

Naipunnnya Business School

Code of Conduct for Faculty Members

Introduction: This code of conduct should serve as a guiding principle about ethical and professional conduct for teachers affiliated within the institute. This code understands limitations of teachers which are beyond control of teachers and this code emphasizes dissemination of duties as per the code of conduct within these constraints and to the best ability of a teacher.

1. **General Code of conduct:**

1.1 The employee of the College shall be at the disposal of the College for full-time and shall serve in such capacity and at such place as he may, from time to time, be so directed.

1.2 The employee shall conform and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations and Rules and directives and decisions of the Competent Authority. The employees shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.

1.3 The employee shall at all-time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the College as the case may be. He/She shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.

1.4 The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the or the College, as the case may be.

a.5 No employee shall in the discharge of the Official duties deal with any matter relating to award of any contract in favor of a Company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such Company, form or body as the case may be.

(a) The employee, except in accordance with any general or special orders of the Competent authority or in performance of his duties and in good faith, shall not communicate or cause to communicate directly or indirectly and official document or any part thereof or information to any person, within the or the College or outsider, to whom he is not authorized to communicate such document or information, or to make any use thereof.



DR. JACOB P.M.
Director
Naipunnnya Business School
Pongam, Koratty East, Thrissur Dist.
Kerala, INDIA-680 308

(b) The employee shall not contribute to the Press any matter connected with the or the College without obtaining the previous sanction of the Competent Authority or without such sanction make use of any document, paper or information, which may come in his possession in his Official capacity. He shall also not try to obtain unauthorizedly and information, document, paper which may not come in his possession in his official capacity, in order to make any use thereof.

(c) The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the or College or being the or the College in disrepute.

1.6 The employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticize the policy or action of the Competent Authority.

Provided that the employee may give evidence at –

- (a) An inquiry before an authority appointed by the Competent Authority.
- (b) A judicial inquiry or
- (c) A departmental inquiry ordered by the Competent Authority.

1.7 The employee without the express sanction of the Competent Authority, shall not ask for or accept contribution to, or otherwise associate himself with raising of funds or other collections in cash or otherwise for his own benefit.

1.8 The employees shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the College.

1.9 Provided, that the collection of monthly subscription of membership at the rate prescribed, collected by the office bearer of the Employee's Union or the Club and in respect of which a due receipt is tendered, shall not amount to gift or realization of other contribution for this purpose.

Explanation 1 – The expression “gift” includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

Explanation 2 – The employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industry or commercial firms, organizations, or any similar bodies.



DR. JACOB P.M.
Director
Naipunya Business School
Pongam, Koratty East, Thrissur Dist.
Kerala, INDIA-680 308

1.10 The employee shall not accept, solicit, or seek except with the previous sanction of the

1.11 Competent Authority any outside office, stipendiary or honorary work. He shall not engage in any trade or business or canvas in support of in any commercial or insurance owned or managed by any member of his family except co-operative consumers or housing or credit Society.

1.12 Every employee shall report to the Competent Authority if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency the Competent Authority may grant the permission if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the College:

1.13 Provided that, this provision shall not be applicable to the honorary work of special charitable nature, or literary or artistic or scientific in character, including T.V./Radio talk without affecting his official duties

1.14 The employee shall not apply for job, post or scholarship without the prior knowledge of the Competent Authority.

1.15 The employee shall not absent himself from his duties, without his first having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and shall further be liable to such disciplinary action as the Competent authority may deem fit:

1.16 Provided that, the Competent Authority may condone this condition in respect of an employee who for reason of his own physical state was unable to convey the cause of his absence

1.17 The employees shall not bid either directly or indirectly, at any auction of any College property nor shall he submit any tender for any supply to the College.

1.18 The employee shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will between different communities in India or religious, social, regional communal or other grounds.

1.19 The employee shall not enter upon a course of studies or appear for any examination by or other bodies without the previous permission of the Competent Authority.

2. Professional conduct and duties:

2.1 Teachers shall exercise integrity, fairness, openness through their professional commitments, responsibilities and actions.

Teacher shall be committed to the best interests of students and promote their holistic development by his/her treatment of students in the classroom as well as with such interactions elsewhere.

2.2 Teachers are continuously learning and their learning through various study activities such as participation in various refresher/orientation courses, conferences and symposiums are encouraged and also supported, through all possible avenues, as this engagement leads in strengthening the institution.

