

DURGAPUR INSTITUTE OF ADVANCED TECHNOLOGY & MANAGEMENT (DIATM)

CODE OF CONDUCT FOR FACULTY AND STAFF MEMBERS

Preamble

Durgapur Institute of Advanced Technology & Management (DIATM) is committed to maintaining a culture of discipline, responsibility, and professional excellence. Faculty and staff members are the pillars of the institution, contributing significantly to its academic and administrative success. This Code of Conduct aims to define the expected standards of behavior, ethics, and professional responsibilities for all members of the teaching and non-teaching community.

1. Obedience to Authority

Every teacher and staff member shall comply with the instructions and orders issued by the Principal of the college. Respect for institutional hierarchy and adherence to administrative directions are mandatory.

2. Punctuality During Examinations

Teachers assigned to examination duty must report to the college campus at least 30 minutes before the commencement of any examination. This ensures smooth and fair conduct of all academic assessments.

3. Attendance and Record Maintenance

All faculty and staff members must sign the attendance register upon reporting for duty each day. Maintaining accurate attendance records reflects accountability and discipline within the institution.

4. Meetings and Academic Schedule

Meetings of faculty members shall be conducted only after 2:30 PM and never during scheduled class hours, ensuring that teaching activities remain uninterrupted and that student learning is prioritized.

5. Research and Professional Development

Faculty members are encouraged to publish research articles, present papers in seminars, and contribute actively to academic discourse. They should also promote a culture of research and innovation among students through classroom discussions and project guidance.

6. Workload and Institutional Responsibility

Teachers must be aware that their weekly workload is 42 hours, encompassing teaching, research, mentoring, evaluation, and other institutional duties. Faculty members should manage their time efficiently to fulfill all assigned responsibilities.

7. Compliance with Institutional Regulations

All faculty and staff members must strictly adhere to the rules, regulations, and policies of DIATM. Professional behavior, ethical conduct, and mutual respect are essential at all times within the campus.

Professional Expectations

Faculty and staff members should demonstrate punctuality, dedication, and integrity in their professional duties. They must maintain confidentiality regarding institutional and student-related information. Collaboration, cooperation, and mutual respect among colleagues are expected to ensure a healthy academic environment. Faculty and staff should serve as role models for students through exemplary behavior, commitment, and ethical values.

Conclusion

The Code of Conduct for Faculty and Staff Members of DIATM serves as a foundation for promoting accountability, integrity, and excellence within the institution. By following these guidelines, every member contributes to the mission of the college—to deliver quality education, uphold institutional values, and foster a culture of continuous improvement and innovation.