

# **G. Narayanamma Institute of Technology & Science**

(For Women)

AUTONOMOUS

Shaikpet, Hyderabad - 500104



## **CODE OF ETHICS & CONDUCT FOR THE STAFF**



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# **CODE OF ETHICS AND CONDUCT OF THE TEACHERS**

## **1. CODE OF ETHICS FOR TEACHERS**

**In fulfillment of their obligations to the teaching profession, teachers will strive to:**

- Advance the interests of the teaching profession through responsible ethical practices. Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies. Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
- Respect confidential information on colleagues.
- Speak out if the behaviour of a colleague is seriously in breach of this code.

## **2. RESPONSIBILITY AND ACCOUNTABILITY OF TEACHERS**

- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Student - Counsellor system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Assignment questions ( all possible questions in every unit) unit wise for each course are to be given (in question paper format) to the students and ask them to submit some of the questions as per the faculty choice.
- Assignments should be written in A4 size papers. Keep atleast one copy as a proof.
- Teachers should be good Counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto. Based on the skill of the student proper career guidance in GATE, IES, GRE, TOEFL, UPSC, Campus Placements etc should be given.

- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Teachers are expected to ensure that students do not give proxy for absent students while taking attendance in the class. They may ask students to stand up and give their attendance for the same.
- The examination duties assigned should be in compliance with the norms of the Controller of Examinations and any deviation or carelessness exhibited will be treated seriously and stringent action will be taken depending on the degree of misconduct.
- The classwork and the lab activities should be conducted in the designated classrooms and the Laboratories.

### 3. DRESS CODE FOR FACULTY

Following is the dress code for the faculty of Institute to reflect a positive image:

**Gentlemen** : Tucked in formal shirts, shoes, regular shaving and proper Hair cut etc

**Ladies** : Formal attire in Saree / Chudidhar with dupatta

- All Heads of departments , Coordinators of various committees and dignitaries are expected to wear blazers for all formal occasions and events

### 4. ID CARD

It is Mandatory for students and staff to display ID cards at all times when they are in campus. Teachers can take ID cards from students when they are involved in undesirable activities and handover to HOD for further action.

### 5. PARENT –TEACHER COMMUNICATIONS

Teachers designated as Class Teachers or Counsellor can summon parents to the Institute if the student academic performance is not meeting the academic requirement and is likely to be detained due to lack of attendance or not clearing the backlogs or involved in undesirable activities and should bring it to the notice of the HOD/Principal with immediate effect.

## 6. STUDENTS - LATE COMING

Students should be permitted admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.

- Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehavior or insubordination should be dealt at HOD or Discipline Committee Level.

## 7. TAKING ATTENDANCE

- Teachers must take attendance within first 5 minutes of starting the period.
- Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- Teachers can warn/counsel the students if they are irregular to class.
- Trouble makers in the class rooms must be reported to the HOD/Principal for further action.
- Students violating dress code must be strictly warned failing which must not be allowed to attend the Lecture classes, Laboratories and Library.

## 8. CLASS ADJUSTMENT BEFORE GOING ON LEAVE

As per the rules of the institute Teachers must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.

All the Teachers are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized absence with loss of pay.

## 9. DISCIPLINE IN COLLEGE BUSES

- All Teachers traveling in college Buses should sit in the middle and last row to curb ragging or any disciplinary acts in the Buses.
- Transport in-charge is requested to report the compliance of above instruction to the undersigned immediately.
- Senior faculty members are once again requested to keep a strict vigil on the students indulging in ragging.

## **CODE OF ETHICS AND CONDUCT FOR ALL THE STAFF MEMBERS BOTH TEACHING AND NON TEACHING**

All the staff members both teaching and non-teaching should adhere to the **FIVE Major Codes of Ethics: 1. Integrity, 2. Objectivity 3. Professional Competence 4. Confidentiality and 5. Professional behaviour.** The Non-teaching personnel is those staff that is required to cater to the needs of the students as well as to complement teachers' professional roles and responsibilities. The roles dawned by non-teaching personnel range in various forms depending on individuals' roles and students' specific needs. A professionally effective relationship between teaching and nonteaching personnel are essential to meet the diverse needs in the best interest of the students' community. All the staff members of the Institute should adhere to the basic code of conduct in the welfare and integrity of the Institution.

### **1. Professional Communication**

- They should be respectful and polite in communicating with the faculty and the parents.
- They should choose the words wisely and carefully with all the members of the institution.
- They should not indulge in any unwarranted arguments and violent remarks with the members of the institution.

### **2. Avoid Conflicts of Interest**

The repute of the Institute is built upon the reputations of all its stakeholders and the staff members are expected to showcase integrity. Conflict of interests, however prevalent must be harnessed through open discussion that contributes to aforesaid integrity.

### **3. Protecting the Assets of the Institute**

The resources of the Institute in all its facets must be secured and kept fully functional by the stakeholders for the benefit of the stakeholders. Resources include physical, intellectual, electronic or digital, information, ICT systems, and IPRs.

### **4. Anti-Bribery and Anti-Corruption**

The repute of the Institution lies in the trustworthiness of all its stakeholders in upholding the integrity in all spectra of functionality. All the staff members should avoid accepting bribes and corrupt practices. Kickbacks and gifts in exchange for favors are also considered as indirect methods of corrupt practices.

5. All the staff members should help in the functioning of joint-staff councils covering both the teachers and the nonteaching