



ADITYA COLLEGE OF ENGINEERING & TECHNOLOGY
(Affiliated to JNTUK, Kakinada & Approved by AICTE, New Delhi)
Recognized by UGC Under Section 2(f) and 12(B) of UGC Act 1956
Aditya Nagar, ADB Road, Surampalem.

A Hand book

On

Code of Conduct

FOR

TEACHING

AND

NON-TEACHING STAFF



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Institute Vision and Mission

Vision

To be a center of excellence in Education and Technology committed towards Scientific and Socio-Economic advancement of the country following legal rules, moral standards and ethical norms.

Mission

1. To impart advanced knowledge in Engineering and Technology.
2. To transform young minds towards professional competence by inculcating values and develop skills.
3. To promote research in collaboration with research organizations.
4. To ensure continuous value addition and strengthen association with industry, and alumni to enhance knowledge on current technologies.
5. To promote next generation technocracy and nurture entrepreneurial culture for social-economic growth.



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CODE OF CONDUCT-TEACHERS

Role of the Principal:

1. Inspire and motivate academic and managerial leadership based on values for the college through policy formulation, operational management, optimization of human resources and concern for the environment and sustainability.
2. Act with transparency, fairness, honesty, the highest level of ethics and decision-making to get best outputs of the college.
3. Act as administrator of the college's assets and manage resources responsively, optimally, effectively and efficiently in order to create an environment of conducive teaching and learning.
4. Promote a culture of research and consultative work in the college, pave the way for innovative thinking and ideas.
5. Seek to promote a culture and work ethically that produces quality, professionalism, satisfaction and service to the nation and society.
6. Avoid plagiarism and other unethical behavior in teaching and research.
7. Participation in extra-occupational and extracurricular activities including community services.
8. Limit him to allowing caste, belief, religion, race or gender to be considered in his professional activity.

RESPONSIBILITIES OF TEACHERS:

A teacher is under the observation and the moral ideal of the students and of society in general. Therefore, every teacher must recognize that there is no inconsistency between ones' prescriptions and ones' practice. Additionally, a teacher must be calm, patient, communicative and kind.

Teachers should:

1. Stick to a responsible pattern of conduct and character expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession.



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3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion through Continuous Learning by seminars, conferences, etc., towards the contribution of knowledge.
5. Through membership of professional organizations improve teaching and learning skills.
6. Carry out their tasks with conscience and commitment in the form of teaching, tutorials, internships, seminars and research work.
7. Discourage unethical behavior in teaching and research.
8. Comply with the laws, statutes and ordinances of the university and respect its ideals, vision, mission, cultural practices and traditions.
9. Cooperation and assistance in the performance of tasks related to the educational tasks of the college and university, such as examinations, including supervision, monitoring and evaluation.
10. Participation in in-service, extracurricular and extracurricular activities, including community service.

TEACHERS AND THE STUDENTS

Teachers should:

- (i) Teacher should give freedom to the students to express their opinions.
- (ii) Give equal priority irrespective of students' religion, caste, political, economic, social and physical characteristics;
- (iii) Motivate the students to enhance their attainments, develop their personalities and at the same time contribute to welfare of the society.
- (iv) Develop the concepts of scientific outlook and ideals of democracy, patriotism and peace among students;
- (v) Should not use verbal or physical punishments towards any student for any kind of reasons.
- (vi) Feel free and comfortable to make them available to the students even beyond their class hours and help and guide students



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TEACHERS WITH COLLEAGUES:

- (i) Treat colleagues with respect and as they would like to be treated;
- (ii) Soft and academic language for professional improvement;
- (iii) Respect the fundamental rights recognized by the Constitution of India on the basis of caste, creed, religion, race or gender in their professional activity.
- (iv) Should be friendly and extend helping hand in hard times and situations.

TEACHERS AND AUTHORITIES:

- (i) Exercise professional responsibilities in accordance with current regulations and comply with administrative, university and government procedures.
- (ii) It is strictly forbidden to take private classes, coaching or any other occupation as an obstacle to your professional responsibility;
- (iii) Work with authorities to improve institutions while preserving the interest and dignity of the profession;
- (iv) Avoid inappropriate leaves of absence and take note of leaves of absence to keep the academic administration plan intact.

TEACHERS AND NON-TEACHING STAFF:

Teachers must treat non-teaching staff as colleagues and equal partners in a cooperative enterprise.

TEACHERS AND PARENTS/GUARDIANS:

Stay in touch with your students' legal guardians and, if necessary, share progress reports and meet legal guardians at parent meeting and tutoring program for effective parent-student feedback, exchange mutual ideas and for the benefit of the institution.



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TEACHERS AND SOCIETY:

- (i) Education is a social service and a teacher must strive to keep society well informed about educational innovations.
- (ii) Teacher should try to improve the moral and intellectual growth of society.
- (iii) Learn about social problems and participate in activities that lead to the progress of society and, therefore, of the country as a whole.
- (iv) Prohibition of antisocial activities to protect society from community, caste or gender hatred or hostility.

Director Physical Education / Librarian should:

1. Comply with responsible behavior and the behavior that the community expects of them;
 - a) Regulate their private affairs in accordance with the dignity of the profession.
 - b) Discourage and avoid plagiarism and other unethical conduct in teaching and research.
 - c) Participation in extra-occupational, extra-curricular, and extra-curricular activities, including community service.
 - d) Respect the fundamental rights recognized by the Constitution of India on the basis of caste, beliefs, religion, race or gender in their professional activity.

CODE OF CONDUCT - SUPPORT STAFF

Professional Behavior and Confidentiality

1. Staff must reflect professional behavior required in an educational setting. Ensure effective communication and fast processing of correspondence with various patrons.
2. They must not use their position on the teaching staff for personal profits and never take advantage.
3. They must not participate in activities that may discredit the college and damage its image



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4. They must not violate the policies and procedures of the college.
5. They must continually strive for different professional growth. Participate in planned activities of the institution.
6. Must update their knowledge with current developments relevant to the position. Be familiar with the communication channels and college procedures that apply to both students and staff