



CODE OF PROFESSIONAL ETHICS FOR FACULTY MEMBERS

(a) THE TEACHERS AND THEIR PROFESSIONAL RESPONSIBILITIES:

Any person who takes teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education that have already been set forth and which he/she should seek to inculcate among students must be his/her ideals, duly reflected in his conduct. The profession further requires that the teacher shall be calm, patient, and communicative by temperament and amiable in disposition.

A teacher shall:

- i Adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
- ii Adhere to the sequential flow of the syllabus and Instruction plan of the courses.
- iii Prefer constructive, reflective, collaborative, integrative and inquiry- based approach and pedagogical tools for teaching-learning alignment.
- iv Communicate effectively while facilitating students and other stakeholders and the preferred language is English.
- v Wear smart professional attire at the workplace preferably decent formals.
- vi Manage his/her private affairs in a manner consistent with the dignity of the profession.
- vii Seek to make professional growth continuous through study and research, writing, and decent conduct.
- viii Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- ix Maintain active membership of professional organizations, subscribing to academic/subject periodicals, and strive to improve education and profession through them.
- x Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- xi Co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University examinations, including supervision, invigilation, and evaluation.
- xii Participate in extension, co-curricular and extracurricular activities including community service.
- xiii Try to complete assigned task in timely manner and be optimistic in terms of deadlines assigned.



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(b) TEACHERS AND THE STUDENTS:

The teacher shall:

- i Respect the right and dignity of the student in expressing his/her opinion.
- ii Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social, and physical status.
- iii Mark his/her attendance preferably within 10 minutes of commencement of lecture and utmost the same day of the class.
- iv Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- v Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- vi Inculcate among students scientific, progressive, and rational outlook and respect for physical labor and ideals of democracy, patriotism, and peace.
- vii Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- viii Pay attention to only the attainment of the student in the assessment of merit.
- ix Make himself/herself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- x Refrain from inciting students against other students, colleagues, or administration.

(c) TEACHERS AND COLLEAGUES:

The teachers shall always:

- i Treat other members of the profession in the same manner as they wish to be treated.
- ii Speak respectfully of other teachers and render assistance for professional betterment.
- iii Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- iv Refrain from exploiting considerations of caste, creed, religion, race, or gender in their professional endeavor.
- v Be thoroughly social and humane, democratic and rational, towards other teachers.
- vi Strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii Believe in the union and unity of colleagues.

(d) TEACHERS AND AUTHORITIES:

The teachers shall:



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- i Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their university for change of any such rule detrimental to the professional interest.
- ii Not undertake any other employment and commitment including private tuition and coaching classes.
- iii Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities that such offices may demand.
- iv Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession
- v Should adhere to the conditions of the contract.
- vi Give and expect due notice before a change of position is made.
- vii Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

(e) TEACHERS AND NONTEACHING EMPLOYEES:

The teachers should treat the non-teaching employees as colleagues and equal partners in a cooperative undertaking, within the university.

(f) TEACHERS AND GUARDIANS:

The teachers shall try to maintain contact with the guardians of their students, send a report of their performance to the guardians whenever necessary, and meet the guardians in meetings convened for mutual exchange of ideas and the benefit of the university.

(g) TEACHERS AND SOCIETY:

The teachers shall

- i Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- ii Work to improve education in the community and strengthen the community's moral and intellectual life.
- iii Be aware of social and economic problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv Perform the duties of citizenship, participate in community activities, and shoulder responsibilities of public office.
- v Refrain from taking part in or subscribing to or assisting in any way, activities that tend to promote a feeling of hatred or enmity among different communities, relations, or linguistic groups but actively work for National Integration.



CAMPUS CODE OF CONDUCT FOR STUDENTS

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the university campus. They shall abide by the rules and regulations of the university and should act in a way that highlights the discipline and esteem of the institute.
2. A five-day working schedule from Monday to Friday is followed. Classes are scheduled from 9.00 a.m. to 5.00 p.m. All the students are expected to be present in the class well -within time and late coming will attract a loss of attendance for the corresponding hour.
3. No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
4. In the events of Student seminars/workshops/webinars/project presentations etc., all the students of the concerned class must be present for the entire session.
5. Students can leave the campus during class hours only after getting a gate pass from the Principal, HoS, or the coordinator of the school. No students shall wander or gather in the corridor, staircase, etc.
6. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoS and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
7. Students shall come to the university in approved uniforms/formals/decent casuals and shoes. Plastic or rubber slippers are not permitted. In addition, those who are in laboratories shall wear their respective lab coats/apron.
8. All the students shall carry their university identity cards all time. An identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
9. Students planning to make a pilgrimage to the mosque can avail relaxation in the dress code by producing a letter of intention certified by their parent/guardian. The student will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation
10. Students are expected to maintain silence in the academic buildings to maintain decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
11. For independent study, students are expected to use the classrooms, departmental or central library or the demarcated areas of the academic building and shall not



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resort to sitting in staircases or circulation areas where they could interfere with the free movement.

12. Access to academic buildings beyond the university timings and on holidays without written permission from the concerned HoS will be treated as a case of indiscipline.
13. The usage of cell phones, while class is in session, is strictly prohibited. All the faculty members are empowered to confiscate mobile phones. Students violating the rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the submission of a written apology letter signed by parents.
14. Keep the campus neat and clean. Do not put any waste anywhere on the campus except in the wastebaskets kept on each floor.
15. Consumption of intoxicants / psychotropic substances in any form is strictly prohibited.
16. It is strongly advised to refrain from activities such as scribbling or noting on student desks, doors, or other furniture which could deface the university and destroy the academic ambiance.
17. Carefully handle the chemicals, apparatus, equipment, fixtures and appliances of the laboratories/workshops of the university. Careless handling/misuse of the above could result in personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of property damage, the responsible students will have to bear the cost of replacement/repair with a fine.
18. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude on campus.
19. Students are not permitted to distribute or display (both physically and electronically) material such as notices or banners etc. on the campus without the permission of the competent authority.
20. Students are expected to make use of academic, co-curricular, and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
21. Students who intend to represent the university in interuniversity events shall take prior permission from the concerned Head of the School and the selection will be



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based on parameters such as academic performance, attendance, existing academic pressure and competence of the student in the proposed event for participation.

22. Political activity in any form is not permitted on the university campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the university, hostels, and outside the university.
23. Harassing juniors, the ill-treatment of other fellow students or any such form of ragging is objectionable and liable to be treated as a criminal offense by the law enforcement agencies as per the directives of the Hon'ble Supreme Court of India.
24. Misbehavior toward girl students, use of threats or violence against members of the staff or fellow students will be considered very serious cases of misconduct.
25. Any violation of the above rules will invite penalty in the form of a warning, fine, bringing of parents or any course of corrective measure as found suitable by higher authority and management of the university.
26. In case of any instance of non-compliance with existing rules or any observed matter/behavior that deviates from the vision and mission of the code of conduct, all the faculty members are empowered to initiate the disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an inquiry committee and further proceedings.