his/her superior authorities.
2. The faculty has to desist from entering into unhealthy arguments of any kind and adopt a posture of contradiction with the superiors and elders.
3. The faculty has to avoid reprimanding the juniors in the presence of their subordinates & students.
4. A teacher should scrupulously avoid smoking, chewing betel leaves and such other undesirable habits in the presence of students and within the precincts of the College.
5. No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
6. The faculty has to avoid using harsh and slang languages in the premises.
7. The use of mobile phones in the campus during working hours is strictly forbidden.

8. Faculty has to develop his / her general and professional knowledge of skills and remain updated in the specific line of work.
9. Every teacher shall, by precept and example, inculcate respect for law and order among students.
10. Every teacher shall, by precept and example, instill the love of the motherland in the minds of the pupils.
11. Every teacher shall organize and promote all college activities which foster the feelings of universal brotherhood among pupils.
12. Every teacher should try to preserve and promote the dignity and solidarity of the profession.
13. Every teacher must be an advocate of freedom of thought and expression.
14. A teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well-being of pupils.
15. Every teacher must be impartial in the treatment of his/her students. One should be sympathetic and helpful to deserving of students, irrespective of their social backgrounds.
16. Every teacher must regard each individual student as capable of being uniquely creative and must do

everything in his/her means to develop these special qualities / talents.

17. Every teacher shall consider the College property and funds as if it is his/her own and should exercise great prudence and care in using them.

18. Every employee shall endeavor to promote the interests of Kathir College of Engineering and shall not act in any manner prejudicial thereto.
