

# CODE OF CONDUCT TEACHERS



Subramanya Education Society  
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**Subramanya Education Society<sup>®</sup>**  
**EAST WEST INSTITUTE OF TECHNOLOGY**  
(Affiliated to VTU Belagavi, Approved by AICTE, New Delhi, Recognized by Govt. of Karnataka,  
Accredited by NAAC & Recognized U/S 2 (f) & 12 (b) of the UGC Act 1956)



**CODE OF CONDUCT**  
**FOR**  
**TEACHERS**

# CODE OF CONDUCT FOR TEACHERS

## Introduction

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

## Definitions

1. Institute refers to **East West Institute of Technology**.
2. Employee means all staff of **East West Institute of Technology**
3. Student means all students of the **East West Institute of Technology**, 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

Faculty 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, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
2. Intentionally damaging or destroying Institute property or property of students and /or employees of the Institute.
3. Possessing, consuming, distributing, and selling of alcohol, tobacco and other substances of abuse in the Institute 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 Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
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 behavior 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 Institute 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 Institute community or visitors.
8. Failing to comply with the direction of clearly identified Institute 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 Institute under this Code.

### **Professional responsibilities**

#### **Faculty 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 Institute such as assisting in appraising applications for admission, advising and counseling students and assisting the conduct of Institute examinations including supervision, invigilation and evaluation.
6. Participate in extension, co-curricular and extra-curricular activities including community service.

### **Relationship with students**

#### **Faculty 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 labor 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 them 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**

#### **Faculty must:**

1. Treat other members of the profession in the same manner as they themselves wish

to betreated.

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 professionalendeavor.
5. Treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking.

### **Relationship with administration**

#### **Faculty 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 institution 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 are 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 College

Internal Compliant Committee (ICC) for inquiry into the complaint /Allegation. ICC 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 / staff 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 / Institute have to be brought to the notice of the Registrar of the Institute.
6. Incidents involving sexual harassment should be referred to the ICC.

### **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, Institute 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 Institute provided accommodation.
8. Suspension.
9. Termination of service.

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