



# **BIRLA INSTITUTE OF TECHNOLOGY MESRA RANCHI**

## **STANDARD OPERATING PROCEDURE (SoP) for**

### **Code of Conduct for Faculty Members Inside the Classroom**

**(Effective from: A.Y. 2025 – 26 [MONSOON 2025])**

## 1. OBJECTIVE:

To define the expected standards of professional conduct for faculty members inside the classroom and ensure a respectful, inclusive, and productive teaching–learning environment aligned with institutional values.

## 2. SCOPE:

This SOP applies to all faculty members—permanent, temporary, guest lecturers, and visiting faculty—conducting academic sessions at Birla Institute of Technology, Mesra. It covers lectures, labs, tutorials, seminars, group discussions, and virtual classes.

## 3. GENERAL PRINCIPLES:

- Faculty members are role models and facilitators of knowledge creation and dissemination.
- Professionalism, punctuality, gender-sensitive and ethical behavior are mandatory.
- All interactions with students must be courteous, unbiased, and free from harassment or discrimination.
- Faculty members should foster an atmosphere of mutual respect and academic integrity.
- Primary focus of teaching should be to make the students interested in the subject domain and avoid any action that may make the students demotivated or disinterested.

## 4. EXPECTED FACULTY MEMBER CONDUCT:

Behavioural Aspect	Guidelines
Punctuality	Arrive well in advance before class.  <b>Start and end sessions on time:</b> Faculty members are required to strictly adhere to the scheduled timings for all lectures, laboratory sessions, tutorials, and sessional. Classes and assessments must commence promptly at the designated time and conclude as per the timetable to ensure academic discipline and uniformity. Faculty member presence is mandatory throughout the entire duration of the lecture or laboratory sessions. This practice reinforces punctuality, maximizes effective learning hours, and reflects a professional work ethic aligned with institutional standards.
Preparation	Review syllabus, lesson plans, and reference materials before class.
Classroom Readiness	Check infrastructure (projector, board, equipment). Report issues promptly.
Professional Appearance	Dress formally and wear institutional ID card

Behavioural Aspect	Guidelines
Language and Communication	Use clear, inclusive, and professional language. Avoid sarcasm, favouritism, or bias.
Student Engagement	Use interactive methods (case studies, Q&A, group tasks). Avoid monotonous delivery.
Attendance	Record attendance accurately at the start of class. Discourage late entry constructively.
Technology Use	Use projectors/ digital tools appropriately. Avoid over-reliance on slides.
Classroom Decorum	Maintain discipline firmly yet respectfully. Intervene immediately in case of disruption.
Fairness and Approachability	Treat all students equally. Be available for academic support outside class hours.
Conduct	Faculty members must maintain truly civilised and professional conduct with appropriate discretion and sensitivity.

## 5. PROHIBITED BEHAVIOUR:

- Using offensive, discriminatory, threatening or sarcastic language.
- Showing favouritism or bias towards individual students.
- Engaging in personal relationships with students that compromise objectivity and ethics.
- Promoting personal, political, or religious views during academic interaction.
- Ignoring or failing to address academic dishonesty, disruptive behaviour, or misconduct.
- Overusing gadgets or digital tools in a way that undermines teaching effectiveness.
- Seeking personal favour or deriving personal benefits.

## 6. PROCEDURE FOR ADDRESSING CLASSROOM MISCONDUCT:

**Step 1: Observation & Intervention** – Address disruption politely but firmly.

**Step 2: Documentation** – Record details of repeated or serious incidents.

**Step 3: Reporting** – Forward serious cases to the Head of Department and Chairman, Academic Monitoring Committee (AMC).

**Step 4: Student Hearing** – Allow the student to explain; arrange counselling if necessary.

**Step 5: Action Taken** – Recommend warnings, parental intimation, suspension, or referral to AMC depending on severity.

## 7. POST-CLASS RESPONSIBILITIES:

- **Attendance Review:** Submit attendance as per institutional guidelines.
- **Feedback & Reflection:** Assess class effectiveness and note areas of improvement.
- **Record Maintenance:** Update ERP with class logs, marks, and reports.
- **Student Support:** Address academic queries through office hours, email, or scheduled meetings.

## 8. ETHICAL AND PROFESSIONAL CONDUCT:

- Maintain confidentiality of student records and performance.
- Refrain from harassment, discrimination, or bias in any form.
- Uphold institutional policies on teaching, assessment, and discipline.
- Avoid any action that could compromise academic integrity.

## 9. REVIEW AND COMPLIANCE:

This SOP will be reviewed annually by the Academic Monitoring Committee (AMC). Non-compliance may result in disciplinary action under institutional policy.

## 10. DO'S AND DON'TS:

Do's	Don'ts
Arrive early and begin class on time.	Do not show favouritism or personal bias.
Prepare thoroughly for every lecture or lab.	Do not use offensive or sarcastic remarks.
Address classroom misconduct promptly and respectfully.	Do not ignore repeated late arrivals or disruptions.
Submit academic records regularly and accurately.	Do not promote personal or political opinions in class.
Encourage active student participation.	Do not engage in relationships that compromise professional integrity.
Maintain professional boundaries with students.	Do not misuse institutional resources or technology.

**Contact:** For any queries or further information, please contact at:

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01/11/2025

Prof. Sanjay Kumar Jha  
Chairman  
Academic Monitoring Committee (AMC)



1/11/25

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