

CODE OF CONDUCT FOR STAFF

SRI RAMAKRISHNA DEGREE & P.G COLLEGE (AUTONOMOUS)

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Introduction

As a staff member of the college including Administrative, Academic, Technical/ Professional/Maintenance, Ministerial and Supportive staffs are responsible for sustaining the highest ethical standards of the college and of the broader community in which we function. College values integrity, honesty and fairness and strives to integrate these values into all its practices.

Purpose

The 'Code' is a shared statement of our commitment to upholding the ethical, professional and legal standards that we use as the basis for our daily and long-term decisions and actions. We all must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide the work of every staff member. Each staff member is individually accountable for their own actions and as a member of the College community, is collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

Code has been formulated to provide a clear statement of the College expectations of its staff and affiliates in respect of their professional and personal conduct. Though this code is not intended to cover every possible situation that might arise, but it anticipates a great many of the very real problems that may arise in the workplace and clearly illustrate how to do right thing.

To fulfill the objective of the College and to serve better for the students it is necessary to make Code of conduct for the employees so that they can understand & follow the highest standard of responsibility, ethics & principles of the College; which inspires the students to follow the ethics and norms.

DEFINITION

"Employee" means a person appointed by the College to work in the College or its study centres, off- campus centres, off-shore campus and includes a teacher, officer and any other employee of the College and other than the visitor.

Employees shall also mean and include the definition of the Statute 36.1 of the First Statutes of the College

36.1 “All employees of the College (other than teachers) including Controller of Examination, Librarian, Technical Supporting Staff, Office Staff and such other posts of the College as may be decided by the Governing Board will be categorized as Employees (other than teachers)”.

Section 2 (22)

“Teacher” means a Professor, Associate Professor, Assistant Professor, or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study in the College of this Act.

Teachers, their functions and terms & conditions of service has been defined as in or under Statute 35 of the First Statutes.

This Code of Conduct applies to all the Teachers and Employees, including Administrative, Technical/ Professional/ Maintenance, Ministerial and Supportive staffs of the College.

Service Conditions

In addition to the Service Terms and Conditions of the employees, provided in the act, statutes, rules and regulations of the College, written contract/ letter of appointment, the employees, and teachers shall be bind in the following terms and conditions:

- (i) Every employee shall maintain absolute integrity, objectivity and devotion to duty and shall do nothing which is unbecoming of an employee of the College.
- (ii) Every employee should not accept any gift in form of money or kind or benefit from any student, parent, vendor etc. that may influence them in their official College capacity.
- (iii) The copyright of the work produced by an employee with the help of the College resources shall vest in the College. The employee will not disseminate / sell / guide such information / material without the approval of the College; and shall.
- (iv) Adhere to the conditions of terms of employment.

Disputes:

As prescribed in Statute 37 of the First Statutes, any disputes between Officers, Teachers, and Employees shall be referred to Arbitration.

The procedure, appointment of Arbitrators shall be governed by the Statute 46 of the First Statutes.

GENERAL RESPONSIBILITIES OF STAFF

1. Maintain active membership of professional organizations and strive to improve standards of education to achieve excellence through knowledge generation and dissemination of the latest techniques in the class.
2. Maintain co-operative and collaborative approach to working relationships and avoid conflict of interests.
3. Use of College resources in an efficient manner and for college purpose only, unless and until permission has been granted by College Authority/Officer for non-College or private usage.
4. Staff must not access or transfer any inappropriate material through College mobile phone issued by the College) etc.
5. Under no circumstances should staff attend for duty under the influence of alcohol or drugs.
6. Seek to make professional growth continuous through study, research, consultancy, industrial liaisoning and the use of networking.
7. To provide opportunity for students to access and use current technology, resources and information to solve problems.
8. Staff members must not discriminate in matters of caste, religion, race, gender, origin, creed, marital status etc.
9. The purchase of goods and services for the College must be based on competitive considerations of quality, price, service and benefit to the College.
10. Employees should adhere to the dress code and the ones that are provided with the uniform should wear their uniforms.
11. free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.

12. Participate in extension, co-curricular and extracurricular activities including community services to encourage teamwork.
13. Try to bring transparency and equity in day to day work and generate knowledge to achieve excellence in the field of research.
14. Spread knowledge to encourage students for development of innovative research work.
15. Persuade students to address one another in a positive and respectful manner.
16. Every employee should at all times be courteous in his dealings with members of public and prompt in his official dealings.
17. No employee shall indulge in acts of sexual harassment of any person at his/her work place.
18. No one shall display or distribute derogatory posters, photographs, drawings or requests for sexual favor or physical conduct of sexual nature to an individual or a group.
19. Every employee shall observe the scheduled hours of working during which he/she must be present at the place of his/her duty.
20. Individuals must refrain from lodging in any form unsubstantiated or motivated allegations against colleagues to any higher authorities.
21. Every employee should at all times be courteous in his dealings with members of public and prompt in his official dealings.
22. No employee shall be permitted to pass any sensitive information, including financial and personal information privately to an individual or a group .
23. Unless otherwise stated specifically in the terms of appointment, every employee is a whole time staff of the College, and may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on closed holidays. These duties inter-alia shall include attendance at meetings of Committees to which he may be appointed by the College.
24. Adhere to a responsible pattern of conduct, behavior and demeanor expected of them by the community.
25. Maintain the integrity, confidentiality and privacy of College records and information to which the concerned staff have access in the course of their employment.

EMPLOYEES AND AUTHORITIES

- 1.Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- 2.Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession and show the deference to the authorities and hierarchy;
- 3.Give and expect due notice before a change of position is made;
- 4.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; and refrain from bringing outside influence or adopting any coercive and
- 5.refrain from undertaking any other employment and commitment including private tuitions and coaching classes Which are likely to interfere with their professional responsibilities;

RESPONSIBILITIES OF STAFF AS A TEACHER

- 1.To plan and implement effective classroom management practices.
- 2.To design and implement effective strategies to develop self-responsible/ independent learners by performing their duties in the form of teaching, tutorial, practical, academic and seminar work conscientiously and with complete dedication to develop expertise in their domain.
- 3.To allocate assignment and practical work to students as per College rules and regulations.
4. To define and communicate learning expectations to students.
5. To more focused about Publications, projects, Patents & copy rights.
- 6.Every teacher shall do nothing which is unbecoming of a teacher of the College.
7. In addition to the assigned teaching work, he/she should perform assigned duties in extracurricular activities.
8. Do not use any unlicensed and unauthorized software.
9. Do not use personal and/or other devices to store a confidential information of the College.

Teachers and the Students

Teachers should:

1. Respect the right and dignity of the students in expressing their opinion;
2. Make themselves available to the students willingly even beyond their class hours and help and guide students without any remuneration or reward;
3. Deal justly, fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics to reflect transparency and equity;
4. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
5. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
6. Inculcate among students scientific outlook and temperament and respect for physical labor and ideals of democracy, patriotism, peace and improvement of environment;
7. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason whatsoever;
8. Pay attention to only the attainment of the student in the assessment of merit;
9. Aid students to develop an understanding of national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration or any authority.
11. Discharge their professional responsibilities according to the existing rules and regulations and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organizations for change of any such rule or regulation detrimental to the professional interest;