



# **Model Institute of Engineering & Technology (Autonomous)**

## **Code of Conduct**

(Teaching & Non-Teaching Staff)

2021-26

TABLE OF CONTENTS

1. CODE OF CONDUCT FOR FACULTY | PAGE 2
2. CODE OF CONDUCT FOR NON-TEACHING STAFF| PAGE 5

# CODE OF CONDUCT FOR TEACHERS

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## **PREAMBLE**

The Code of Professional Conduct for teachers serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

## **CODE OF CONDUCT FOR TEACHERS**

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### **1. 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 society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and 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 in disposition.

#### **Teacher should:**

- a. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b. Manage their private affairs in a manner consistent with the dignity of the profession;
- c. Seek to make professional growth continuous through study and research;
- d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- e. Maintain active membership of professional organizations and strive to improve education and profession through them;
- f. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- g. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- h. Abide by the Act, Statute and Ordinance of the institute and to respect its ideals, vision, mission, cultural practices and tradition;
- i. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of institute examinations, including supervision, invigilation and evaluation; and
- j. Participate in extension, co-curricular and extra-curricular activities, including community service.

## **2. TEACHER AND STUDENTS**

### **Teachers should:**

- a. Respect the rights and dignity of the student in expressing her/his opinion;
- b. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- c. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- e. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- f. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- g. Pay attention to only the attainment of the student in the assessment of merit;
- h. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- i. Aid students to develop an understanding of our national heritage and national goals; and
- j. Refrain from inciting students against other students, colleagues or administration.

## **3. TEACHERS and COLLEAGUES**

### **Teachers should:**

- a. Treat other members of the profession in the same manner as they themselves wish to be treated;
- b. Speak respectfully to other teachers and render assistance for professional betterment;
- c. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

## **4. TEACHERS AND AUTHORITIES**

### **Teachers should:**

- a. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- b. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- c. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- d. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- e. 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;
- f. Adhere to the terms of contract;
- g. Give and expect due notice before a change of position takes place; and
- h. 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 academic schedule.

## **5. TEACHER AND NON-TEACHING STAFF**

### **Teachers should:**

- a. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- b. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

## **6. TEACHERS AND GUARDIANS**

### **Teachers should:**

- a. Try to see through teachers' 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.

## **7. TEACHERS AND SOCIETY**

### **Teachers should:**

- a. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- b. Work to improve education in the community and strengthen the community's moral and intellectual life;
- c. 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;
- d. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- e. 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.

# CODE OF CONDUCT FOR NON-TEACHING STAFF

## PREAMBLE

The term employee includes non-teaching staff and other staff which come under this purview. The following code of conduct applies to all of the employees mentioned above:

### General Rules:

1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or Institute.
2. No staff shall remain absent from his/her duties without prior permission. In case of valid reasons he/she should follow the rules of the institute related to attendance and leaves.
3. The staff should create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries
4. The staff should treat the students with care and kindness, and maintain their dignity.
5. It is the responsibility of every staff to meet the required standards for every assigned task.
6. The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
7. The staff should take care and protect the equipment and property of the Institute, in general, assigned to him/her.
8. No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
9. Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by the concerned staff.
10. In case, any staff gets involved in any legal proceeding, he/she shall inform the institute about the same.
11. The staff shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
12. No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.

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