

Name of the Policy/ Guidelines	Code of Conduct for Teachers
Short Description	Guidelines on desirable conduct of Teachers
Scope	This code of conduct is applicable to all faculty members (teachers), including adjunct and visiting faculty of the constituent colleges and departments of NITTE (Deemed to be University).
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised
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Code of conduct for Teachers

Introduction

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of teachers in respect of discharge of their professional responsibilities and relationship with students, colleagues and administrators. A teacher is constantly under the scrutiny of students and the society at large. Therefore, every teacher should ensure that there is no incompatibility between his precepts and practice. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Definitions

1. University refers to NITTE (Deemed to be University)
2. Employee means all staff of the NITTE (Deemed to be University), including full-time, part-time or casual staff
3. Student means all students of the NITTE (Deemed to be University), including but not limited to fee paying students, exchange students, certificate course students and students attending short term courses

Code of conduct statements

Personal conduct

Teachers will refrain from (prohibited conduct including but not limited to):

1. Acts of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
2. Intentionally damaging or destroying university property or property of other students / employees of the University
3. Possessing, consuming, distributing, selling of alcohol, tobacco and other substances of abuse in the University campus
4. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption
5. Posting derogatory comments about other individuals from the university on the social media or indulging in any such related activities having grave ramifications on the reputation of the university.
6. Any form of sexual harassment. Sexual harassment includes, but is not limited to:
 - a. leering or staring
 - b. persistent following or stalking

- c. sexually suggestive words, gestures or sounds
 - d. unwanted ongoing declarations of affection or approaches for affection, including gifts
 - e. persistent unwelcome invitations, telephone calls or emails
 - f. obscene sexual communications in any media including social networking
 - g. sending of sexually explicit emails or text messages, display of sexually suggestive material
 - h. unwelcome behaviour or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual
 - i. unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing
7. Engaging in or inciting others to engage in conduct which interferes with or disrupts any aspect of University functioning, or which prevents or limits the free expression of the ideas of others, or which physically obstructs or threatens to obstruct or restrain other members of the University community or visitors.
 8. Failing to comply with the direction of clearly identified University personnel (this includes campus security guards) in the performance of their assigned duties.
 9. Violating rules regarding use of personal vehicles inside the campus.
 10. Bringing a false charge against any member of the University under this Code.

Professional responsibilities

Teachers must:

1. Seek continuous professional growth through study and research
2. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
3. Maintain active membership of professional organizations and strive to improve education and profession through them
4. Perform their core duties teaching, research and service conscientiously and with dedication
5. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as designing and developing curricula, assisting in appraising applications for admission, advising and counselling students and assisting the conduct of university and college examinations including supervision, invigilation and evaluation
6. Participate in extension, co-curricular and extra-curricular activities including community service.

Relationship with students

Teachers must:

1. Accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
2. Respect the right and dignity of the student in expressing his/her opinion
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare

5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace
6. Be affectionate to the students and refrain from behaving in a vindictive manner towards any of them for any reason
7. To the extent possible, make themselves available to the students even beyond their class hours to help and guide students
8. Refrain from inciting students against other students, colleagues or administration
9. Aid students to developing an understanding of national heritage and national goals

Relationship with colleagues

Teachers must

1. Treat other members of the profession in the same manner as they themselves wish to be treated
2. Speak respectfully of other teachers and render assistance for professional betterment
3. Refrain from making unsubstantiated allegations against colleagues
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor
5. Treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking

Relationship with administration

Teachers must

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities or create conflicts of interest
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
4. Co-operate with the authorities for the betterment of the institutions keeping in view the interest of the students and in conformity with dignity of the profession
5. Adhere to the conditions of their employment contract
6. 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

Procedure for handling misconduct

1. Any complaint / allegation of faculty misconduct is to be reported to the Head of the Institution.
2. For minor infractions, the Head of Institute may investigate the complaint / allegation and decide on the disciplinary action in consultation with a senior faculty member / administrator as designated in Institutional policies.
3. The Head of Institution will, when required, refer the complaint / allegation to a Standing Disciplinary Committee or constitute a Disciplinary Committee for inquiry into the complaint /

allegation. The Disciplinary Committee will conduct an inquiry and submit a report on the nature of misconduct, seriousness, and recommended action. The Head of the Institution will be the deciding authority on the final action to be taken.

4. The faculty member / teacher alleged with misconduct will be given an opportunity to present his / her views in person and in writing before action is initiated.
5. Incidents of misconduct that involve infringement of the law, involve law enforcement agencies or jeopardize the safety and reputation of the Institution / University have to be brought to the notice of the Registrar of the University.
6. Incidents involving sexual harassment should be referred to the Institutional Anti-Sexual Harassment cell.

Disciplinary measures

Disciplinary Measures that may be imposed under the Code (including but not limited to):

1. Written warning or reprimand (Memo)
2. Issuance of an apology
3. Withdrawal of certain privileges including restriction or prohibition of access to, or use of, University / Institutional facilities, services, activities or programs
4. Probation during which specified conditions must be fulfilled and good behavior must be demonstrated
5. Payment of costs or compensation for any loss, damage or injury caused by the conduct
6. Fines or penalties
7. Expulsion from University provided accommodation
8. Suspension
9. Termination of service