

# **Code of Conduct handbook**

For , Teachers, Governing body,  
Administration, Principal /Officials and  
Support staff

## Code Of Conduct For Teachers

### **Preamble**

Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a great role to play in shaping the character and career of the students. Besides this, good character of a teacher has an ever lasting impression in the society at large. All this is expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model.

Following the below mentioned code of conduct is imperative for each faculty of Sindhudurg Shikshan Prasarak Mandal's College of Engg.

I. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.

II. In order to achieve this, a faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students (if required; make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the extent possible as medium of communication for such discussion.

III. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / her dedication for the students so that it is felt by the

students. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.

IV. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.

V. General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wiser to explain what is best in the interest of a student.

VI. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.

VII. Many a times, it happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: *“give respect to command respect”*.

VIII. Behavior of the faculty member with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.

IX. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also, as far as possible, faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.

X. Although everybody has a right to look for his / her own career development. However faculty member should refrain during college hours from any such activity like preparing for competitive Examinations to seek employment outside Sindhudurg Shikshan Prasarak Mandal's College of Engg. And / or applying outside in other organizations for seeking employment. All such activities are

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Private matters of individual faculty member and the same should not be performed during institute hours or Within the academic area of the institute (hostel is outside the purview of this rule). It is expected that Faculty members shall not keep any material with them or in their departmental cabin other than Subject text books, class notes and the related material like the answer sheet submitted by the students Etc. anybody found indulging in such activities will call for a disciplinary action against him / her.

XI. Except during the lunch hours, a faculty member must be present within the department and / Or within the academic area of the institute and must avoid holding private meetings with other staff member / faculty member during the college hours to discuss the topics other than academics.

XII. Behavior of the faculty member with the fellow staff member / faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the management especially before the students.

XIII. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the institute.

## Code of conduct for Governing Body

### **Introduction**

The responsibilities of the Governing Body, as the entity controlling a large and prestigious institution are onerous. The function of governance is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. This Code is intended to ensure that members are aware of and accept the responsibilities associated with coveted membership and follow high standards of ethical and professional conduct, as members of the Governing Body.

### **Objectives**

The objectives of the Code are:

- To set out decided pack of ethical ideologies.
- To endorse and preserve the confidence and faith in the governing body of Sindhudurg Shikshan Prasarak Mandal's College of Engineering.
- To avert unethical practices.
- To endorse compliance with best management practices in all the activities of the institute.

### **Conduct as Members**

Members shall:

- Treat each other, Institute's staff and students with professionalism, courtesy and respect,
- Not negatively influence other members.
- Participate actively and work co-operatively with fellow members in carrying out their responsibilities as members.
- Act at all times honestly and in good faith
- Have a duty to maintain the confidentiality of information received in the course of their duties and to not use such information for any purpose outside that of understanding the work of the Board.

## Code of conduct for Principal

The conduct of Institute administrators should be characterized by integrity.

Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

The Director / Principal should:

- Comply with applicable governmental laws, rules, and regulations;
- Act with competence and strive to advance competence, both in self and in others;
- Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service;
- Understand the Institute's objectives and policies and contribute constructively to their ongoing evaluation and reformulation;
- Maintain the confidentiality of privileged information that infringes upon another's right to Privacy and not disclose information to secure personal or financial gain.
- Refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties;

And

- Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.

## **Code of conduct for Administrative staff / Support staff**

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

### **Confidentiality**

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.

## **Professional Behaviour**

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- endeavoring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality; respect for institute property;
- maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.;
- taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises;
- being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job;
- being familiar with communication channels and Institute procedures applicable to both students and staff;
- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- respect for the rights and opinions of others.

## **Disciplinary Rules**

The following are examples of behaviour which the institute finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the Institute.



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- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the Institute
- Racial offences, racial insults or racial discrimination against students, other staff or visitors to the Institute.
- Theft of Institute money or property and of money or property of colleagues or visitors to the Institute. Removal from Institute premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Willful damage of Institute property or of property belonging to other staff or visitors to the Institute.
- Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the Institute.
- Any willful act which could result in actionable negligence for compensation against the Institute.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorized absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the Institute into disrepute or which seriously undermines confidence in the employee.

**The following are examples of behaviour which could lead to formal disciplinary warnings.**

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offences of willful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, students, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct.