



Om Ayurvedic Medical College Hospital & Research Center, Roorkee (Haridwar)

CODE OF CONDUCT FOR THE FACULTY MEMBERS

1. The faculty should reach the college in proper uniform up to 9.30am.
2. Classes must start and finish as per schedule.
3. In the 1st period the faculty reach in classroom 5 min before starting the class. No lecture should be left before time in any case.
4. Faculty should ensure that students present in the class in proper uniform with their identity cards. Student should talk nicely with each other.
5. Teaching should be strictly followed according to the blow up and lecture plan provided by the concerned faculty.
6. There should be minimum one test after completion of unit.
7. Teachers must check and return the test/tutorials copies within three days.
8. Faculty encourages the students for their skills by practical exposure and improves their education.
9. Attendance must be taken in starting of the lecture.
10. Faculty must arrange their teaching load before proceeding on leave.
11. Decorum of the faculty room must be maintained. Faculty should avoid watching videos, music, singing and speaking loudly to any staff or faculty member of the campus.
12. Faculty should behave well with the students and don't use abused words with them.
13. Faculty should perform invigilation duty sincerely in Internal & External examination as a part of normal academic work.
14. Each faculty member is responsible to maintain the discipline in the campus.
15. In case of any problem regarding academics, discipline, personal etc. faculty communicate with the principal of the college and work for amicable solution.
16. Faculty must not indulge in demonstrations, pen down, strike or any other agitation in the college premises.
17. Faculty should not use any type of smoke, alcohol, drugs and tobacco in the college premises. It's strictly prohibited in the campus.
18. Faculty should not carry their cell phones in the classroom and student also not use mobile in the class.
19. No Faculty members received any fees amount in his/her account. If it found a heavy penalty imposed on that faculty.
20. The student which is absent continuously more than three days, the concerned mentor talk to his/her father and submitted the calling report with student full address details to the principal for further action.



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21. Student Progress report register and softcopy in computer must be maintained by the mentor of the concerned class. Mentor list of the colleges submit to the management for record in advance.
22. Father contact number must be recorded in the college for any type of query related to the student. And his number also added in what's app group of the college.
Note:- All Student what's app group are created by college official number. No one prepared any individual group with faculty or student's. If any person found than heavy penalty imposed on him/her.
23. Hosteller's students leave and gate passes are sanctioned by the registrar office on proper format of leave. Before sanctioned the any leave of the student please ensure the academic record and attendance of the student.
24. Faculty should prepared their question paper as per prescribed syllabus and as per pattern of the university papers and keep it confidential. If any person found than heavy penalty imposed on him/her.
25. All student record must be proper checked by the faculty (class teacher/ mentor) and after proper signature of the concerned principal this record handover to controller of the examination.
26. Two Sessional Examination must be conducted for any course in each semester as per given schedule of the campus. If any student absent in one or both test he will re-appear in the examination after paying the fees of examination in college account. If he/ she not present in both sessional than absent mark in the sessional marks list.
27. To prepare the sessional marks use this method:
Total Marks Sessional best marks (30) + Attendance% (10) + assignment Marks (10)
For example: Sessional best score out of 30 is 20 and attendance in the class is 80% it means (8 marks) and all assignment submit proper time (9 marks). Now a total mark out of 50 is 37. And this formula automatically differentiates the student as per their quality.
28. Our prime motto is to enhance the quality education in the college. Every faculty member is not allowed to leave his/her duty from the campus in between the academic session. Because it's concerned with the student future.



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A. Dress Code: (Monday-Saturday)

For Male Faculty: - Full sleeves plain light colour Shirt and formal pant with black leather shoes tie with ID Card

Female: - Saree/Suit with ID card

(On any occasion of festival celebration you can wear informal dress but it must be traditional)

B. Behavior:

In the campus your behavior must be polite and normal with each and every person.



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