

## CODE OF CONDUCT FOR TEACHERS

- The Teacher shall perform his/her duties efficiently according to the institutional norms.
- Every teacher shall update his/her skills and knowledge professionally.
- The teacher shall maintain the highest standards of decorum while dealing with the students, teaching, non-teaching, and administrative staff every time.
- The teacher should always strive for the excellence in academic and research, and evolve as a role model for the students.
- The teacher shall always encourage the students to participate in curricular, co-curricular, and extra-curricular activities.
- The teacher shall organize various technical events, seminars and workshops for the benefit of student community and also for the benefit of the society at large.
- The teacher shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- The teacher shall not be absent from the duties assigned at any time without prior permission.
- The teacher shall not engage in any unlawful, subversive, and unethical activities.
- The teacher shall not violate the norms of decency or morality in the behavior, inside and outside the campus.
- The teachers are expected to be impartial in the assessment/evaluation of students' performance.
- The teacher shall not accept any assignments given by an external agency without the permission of the management.
- The teacher shall not associate in any organizational activities which are against the ethics of teaching profession.
- The teachers shall create an environment of peace, harmony, association and collaboration in the College.
- The teachers shall hold the professional norms of the highest standards in the College, and will not indulge in any sort of petty lobbying and politics.
- It is the collective responsibility of the entire teaching faculty to work together in order to achieve the institutional core values and targets set by the Higher Education Department from time to time.

## **CODE OF CONDUCT FOR NON TEACHING STAFF**

- All the supporting staff shall perform his/her duties efficiently, as per the Institutional norms.
- It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the leaders from time to time.
- The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the College.
- The supporting staff shall extend a full support to the College departments for the development of the classrooms and laboratories, and also in the maintenance of instruments/equipment.
- The supporting staff shall not discriminate any student, teacher or administrative staff based on the caste, creed, language, and place of origin, social and cultural background.
- The supporting staff shall extend their full-fledged support for their colleagues and other faculty of the College in all the activities related to the academic and administrative matters.
- The supporting staff shall strive hard to improve their technical and non-technical skills related to their job.
- The supporting staff shall take efforts to pursue higher education.
- The supporting staff shall discharge all the professional activities through proper channel.
- The supporting staff should not be absent from the duties without the prior permission of the authorities.
- The staff shall not involve either directly or indirectly in any form of business/external assignments during their service.
- The staff shall not involve in any unethical, unlawful or subversive activities that cause hindrance to the harmony of the College.
- The staff shall not cause any damage to the properties of the Institution and shall maintain the morality of the individual both inside and outside the campus.

## **CODE OF CONDUCT FOR ADMINISTRATORS**

- Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
- Be fully conversant with the Policies, Rules and Regulations of the College/Higher Education Institutions, and shall be fully prepared to implement them.

- Ensure that the duties assigned to the College teaching/non-teaching staff members are appropriate to the qualification, experience and skills of the employee.
- Ensure that the goals of the College are well disseminated across the stakeholders and the activities planned in the institution are towards achieving the targets.
- Support the team members with the training needed to upgrade the skills and also to successfully discharge the responsibilities assigned.
- Ensure a cordial relationship with the administrative and other non-administrative staff for the smooth conduct of the Institution.
- It becomes the responsibility of the College administration Head to provide the necessary infrastructure and a conducive and fair ambience to all the faculty (teaching), non-teaching and other support staff members impartially in order to achieve the desired goals.
- Be very precise and clear in communicating all the information to the concerned teaching and non-teaching staff members in a time bound manner, and identify all the communication gaps and to take constructive steps to avoid them.
- Ensure all the expenditures are within the budget approved by the Institute and also ensure that a fair practice is followed in budget allocation, and also provide equal opportunities to all the departments.
- Exercise caution to avoid favours and shall not involve or encourage in any kind of activities that cause any disrupt between the staff members.
- Demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented.
- Ensure that they shall not misuse their authoritative powers which shall affect the reputation of the College.
- Ensure that the information submitted to the external agencies and other stake holders about the institution is unambiguous and correct.
- Ensure the equal representation and participation of all the employees in the College activities without any prejudice and discrimination, and to ensure that all the employees get equal opportunities without any undue favours.