



Ref: SITE/AO/FA/08/2021-22/1

27.08.2021

OFFICE CIRCULAR

Sub:Instructions to the Faculty-reg.

Ref1: Letter dt. 27.08.2021 from Dr T V Rama Krishna, Coordinator, IQAC

Ref2: AQAR-7.1.10. The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard

All the faculty members of SITE are required to follow the instructions given below without any deviation

1. Follow the college policy in all aspects.
2. Follow strictly the college timings
3. Faculty must be in front of the lecture halls/labs 5 minutes before the commencement of class/lab/tutorial/colloquia/seminars, etc.
4. Don't close the doors of the class rooms during the lecture.
5. No noise should come out of the class room while the teacher is engaging the class.
6. All the entries in the attendance registers must be up-to-date.
7. Faculties are responsible for updating the data (Attendance, Internal Marks, etc.,) in the Automation in time.
8. Faculty should not conduct the re-exams (Assignments/sessional) without prior permission of Department Exam section/HOD through principal
9. Take attendance at the beginning of class and not at the end.
10. All types of leaves must be approved/sanctioned by HOD before availing them and the class work is to be adjusted by the teacher.
11. The entire faculty who are free, must attend the orientation Lectures.
12. Don't close the doors of the faculty rooms when they/other faculty inside.

13. The entire faculty as per the time table must engage all the classes/tutorials/seminars/lab hours.
14. All the Labs must be conducted as per the Policy/Autonomous Rules and evaluate the students regularly.
15. Implementation of Roll Number wise seating and dress code is the responsibility of the entire faculty.
16. First benches in the class room should not vacant
17. Faculty members shall not carry Cell Phones to the class rooms or meeting halls.
18. Faculty should use computers only for Academic and Research, not for other purposes(Games, movies, Religion/Group activities, Social media charting etc.,)
19. Permit the students into the class rooms even they are late but mark absent.
20. No faculty member is permitted to add the attendance to any student against the medical certificate submitted by the students.
21. Faculty must follow the dress code.
22. Faculty must speak in English only with the students in the campus and should use only English in all their communication with the fellow faculty.
23. Faculty shouldn't use slang while on campus
24. Gossiping/Loose comments against fellow staff members or College Policies should be avoided. However, any grievance against any policy matters can be raised with appropriate authorities without any hesitation.

Anand Ghor
PRINCIPAL

Principal
Sasi Institute of Technology & Engineering,
TADEPALLIGUDEM - 534101
W.G.Dist (A.P.)

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE
 Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
 Mail & Hard copy to: PA to Principal
 Mail & Hard copy to: Director
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