

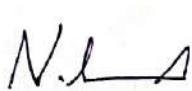

**NARULA INSTITUTE OF TECHNOLOGY**

**81, NILGUNJ ROAD, AGARPARA**



**CODE OF CONDUCT STUDENTS, TEACHERS,  
ADMINISTRATORS AND STAFF**

**(W.e.f session 2016-2017)**

<b>Ref. No.</b> NIT/PRIN/COD/2016/01  <b>Date of Issue:</b> 15/07/2016	<b>Prepared &amp; Checked By:</b>   <b>Registrar, NiT</b>	<b>Approved By:</b>   <b>Principal, NiT</b>
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**NARULA INSTITUTE OF TECHNOLOGY**  
**81, NILGUNJ ROAD, AGARPARA**



**CODE OF CONDUCT FOR TEACHERS, ADMINISTRATORS  
AND STAFF**

Approved by BOG  
Dated on 09/07/2016  
Under Agenda No. 12

A handwritten signature in black ink, appearing to be 'D. V.' with a checkmark, is written over the official stamp.

Principal  
NARULA INSTITUTE OF TECHNOLOGY  
81, Nilgunj Road, Agarpara, Kol-109

## CODE OF CONDUCT FOR TEACHERS, ADMINISTRATORS AND STAFF

### CODE OF CONDUCT FOR GOVERNING BODY:

The Governing body is the highest authority to monitor the overall functioning and development of the institute. It should

- 1) Approve the vision, mission, quality policy, long term academic plans of the institute.
- 2) Monitor the performance of the Institute and quality assurance arrangements.
- 3) Ensure compliance with the statute, ordinances and provisions regulating the Institute, including regulations by statutory bodies such as, AICTE, UGC, and MAKAUT.
- 4) Ensure that non-discriminatory systems are in place to provide equality of the opportunity for staff members and students.

### CODE OF CONDUCT FOR THE PRINCIPAL:

- 1) The Principal should ensure quality in education and academic activities.
- 2) The Principal should chalk out policy and plan to execute the vision and mission of the college.
- 3) The Principal should monitor the overall discipline and administration of the Institute.
- 4) The Principal should form various college level committees and appoint coordinators/Conveners.
- 5) The Principal should convene meetings of different Cells as and when required.
- 6) The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- 7) To create an environment conducive for research oriented academic discussions and thus promote research activities in the institution to add further to the knowledge.

Approved by **BOG**

Dated on 09/07/2016

Under Agenda No. 12



Principal  
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## CODE OF CONDUCT FOR ADMINISTRATORS:

### REGISTRAR:

- 1) The Registrar should maintain quality of working of faculty, staff, and students within the Institute.
- 2) The Registrar should maintain student reporting procedures to parents and interact with the parents and other citizens.
- 3) The Registrar should provide and maintain funds and facilities by different funding agencies like AICTE, UGC, and University.
- 4) The Registrar should maintain all records pertaining to students, faculty and staff.

### DEAN:

- 1) The Dean should prepare the academic almanac, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
- 2) The Dean should help faculty in planning effective remedial instruction.
- 3) The Dean should identify the up and coming technological developments in close collaboration with the senior faculty to function as mentors
- 4) The Dean should maintain proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.

### HEAD OF THE DEPARTMENT:

1. The HoD should implement the academic, co-curricular and extracurricular activities.
2. The HoD should assigns duties to teaching and non-teaching staff of the Department and ensures the allocation of workload (theoretical and practical load) to all faculty members and technical assistants of the respective Department.



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3. The HoD should co-ordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
4. The HoD should take the lesson plan from the teachers in beginning of the semester and ensures they follow the plan and syllabi is completed in the stipulated time.

#### **LIBRARIAN:**

- 1) The Librarian should manage library as well as digital library of the Institute.
- 2) The Librarian should arranges to prepare the library budget and policies relating to the library/Digital library.
- 3) The Librarian should widespread usage of available information access facilities.
- 4) The Librarian should continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and also provides URL links /resources for information on various study material.

