

SRI RAMACHANDRA

INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Deemed to be University)

Proposed Code of Conduct for Faculty, Students and Staff

The following is the proposed code of conduct for the Faculty of Sri Ramachandra Institute of Higher Education and Research

All teachers are expected to know and follow the outlined code of conduct for their profession.

A. Commitment to the Profession

- Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Offer advice and give helpful criticism as the need arises. In this matter you have a special responsibility to junior colleague and Postgraduates
- Open confrontation of whatever nature must be avoided.
- You should neither allow other employment to impair the effectiveness of your professional service.
- Keep all records accurate and up to date.
- The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- Professional growth is absolutely necessary and must be given priority.
- Devote full working time to your vocation; teaching effort and time on task are essential for success.
- Do nothing in your private or public pursuits which will bring your profession to disrepute.

B. Commitment to Colleagues

- Treat your colleagues as professional equals, regardless of their status.
- Treat your colleagues with courtesy at all times.
- Respect the functional superiority of those set in authority over you.
- In correcting a subordinate, do not make the intent known to others, unless it is necessary.
- Be impartial in your decision with members of staff.
- Do not encourage divisive or fractive behaviour in your Department
- Do not discriminate on grounds of colour, creed, or caste.
- Do not deliberately distort evaluation of colleagues.

C. Attendance, Leave and Absence

- Be regular and punctual. Attendance should be faithfully recorded.
- The Head has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher timetable to do so, providing that the member of staff is professionally and academically able to do so.
- Prior approval as per University protocol should be obtained before proceeding on leave. In case of illness or emergency, inform the HOD or the Secretary of the Department without undue delay.
- Do not abuse leave concessions.

D. Commitment to Students

In fulfilling your obligation to students –

- Place high value on and demonstrate to students commitment for excellence in work, manners and achievement.
- Encourage students to practice respect for other and to be thoughtful and helpful at all times
- Encourage students to exercise discipline.
- Help students to develop a sense of responsibility, self reliance and independence.
- Encourage students to show respect for all forms of duly constituted authority.
- Demonstrate patriotism and appreciation of freedom with responsibility.
- Encourage students to show respect and appreciation for personal and public property.
- Strive for consistency, firmness and understanding in disciplinary dealings with pupils.
- Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.
- Strive to develop mutual courtesy and respect between teachers and pupils.
- Dealing justly with each student and treat each with courtesy and consideration.
- Work towards developing and promoting good human relations and qualities.
- Do not encourage undue familiarity with students.
- Do nothing by precept or example likely to corrupt student.
- Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- Respect the confidentiality of information about a student or his home and with hold it, unless its release serves a professional purpose benefits the student, or is required by law.
- Undertake to constantly pursue the improvement of learning facilities and opportunities.
- Make responsible efforts to protect students from conditions harmful to health and safety.

- Do not discriminate on grounds of ability, caste, colour or creed.
- Co-operate, as far as your professional obligation will allow you, in securing the wishes of parents for their children.
- Seek to foster the interest of parents in the progress of their children.

E. Commitment to the Community

The Teaching vocation occupies a position of public trust. Adhere to any responsible pattern of behaviour accepted by the community for professional persons.

- Perform the duties of citizenship, and participate in community activities with due consideration.
- Respect the community in which you are employed and be loyal to the community and nation.
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Co-operate with approved agencies concerned with student Welfare.
- Conduct professional business through recognized educational and professional channels.
- Do nothing in your teaching, calculated to instill contempt or disobedience to the laws of the land.

Student code of conduct

The Student Code of Conduct sets out the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions. Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.

The University is a community of students, faculty and staff involved in learning, teaching, research and other activities.

The student members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity and inclusiveness are valued, so as to assure the success of both the individual and the community.

The Student Code of Conduct reflects a concern for these values and tries to ensure that members of the University and the public can make use of and enjoy the activities, facilities and benefits of the University without undue interference from others.

When does the code apply?

The Student Code of Conduct applies to any student enrolled in a credit course at the University, and including exchange students.

The Code applies to conduct that occurs on or near the premises of SRIHER .

It also applies to conduct that occurs elsewhere if it is related to University sponsored programs or activities, (such as travelling athletic teams) or if it occurs in the context of a relationship between the student and a third party that involves the student's standing, status or academic record at the University.

It does not apply to conduct that is assigned to another disciplinary body at the University, allegations regarding a student's failure to meet standards of professional conduct, or conduct committed by a student solely in his or her capacity as an employee of the University.

Students living in residence may also be subject to a separate residence policy for conduct that occurs in any buildings that offer residential quarters for students of SRIHER

Prohibited conduct

Prohibited conduct under the Code includes but is not limited to*:

Assaulting, harassing, intimidating, or threatening another individual or group

Endangering the health or safety of others

Stealing, misusing, destroying, defacing or damaging University property or property belonging to someone else

Disrupting University activities

Using University facilities, equipment, services or computers without authorization

Making false accusations against any member of the University

Supplying false information to the University or forging, altering or misusing any University document or record

Using, possessing or distributing illegal drugs

Violating government liquor laws or University alcohol policies

Ragging of any kind

Encouraging, aiding, or conspiring in any prohibited conduct

Failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code

Disciplinary measures

Disciplinary Measures that may be imposed under the Code include but are not limited to:

Written warning or reprimand

Probation, during which certain conditions must be fulfilled and good behaviour must be demonstrated

Payment of costs or compensation for any loss, damage or injury caused by the conduct

Issuance of an apology, made publicly or privately

Loss of certain privileges

Restriction or prohibition of access to, or use of, University facilities, services, activities or programs

Fines or loss of fees

Relocation or exclusion from resident hostel

Suspension

Expulsion