



such as UGC, AICTE, DTE as well as regulations laid out by the State government and affiliating university.

d. The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.

e. The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.

### **Code of Conduct for Teachers**

Teachers are subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

#### **A. Professional Values**

1. Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student.

2. He/She should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

3. He/She shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

4. He/She should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.

5. His/Her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

6. Above all a teacher should conform to the ethos of his/her profession and act in a dignified manner. He/She should keep in mind that society has entrusted him with their children.

#### **B. Professional Development and Practices**

It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself/herself in his/her field and other related ones in order to upgrade himself/herself and the student community. He/She must also acquaint himself/herself with recent methodologies and other applications.

i. A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He/She should involve himself/herself in seminars and Workshops where there is



interchange of academic topics. A career long professional development is therefore a necessity.

- ii. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- iii. The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He/She should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

### **C. Professional Integrity**

- i. Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- ii. Honesty should not be compromised in research. The aim should be to improve quality of research.
- iii. There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.
- iv. The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

### **D. Professional Collaboration**

- i. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner
- ii. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- iii. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- iv. Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.
- vi. Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.
- vii. There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
- viii. Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the Institute.

### **Code of Conduct for Support Staff**

All the support staff of this Institute should follow the code of conduct stipulated by the State Government. The Institute has put forward its code of ethics for the support staff along the following lines.



### **Professional Conduct**

- i. The support staff should acquaint themselves with the Institute policies and adhere to them to their best ability.
- ii. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- iii. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the Institute Authority.
- iv. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he/she engage himself/herself in any trade or business within college premises.
- v. They should not hamper the functioning of the college by engaging themselves in political activities.
- vi. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

### **Workplace Conduct**

- i. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- ii. They should also be responsible for the proper use and maintenance of Institute equipments and furniture.
- iii. No support staff should be under the influence of drugs or alcohol during office hours.
- iv. The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- v. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- vi. The support staff should show no discrimination on basis of gender, caste or religion.

### **Professional Relationship**

- i. Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- ii. The support staff should give due respect to the decisions made by the Institute authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- iii. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