#### **CODE OF CONDUCT FOR TEACHERS:**

1) Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.

2) Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sunday.

3) A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Principal in writing, through the



concerned Head of the Department, if the teacher happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.

- 4) No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
- 5) No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.

#### CODE OF CONDUCT FOR ADMINISTRATIVE STAFF:

- 1) Administrative staff should behave politely and compassionately with parents/guardians.
- 2) Administrative staff should develop co-operative and friendly relationship with faculty members.
- 3) Administrative staff should perform all professional activities through proper channels.
- 4) Administrative staff should not involve in unethical practices.
- 5) Administrative staff should not remain absent from duties without prior permission.
- 6) Administrative staff should not engage directly or indirectly in any trade or business.

Every employee of the Institute , whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

Every employee shall be governed by the following code of conduct, which is not exhaustive:



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- 1) Every employee shall at all times be courteous and towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
- 2) Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules and regulations made from time to time.
- 3) Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the institution. He or She shall also co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.
- 4) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
- 5) An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the institution.
- 6) Employees shall always be neatly dressed with full sleeves, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the institution.
- 7) Employees who have been provided with uniform/identity card shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action. Uniform provided by the institution shall not be worn during off-duty hours.
- 8) Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
- 9) Employees shall promptly report of any injury sustained in course of their duty. The management, in no way, is responsible for damage while on duty and all employees are expected to take out accident and/or other necessary insurance policies.



- 10) Employees shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
- 11) All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than 15 minutes for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the Institute if he/she is late by 45 minutes, and he/she will be marked "ABSENT", except with prior permission of the concerned authority and in that event half day Casual Leave may or may not be granted at the sole discretion of the College Authority.
- 12) No employee shall misuse or carelessly use the material and facilities provided by the institution.
- 13) No employees are permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the institution.
- 14) No employee shall tamper or cause to be tampered with the records or notices of the institution.
- 15) An employee shall not communicate directly or indirectly an official document or information to any other person.
- 16) No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.
- 17) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
- 18) No employee shall make a collection of money in any manner on the premises of the institution.
- 19) No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.



- 20) No employee shall deface, disfigure or damage or write on the walls of the institution.
- 21) No employee shall consume food articles, drink tea, coffee, soft drinks and smoke in the college premises except in places specifically assigned for the purpose.
- 22) No employee shall bring alcohol or intoxicant drugs to the school premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
- 23) No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
- 24) No employee shall undertake employment while in service of the institution other than his duties connected with the institution, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes to prepare students for public examinations.
- 25) No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
- 26) No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
- 27) No employee, while marked present in the Institute, shall absent himself, except with the permission of the principal from the class or duty which he is required to attend or communicate any information which he may come across as a secret of the institution.
- 28) No employee shall indulge in disclosing any secret or confidential matter relating to the affairs of the institution/college to an unauthorized person at any time.
- 29) Every employee shall at all-time conduct himself in accordance with the specific or implied order of the management and the head of the institution regarding behavior and conduct which may be enforced and issued from time to time.
- 30) No employee shall indulge in activity which may embarrass the cause of the institution.



Principal



- 31) No employee shall lend money to a person on interest.
- 32) No employee shall enter into or contract, a marriage with a person having a living spouse.
- 33) No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
- 34) No female employee shall be sexually harassed at the workplace.
- 35) No employee shall, in any radio broadcast or 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.
- i. which has the effect of an adverse criticism of any policy or action of the College; or
  - ii. which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or
  - iii. Which exploits the name of the College or his position therein. Provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
- 36) No employee shall commit any act of dereliction of duty.
- 37) No employee shall be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.
- 38) An employee shall not furnish false or incorrect information/credential or withholding relevant or pertinent information at the time of appearance or any other time.
- 39) An employee shall not commit any act which is detrimental to the interest and prestige of the institution.