

Code of Conduct for Employees of DIT University
(Extract of the Service & Conduct Ordinance for the Employees of DIT
University)

1. General Code of Conduct

- (i) Every employee shall, at all times, maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- (ii) An employee should, at all times, be courteous in his dealings with other members of the staff, students and members of the public.
- (iii) Unless otherwise stated specifically in the terms of appointment, every employee is a full time employees of the University, 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 holidays and Sundays. These duties shall, inter alia, include attendance at meetings of committees to which he may be appointed by the University or any of its authorities.
- (iv) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (v) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- (vi) The employee shall not consume and possess any tobacco or alcohol based product in the campus or on official duty outside. He shall not arrive at work under the influence of alcohol, tobacco or any substance having a narcotic producing effect.
- (vii) The employees will not under any circumstances use their positions of office to obtain favors or unethical gratification of any sort from students, parents or any other stakeholders.
- (viii) All the employees must wear proper formal dress, becoming of their status.
- (ix) No employee shall, in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the University.
- (x) No employee shall take part in any political activities of any kind.
- (xi) No employee shall, except in accordance with any general or special order of the competent authority, or in the performance, in good faith, of the duties assigned to him communicate,

directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

- (xii) No employee of the University shall, engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.
- (xiii) An employee who gets involved in some criminal proceedings, shall immediately inform the Registrar of the University, irrespective of the fact whether he has been released on bail or not.
- (xiv) No employee shall indulge in any act of physical assault, sexual harassment of any kind or threat to use physical force against any employee or student of the University.

2. Code of Professional Ethics for Teachers

- (i) **Teachers and their Responsibilities:** Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he should seek to inculcate among students must be his own Ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- a) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Seek to make professional growth continuous through study and research;
- d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- e) Maintain active membership of professional organizations and strive to improve education and profession through them;
- f) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- g) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- h) Participate in extension, co-curricular and extra-curricular activities including community service.

- (ii) **Teachers and The Students**

Teachers should:

- a) Respect the right and dignity of the student in expressing his opinion;
- b) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- c) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- d) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- e) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- f) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- g) Pay attention to only the attainment of the student in the assessment of merit;
Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- h) Aid students to develop an understanding of our national heritage and national goals;
and
- i) Refrain from inciting students against other students, colleagues or administration.

(iii) Teachers and Colleagues:

Teachers should:

- a) Treat other members of the profession in the same manner as they themselves wish to be treated;
- b) Speak respectfully of other teachers and render assistance for professional betterment;
- c) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- d) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

(iv) Teachers and Society

Teachers should:

- a) Discharge their professional responsibilities according to the existing rules 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 detrimental to the professional interest;
- b) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- c) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- d) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- e) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- f) Should adhere to the conditions of contract;
- g) Give and expect due notice before a change of position is made; and
- h) 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.

(v) Teachers and Administrative Staff

- a) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- b) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

(vi) Teachers and Guardians

Teachers should try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(vii) Teachers and Society

Teachers should:

- a) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- b) Work to improve education in the community and strengthen the community's moral and intellectual life;
- c) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- d) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; and
- e) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.