



# KMCT

## COLLEGE OF ALLIED HEALTH SCIENCES

Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

### CODE OF CONDUCT FOR FACULTIES

#### NON-ACADEMIC RULES:

❖ Procedure to be followed upon joining:

- After collecting the appointment order from the HR department, new employees must report to the Director and then to their respective Head of Department (HOD). The staff coordinator should introduce new staff members to the rest of the team.

❖ Punctuality:

- Be punctual.
- Working hours: 09:00 am – 05:00 pm.
- To leave during college hours, permission must be obtained from the Director and recorded in the movement register.

❖ Transportation:

- Buses will be available for transportation; please contact the respective coordinators.

❖ Break time:

- Morning break: 10.55 am - 11.05 am.
- Lunch break: 01.00 pm - 02.00 pm.
- Lunch break on Fridays: 12.30 pm - 02.00 pm.

❖ Leave:

- Staff members are eligible for a maximum of 18 working days of casual leave per year.
- Maternity leave: 6 months.
- CME or other University duty: 4 working days per faculty.
- Duty certificates and leave letters must be submitted to the Director through the HOD.





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- Emergency leave must be notified to the Director by phone or email, and a leave letter should be submitted the next day.

❖ Dress code:

- Faculty must wear full-sleeve coats and ID cards while on duty.

- Male:

- Executive shirt and trousers.
- Black or brown shoes.
- Jeans and T-shirts are not permitted.
- All male staff should be clean-shaven.

- Female:

- Saree draping in professional attire.
- Exceptions for medical reasons.
- Jeans, leggings, and skirts are not allowed.

❖ General note:

- Salary communication will be made directly to the HR department.
- Two one-hour permissions per month are permitted when deemed necessary.
- Negative propaganda against the college or staff will not be tolerated, and termination without notice may occur.
- Moving from our institution to another is not permitted during the academic year.

❖ Notice period:

- One month, except under genuine reasons (e.g., PSC).
- Experience certificates will not be issued in the case of a 24-hour notice period.
- Leaves taken during the notice period will be considered as LOP (Loss of Pay) unless compensated by extension.
- Political or trade union activity is prohibited.



Principal

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INNOVATION AND  
ENTREPRENEURSHIP  
DEVELOPMENT CENTRE



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### ACADEMIC RULES

#### **DUTIES AND RESPONSIBILITIES OF CLASS IN-CHARGE**

- The class in-charge must arrive at the class by 8.55 am and spend a maximum of 7 minutes.
- They should maintain the class log, class attendance register, clinical posting register, medical certificate file, mentor-mentee register, and personal details of students.
- The class in-charge should maintain the timetable for internal exams, model exams, practical exams, and PTA meetings.
- They should communicate with parents for leave permissions.
- PTA meetings should be informed 6-7 days in advance.
- Monthly tests should be conducted as per schedule, and progress reports should be sent home by the second Saturday.
- Posting schedules should be prepared.
- If students leave for two or more days without informing the class in-charge, the Director should be notified, and parents should be contacted.
- Other department classes should be arranged and scheduled.
- If the class in-charge is on leave, duties and responsibilities must be assigned to the supporting in-charge.
- The date and time of PTA meetings should be communicated to other faculty members.

#### **DUTIES AND RESPONSIBILITIES OF SUBJECT IN-CHARGE**

- The subject in-charge has higher responsibility for all academic activities of a particular subject.
- They should create a timetable for each year, based on the hours needed for each subject.



*[Signature]*  
Principal  
KMCT College of Allied Health Sciences  
Kozhikode, Kerala







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- They should maintain the subject attendance register and lesson plan.
- The corresponding lab is the responsibility of the subject in-charge (the lab in-charge is the person who is the subject in-charge).
- They should notify and rectify reagent shortages and equipment malfunctions without delay.
- They should perform stock verification.

### DUTIES AND RESPONSIBILITIES OF FACULTY

- Faculty members must be present in the classroom from the beginning to the end of the assigned hour.
- In case of leave, faculties should hand over assigned classes and mention the rearrangement in the register.
- Faculty members should bring the subject attendance register to the classroom and record attendance there.
- They should maintain teaching plans and personal logs.
- While giving notes, faculty members should be present.
- Answer sheets should be evaluated within 5 days.
- Monthly exams should be conducted, and marks should be given to the class in-charge before the second Saturday.
- During practical sessions, faculty members should be physically present in the lab.
- Faculty members must attend PTA meetings, induction classes, and extracurricular activities.
- Mobile phones should be avoided in the classroom, and if necessary, they should be in flight mode while taking the class.



  
Principal  
P.O. Manassery, Mukkam  
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