

Code of Conduct for Employee

1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
2. Every employee shall abide by and comply with the rules and regulations of the Institute and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
4. Every employee shall endeavor to promote the interest of the Institute and shall not act in any manner prejudicial thereto.
5. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character social clause the employee shall obtain prior permission of the authority.
6. An employee of the Institute shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
7. **Obligation to maintain secrecy:** Every employee shall maintain the strictest secrecy regarding the Institutes affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the Institutes staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
8. An employee of the Institute shall not, without the prior permission of the Secretary, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
9. No employee of the Institute shall enter into any partnership, accept any fees, (endowment) or commission whatsoever from any part other than the Institute, except with the prior permission of the Secretary.

Faculty Rights and Obligations

1. Expression

Employees have the right to express themselves within their work areas as long as the Expression does not disrupt the vision, mission and objectives of the Institute.

2. Professional development

Employees have the right to seek training and additional work-related skills. The Institute will pursue training and staff development strategies within its resources.

3. Problem Resolution

Employees have access to problem resolution in procedures. Procedures for such disputes are contained in various appropriate policy documents available.

4. Safety

Employees have the right to a safe and healthy workplace and to be informed of any hazardous working conditions.

5. Civility

Employees have the right to be treated with civility by all authorities, colleagues and subordinates. The Institute will pursue available strategies within its resources for reducing tensions that may cause incivility.

6. Freedom from violence

Employees have the right to be protected from violent behavior. Violent behavior toward faculty, staff, students, or visitors to the Institute is neither condoned nor acceptable. Such behavior may provide immediate grounds for dismissal for cause and legal action.

7. Freedom from sexual harassment

The employee has the right to work without sexual harassment. The Institute has a responsibility to educate its staff about the procedures used to protect accused and accuser.

8. Freedom from discrimination

The employee has the right to be treated without bias. The Institute has the responsibility to treat with equal concern and fairness all persons without regard to their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by central, state or local laws.

Code of Professional Ethics

TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal 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 ideal of education which has already been set for which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable disposition.

A) Teachers should

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar research and allied work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including community service.

B) Teachers and The Students

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals and imbibe ethics, human values and sense of social responsibilities among students.
10. Refrain from inciting students against other student, colleagues or administration.

C) Teachers and Institute

1. Teachers should treat other members of the profession in the same manner as they themselves wish to be treated.
2. Teachers should speak respectfully of other teachers and render assistance for professional betterment.
3. Teacher should refrain from lodging unsubstantiated allegations against colleagues to higher authorities and
4. Teacher should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

D) Teachers and Non-Teaching Staff

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within educational institution.
2. Teachers should help in the function of joint staff-councils covering both teachers and the non- teaching staff.

E) Teachers and Guardians

Teacher should try to see through teacher's bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

F) Teachers and Society

1. Teacher should recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Teacher should work to improve education in the community and strengthen the community's moral and intellectual life.
3. Teacher should be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Teacher should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Teacher should refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

G) Teachers and Authorities

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating their steps through their own institutional bodies and/or professional organizations for change of any such rule deter-mental of the professional interest.
2. Refrain from undertaking and other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Should adhere to the conditions of contract.

7. Give and expect due notice before a change of position is made.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable responsibilities of academic schedule.

