

# **SREE SWAMY VIVEKANANDA CENTRE OF TEACHER EDUCATION**

## **CODE OF CONDUCT - STAFF**

### **INTRODUCTION:**

Sree Swamy Vivekananda Centre of Teacher Education (hereinafter referred to as the Centre) is dedicated to upholding the highest standards of honesty, professional conduct, behavior, integrity, inclusion, and accountability. Maintaining the public's trust in our institution's integrity and professionalism is paramount. Every staff member acting in an official capacity must adhere to this code and other relevant institutional policies, guidelines, and government regulations.

Compliance with this code is a fundamental requirement for all Centre employees as a condition of their employment. This code should be seen as supplementary to any relevant Central, State, and Local government regulations, as well as Centre-specific policies and guidelines.

### **PURPOSE:**

This code of conduct serves as a framework for Centre staff to identify and resolve ethical conduct issues.

### **AIMS:**

The aims of this Code of Conduct are as follows:

1. Confirm and reinforce the professional responsibilities of staff.
2. Clarify the legal aspects of staff/student relationships.
3. Set expectations for maintaining high standards within the Centre.

### **CODE OF CONDUCT – STAFF (General)**

#### **1. Mission and Values:**

- Every staff member is accountable for supporting the Centre's mission, vision, and values.
- Act with integrity and transparency, demonstrating respect for diversity.
- Prioritize personal and team accountability and collaboration.

#### **2. Professionalism:**

- Work collaboratively to achieve the highest standards and maintain public trust and confidence in the Centre's integrity and professionalism.
- Avoid conduct that impedes or prevents others from carrying out their duties.

#### **3. Compliance with Regulations and Policies:**

- Comply with all Central, State, and Local government regulations relevant to your duties, even when traveling abroad on Centre business.
- Be familiar with Centre policies, codes, and guidelines related to your responsibilities.

#### **4. Respect in the Workplace:**

- Demonstrate behaviors reflecting the Centre's values in all interactions.
- Promote a respectful, inclusive, and safe work environment.
- Act transparently and impartially to avoid conflicts of interest.
- Respect the traditions, beliefs, and diverse backgrounds of all individuals and groups.
- Do not engage in or condone harassment, discrimination, bullying, or violence in the workplace.

#### **5. Professional Behavior:**

- Act professionally, meeting obligations and being truthful and cooperative.
- Present oneself in a professional manner, including appropriate dress and personal appearance.
- Protect confidential information.
- Refrain from making public disapproving remarks about colleagues, students, suppliers, contractors, and the Centre as a representative of the Centre, including on social media.

#### **6. Sexual Misconduct:**

- Sexual misconduct toward colleagues and students is unacceptable and will not be tolerated.
- Complaints will be handled following relevant government legislations and Centre policies.
- Disciplinary actions may include termination for just cause.

#### **7. Communication of the Code:**

- Manager is responsible for communicating this Code of Conduct to all staff, including consultants, contractors, volunteers, and student employees.
- Each employment letter will reference the Code of Conduct.

### **CODE OF CONDUCT - TEACHERS**

1. Every teacher must obey the orders of the Principal of the College.
2. Teachers must understand that their workload is 40 hours a week, even though their maximum class hours are only 16 a week.
3. Teachers are expected to be present on the college campus at least 30 minutes before any examination starts for which their duty is assigned.
4. Prior intimation to the Principal is required (at least a day in advance) while availing any leave.
5. Teachers should sign the attendance register while reporting for duty.
6. Staff members are encouraged to write textbooks, publish articles in reputed Journals, and present papers in Seminars and Conferences.
7. Any change in the class routine must be reported to the Principal in writing.

8. Teachers are expected to take up extra classes for students in the context of Career Oriented Programs.
9. All department meetings of Teachers shall be held only after 2:30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.
10. The College Authority expects all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.
11. Each Department must conduct at least one/two meeting(s) every month.
12. No teacher shall send circulars/distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
13. Teachers must report in time to duty as per the working hours prescribed and should be available on the campus unless assigned duties elsewhere.
14. All staff will adhere strictly to the laws and regulations of the college.

#### **CODE OF CONDUCT - NON-TEACHING STAFF**

1. Every non-teaching staff must obey the orders of the Principal of the College.
2. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
3. Non-teaching staff must report in time to duty as per the working hours prescribed and should be available on the campus unless assigned duties elsewhere.
4. Prior intimation to the Principal is required (at least a day in advance) while availing any leave.
5. Non-teaching staff shall not leave the College premises without permission before 4:30 p.m.
6. Non-teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipment properly, and help the teacher during practical class.
7. Every non-teaching staff member must report to duty at least 30 minutes in advance.
8. All non-teaching staff must maintain honesty, integrity, fairness in all activities.
9. All non-teaching staff must avoid social networking sites such as Facebook, WhatsApp, etc., during working hours.
10. All non-teaching staff will respect and maintain the hierarchy in the Administration.

11. All non-teaching staff will exercise self-discipline and restraint at all times and deal positively with staff, students, and the general public.

12. Each staff will remain on duty during college hours.

13. All staffs will adhere strictly to the laws and regulations of the college.

### **CODE OF CONDUCT - PRINCIPAL**

1. The Principal will chalk out a policy and plan to execute the vision and mission of the college.

2. The Principal will remain fair in disciplinary actions for all faculty, non-teaching staff, and students.

3. The Principal will encourage all staff and students to reach their maximum potential.

4. The Principal will monitor and manage to take remedial measures/actions based on stakeholders' feedback.

5. The Principal will ensure all staff members and students remain aware of rules, policies, and procedures laid down by the college.

6. The Principal will recommend and forward communication to the higher authority of the college (Governing Body/Administrator).

7. The Principal will take necessary action to execute qualitative and quantitative work for the welfare of the institution.

8. The Principal will listen to students' ideas and will set up accordingly the supportive tone.

### **Failure to Comply:**

- Failure to comply may result in reputational damage, legal action, or financial loss.
- Staff members not complying may face disciplinary sanctions, including termination.

This Code of Conduct for Staff of Sree Swamy Vivekananda Centre of Teacher Education is a binding document, and all staff members are required to adhere to it.