2.3 Teacher shall respect the privacy/confidentiality of information obtained through interaction with students, unless there is a legitimate concern for the wellbeing of an individual. Teacher shall not discriminate students/colleagues adversely on political, race, caste, religion, language or for any other reason of an arbitrary or personal nature and shall not incite students/staff against other students/colleagues/governing body of the college. However, teachers have the freedom of thought and expression and they may express his/her views in different forums/meetings.

2.4 Teacher shall undertake teaching assignments as per decision taken in department meeting as per consent of all staff members and Head of the department. Teacher shall carry out the teaching work assigned in a regular and punctual manner, to best of his/her ability to benefit students for improved performance in the examination and furthering their academic growth.

2.5 Teachers shall make use of all ICT infrastructure built in the institution as per topic/concept/subject of discussion. Teacher shall help, guide, encourage and assist students to ensure that the learning experience is effective and successful. Teacher shall help as a subject knowledge expert in enhancing subject skills and also act as mentor to guide their students in planning and furthering their future career goals.

2.6 Teachers shall monitor the performance and attendance of a respective group of students assigned to them. Teacher shall carry out and assist in carrying out other academic, co-curricular and organizational activities that may be assigned to them. However, HOD, Principal or any related authority will be impartial in allotting any such work/duty and will allot as per interest of a teacher and requirement in the given situation.

2.7 Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless they are assigned duties elsewhere. Teacher's must always wear their identity card during working hours.

2.8 Teachers shall do supervision of college and university exams as per requirements and as per duty assigned. Teacher shall undertake internal assessment, semester-end assessment as per allotted by Head of the department/Principal.

3. Code of Conduct with respect to leave:

3.1 All leave rules are governed by the guidelines received from competent authorities from time to time. Prior written permission is required from the principal while availing Casual Leave (CL) or Duty Leave (DL). If any leave has been planned beforehand, then HOD/Principal should be informed well in advance by filling the forms.

3.2 All must report for duty on the reopening day and the last working day of each semester and prior consent of Principal is required to make any exception within purview of rules and regulation of UGC and university.

3.3 Medical Leave will be governed by government, UGC and university rules, regulations and notifications may be availed in accordance with it. Duty leave will be granted if teachers have to perform duty of the University/ College/ Government as per guidelines.

3.4 Study leave for higher studies will be granted at the discretion of the management, in accordance with regulation and guidelines of government, UGC.

4. Code of Conduct with respect to Research:

4.1 Teachers are encouraged to write subject reference books. Also, they are encouraged to publish their original research findings in reputed Journals and present papers in conferences/symposiums/seminars. Staff members are encouraged to take up Research projects provided they refrain from plagiarism.

4.2 Staff members shall attend Faculty Development Programmes to enhance knowledge as per their subjects, convenience and as per requirement of career advancement.

4.3 The teachers shall be entitled to remuneration only in respect of examinations conducted by the Universities or by the colleges on behalf of the University. For internal assessment / how examination / unit tests being conducted by the colleges/ university at present or which may introduce as a measure of examination reforms (including the semester system), no remuneration shall be payable to the teachers irrespective of the fact whether the marks obtained by a student in such internal assessment / home examinations / unit tests are decided to be taken into account while declaring the final results of the students.

The following shall be the norms governing the code of conduct for teachers: -

- a) A teacher shall not make use of the resources and/or facilities of the department/college/governing body for personal, commercial, political or religious purposes.
- b) A teacher shall not be involved in the conduct/participate in private coaching classes directly or indirectly.



DR. JACOB P.M.
Director
Naipunya Business School
Pongam, Koratty East, Thrissur Dist.
Kerala, INDIA-680 308

- c) A teacher shall not indulge in or resort to directly or indirectly, any malpractice or unfair means in teaching, examination and administration.
- d) A teacher shall furnish correct information to the best of his/her knowledge regarding his/her qualification, experience, age etc. in respect to his/her appointment/promotion.
- e) A teacher shall perform his academic duties and work related to examinations as
- f) assigned by the authority.
- g) She/ He shall not misuse the facilities or forum of the College.
- h) A teacher shall not refuse to carry out the academic and administrative decisions taken by the principal / governing body.
- i) A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student on any grounds. Also, staff should submit the information on time.
- j) A teacher shall not conduct /participate in private Coaching classes directly or indirectly. He shall also not accept private tuitions.
- k) Staff should abide by the deadlines and submit correct information with knowledge of competent authority as and when required by Director/ any other body.

Failure of conform to the above-mentioned norms shall be constructed as misconduct.



DR. JACOB P.M.
Director
Naipunya Business School
Pongam, Koratty East, Thrissur Dist.
Kerala, INDIA-680 308