

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Code of Conduct for Faculty, Officials and Staff (Employees)

Issued in the interest and well being of the Institute

The Code of Conduct for employee provides a framework of principles to guide them in discharging their obligations towards Students, Colleagues and Community so as to achieve the vision and mission of the Institute. Further, this code ***is an attempt to provide direction and guidance to the Faculty and Staff in enhancing the dignity of their professional work.***

For the purpose of this Code, the term "Faculty" covers all Teachers of MITS, whether working in regular, permanent, NPIU, Contract, Full-time or Part-time basis, at the Assistant Professor/ Associate Professor and Professor levels and the teachers holding administrative and supervisory positions.

For the purpose of this Code, the term "Staff" covers all Non-Teaching Officials holding administrative and supervisory positions (except Faculty), Class-II, Class III and Class IV Employees of MITS, whether working in Regular, Contract, Full-time or Part-time basis.

For the purpose of this Code, the term "Student" covers all Institute students, whether registered / enrolled in full-time , part-time UG, PG , Ph.D or any other program being offered by the Department/ Section of the Institute.

Preamble

Recognizing that;

- Every student has a fundamental right to education of good quality.
- Every student has an inherent potential and talent.
- Education should be directed to the all round development of the human personality.
- Need for developing faith in the guiding principles of our polity, viz., democracy, social justice and secularism.
- Need to promote through education the concept of composite culture of India and a sense of national identity.
- Teachers, being an integral part of the social milieu, share the needs and aspirations of the people.
- Need to enhance self-esteem of teachers and staff.
- Need to organize teaching as a profession for which expert knowledge, specialized skills and dedication are pre-requisites.
- The community respect and support for the teachers are dependent on the teachers' professionalism.
- The need for self-direction and self-discipline among employee of the institute.

Code of Conduct for the Faculty of the Institute

I. Obligations towards Students

- Treats all students at par irrespective of their *caste, creed, religion, sex, physical disability, language, economic status, place of birth and place of stay.*
- Respects the value of being just and impartial to all students.
- Facilitates students' physical, social, intellectual, emotional, and moral development.
- Makes planned and systematic efforts to facilitate the student to actualize his/ her potential and talent.
- Transacts the curriculum in conformity with the values enshrined in the Constitution of India.
- Adapts his/her teaching to the individual needs of students.
- Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
- Refrains from subjecting any child to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
- Keeps a dignified demeanour commensurate with the expectations from a teacher as a role model.

II. Obligations towards the Profession and Colleagues

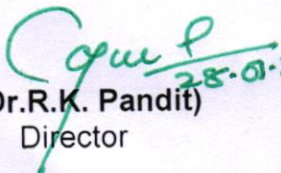
- Strives for his/her continuous professional development.
- Should make an effort for the continuous development through peer discussion, training programs, workshops and research and development activities.
- Creates a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.
- Takes pride in the teaching profession and treats other members of the profession with respect and dignity.
- Refrains from engaging himself/herself in private tuition or private teaching activity.
- Refrains from accepting any gift, or favour that might impair or appear to influence professional decisions or actions.
- Refrains from making unsubstantiated allegations against colleagues or higher authorities.
- Avoids making derogatory statements about colleagues, especially in the presence of pupils, other teachers, officials or parents.
- Respects the professional standing and opinions of his/her colleagues.
- Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.

III. Obligations towards Community and Society

- Establishes a relationship of trust with parents/guardians in the interest of all round development of students.
- Desists from doing anything which is derogatory to the respect of the child or his/her parents/guardians.
- Strives to develop respect for the composite culture of India among students.
- Keeps the country uppermost in mind, refrains from taking part in such activities as may spread feelings of hatred or enmity among different communities, religious or linguistic groups.

Code of Conduct for the Staff of the Institute

- They should work within the institutional policies and practices, so as to achieve the vision and mission of the Institute.
- Staff must maintain high standards of punctuality, honesty and professional ethics.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the Institute should maintain harmonious relations with other staff and students at the working place.
- Staff should maintain confidentiality in conduct of examination and any other Information unless asked to reveal by the institutional authority.
- All staff should follow the order/ notices issued by the authority.
- All staff should constructively contribute toward the development of the institute.
- All staff should strictly adhere to the academic requirement of the institution.
- All staff should maintain the sanctity of academic environment.
- Staff shall extend their services for the welfare of the community & society at large.
- Staff shall properly maintain the records of respective portfolio.
- Staff shall make an effort for the continuous development through peer discussion, training programs , workshops and other similar activities.
- Refrains from engaging himself/herself in private tuition or private teaching or any other similar activities.
- All the Staff members are expected to maintain discipline and follow rules & regulations of the Institute.


(Dr.R.K. Pandit)
Director
28-01-2020