

CODE OF CONDUCT FOR TEACHING STAFF

Do's

1. Be punctual in attendance and in respect of class-work and also for any other working in connection with the duties assigned by the Head of the Institution/ College/School.
2. Abide by the rules and regulations of the Institution / College / School and also show due respect to the statutory Authority.
3. Take prior permission from the Vice- Chancellor for contesting /canvassing for any election and obey any direction issued by the Vice-Chancellor.
4. Appear at any examination to improve his/her qualifications with prior written approval of the competent authority.
5. Become, or to continue to be, a member of any literary, scientific or professional organization.
6. The breach of any condition specified in sub-rules of Code of Conduct for Teachers, shall be deemed to be a breach of the Code of Conduct.
7. To attend and be involved in research and academic activities/ attend National and International conferences, talks and workshops.
8. To treat all students equally, and present no biasness on the basis of caste, creed, financial status etc.
9. To take prior permission to pursue for higher education within campus or outside campus of the Hon'ble Vice Chancellor on the recommendation of the Head of Institution.
10. To participate in all academic and cultural functions of the University.

Don'ts

1. To inflict physical punishment on a student.
2. To undertake private tuition or any other assignment in any other Institute / Government Departments / NGOs etc. without explicit permission from the Hon'ble Vice Chancellor on the recommendation of the Head of the Institution.
3. To go on unsanctioned leaves/remain absent without information.
4. To propagate communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity.
5. To Indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution.
6. To accept any job of a remunerative or any non-remunerative character from any source outside the Institution / College or give private tuition to student or engage in any business unless permitted by the Head of Institution.
7. To ask for or accept (except with the previous sanction of the management) any contribution, or otherwise associate with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
8. To engage as a selling agent or canvasser for any other organization.
9. To neither involve in any monetary transactions with any student or his/her parents nor exploit own influence on them for personal matters.
10. To accept any gift from any student or parent/guardian within and outside campus.
11. To cause/incite/behave/encourage any student, teacher or other employee or any other person to cause any damage to Institution/College property or to behave in a rowdy or disorderly manner in the University premises.
12. To breach any condition specified in sub-rules of Code of Conduct.
13. To be guilty of violence or any conduct involving moral aptitude or encourage someone else for such misacts.
14. To organize or attend any meeting during the college hours except where it is required or permitted by the Head of the Institution/College to do so.
15. To indulge in any propaganda for any political party.

CODE OF CONDUCT FOR NON-TEACHING STAFF

Do's

1. Be punctual in attendance and also for any other working in connection with the duties assigned by the Head of the Institution/College/School.
2. Abide by the rules and regulations of the University and also show due respect to the statutory Authority.
3. Take prior permission from the Vice- Chancellor for contesting /canvassing for any election and obey any direction issued by the Vice-Chancellor.
4. To work diligently and honestly.
5. To maintain office secrecy of office documents at all times.
6. To continuously strive for excelling better in your work, by trying for higher education, skill based courses, certificate programmes to increase efficiency and proficiency.
7. To treat all students and staff equally, and present no biasness on the basis of caste, creed, financial status etc.
8. To take prior permission to pursue for higher education within campus or outside campus of the Hon'ble Vice Chancellor on the recommendation of the Head of Institution.
9. To participate in all functions of the University.
10. To ensure that no office work is delayed due to their conduct.

Don'ts

1. To neglect your duties knowingly or willfully.
2. To inflict physical punishment to any staff or student.
3. To undertake private tuition or any other assignment in any other Institute / Govt. Departments / NGOs etc. without explicit permission from the Hon'ble Vice Chancellor on the recommendation of the Head of Department.
4. To propagate communal or sectarian outlook or incite or allow any staff member to indulge in communal or sectarian activity.
5. To Indulge in or encourage any form of malpractices connected with the financial transaction or other activities of the Department.
6. To accept any job of a remunerative or any non-remunerative character from any source outside the Department or engage in any business unless permitted by the Head of Department.
7. To ask for or accept (except with the previous sanction of the management) any contribution, or otherwise associate with the raising of funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever.
8. To engage as a selling agent or canvasser for any other organization
9. To neither involve in any monetary transactions with any student or his/her parents nor exploit own influence on them for personal matters.
10. To accept any gift from any student or parent/guardian within and outside campus.
11. To go on unsanctioned leaves/remain absent without information.
12. To cause or incite any other person to cause any damage to University property.
13. To cause/incite/behave/encourage any student, teacher or other employee or any other person to cause any damage to Institution/College property or to behave in a rowdy or disorderly manner in the University premises.
14. To organize or attend any meeting during the duty hours except when it is required or permitted by the Head of the Department to do so.
15. To indulge in any propaganda for any political party.

The breach of any condition specified in sub-rules of Code of Conduct shall be deemed to be a breach of the Code of Conduct.