



SANTOSH

Deemed to be University

(Established u/s 3 of the UGC Act, 1956)

CODE OF CONDUCT

FOR

TEACHING STAFF



SANTOSH DEEMED TO BE UNIVERSITY GHAZIABAD, NCR DELHI

CODE OF CONDUCT FOR TEACHERS (ON & OFF CAMPUS)

1. INTRODUCTION

This Code of Conduct is intended as a guide and a help to all teaching staff of Santosh Deemed to be University. It sets out standards of conduct which staff members are expected to follow when within, or representing the Institutions outside elsewhere. This code is not exhaustive but is written to assist staff members and it is important that staff members shall take advice and guidance if necessary.

The underlying purpose is to ensure that the University provides a high quality service to its pupils and stakeholders in accordance with our Mission Statement and to promote public confidence in the integrity and reputations of the Institutions. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the Institution, its staff and its customers. It has been drafted to comply with the Institutional Policies and Procedures.

- Staff members are expected to read this Code carefully.
- The Institutional heads shall also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.
- Reference to this Code shall be made in all contacts of employment, and copies shall be given to all staff. In addition, the induction programme for all newly appointed staff shall reinforce the principles of this Code.
- Investigations of alleged breaches of this Code shall be covered under the University's Disciplinary procedures and related codes of practice and it is a general rule that faculty members shall not accept gifts of any kind from any stake holders, whatsoever.

2. CODE OF CONDUCT

2.1. COMMITMENT TO THE PROFESSION

- Do nothing in your private or public pursuits which will bring your profession to disrepute.
- Offer advice and give helpful criticism as and when need arises.

- Take up special responsibility to train teachers and junior colleagues.
- Open confrontation of whatever nature must be avoided.
- Keep all records accurate and up to date.
- All correspondence shall be channeled through proper channel and shall be responsible to the immediate authorities.
- The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- Professional growth is absolutely necessary and must be given priority.
- Devote full working time; teaching effort and time on task are essential for success.
- Shall not indulge in any Political & Religious affiliations / activity on Campus.

2.2. COMMITMENT TO COLLEAGUES

- Treat colleagues as professional equals, regardless of their status.
- Treat colleagues with courtesy at all times.
- Enforce integrity, dignity, decorum and efficiency at all levels.
- Hold the balance between the Head and the other members of staff evenly poised.
- Respect the functional superiority of those set in authority over you.
- In correcting a subordinate, do not make the intent known to others, unless it is necessary.
- Be impartial in your decision with members of staff.
- Do not discriminate on grounds of race, colour, creed, or national origin, nor interfere with the free participation of colleagues in the affairs of their association (s).
- Do not deliberately distort evaluation of colleagues.

2.3. ATTENDANCE, LEAVE AND ABSENCE

- Be regular and punctual. Attendance should be faithfully recorded. Teacher should report for duty at least fifteen minutes before the session begins.
- The Head of the Department has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher timetable to do so, providing that the member of staff is professionally and academically able to do so.

- Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Head without undue delay with a mention of resumption of duty promptly
- Do not abuse leave concessions.

2.4. COMMITMENT TO STUDENTS

In fulfilling obligation to students –

- Place high value on and demonstrate to students' commitment for excellence in work, manners and achievement.
- Encourage students to practice respect for other and to be thoughtful and helpful at all times, especially in relation to the aged and the physically challenged.
- Encourage students to exercise discipline.
- Help students to develop a sense of responsibility, self-reliance and independence.
- Encourage students to show respect for all forms of duly constituted authority.
- Demonstrate patriotism and appreciation of freedom with responsibility.
- Help students to differentiate right from wrong and justice from injustice.
- Instill a feeling of pride in self and community.
- Strive to develop mutual courtesy and respect between teachers and pupils.
- Dealing justly with each student and treat all with courtesy and consideration.
- Work towards developing and promoting good human relations and qualities.
- Do not encourage undue familiarity with students.
- Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- Undertake to constantly pursue the improvement of learning facilities and opportunities.
- Make responsible efforts to protect students from conditions harmful to health and safety.
- Do not use the facilities of the University to tutor students privately, for gain.
- Do not discriminate on grounds of ability, race, colour or creed.