



GITAM : GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(Deemed to be University u/s 3 of the UGC Act, 1956)

A Category - I Deemed to be University

Visakhapatnam | Hyderabad | Bengaluru

Code Of Conduct

for

Faculty

Integrity

- Members of the Board of Management are prohibited from disclosing any outside job or business interests that they believe are in conflict or could be in conflict with the University.
- The Members will not allow management or workers to engage in outside jobs or business interests that are in conflict or may be in conflict with the University's operations. It will make the necessary arrangements to carry out this directive.
- Members will refrain from providing or accepting gifts, hospitality, preferential treatment, or other perks that may impair or appear to impair the donor's or recipient's ability to make an independent judgment on the University's day-to-day operations.
- Members must be committed to ensuring that the University competes aggressively and energetically but also with other educational institutions, commercial and other providers of research and advisory services, in an ethical and honest manner.
- The University is committed to performing its goods/services purchase activities in conformity with public policy and best business practices, as evidenced by its purchasing laws.
- The University is also dedicated to following public policy rules when it comes to hiring consultants and other services.
- The University is dedicated to ensuring that the accounts/reports accurately reflect the University's operating performance and are not misleading or intentionally deceptive.
- Members must refrain from using University resources or time for personal gain, for the advantage of individuals or groups unrelated to the institutions or their activities, or for the benefit of others.

Information

- The University is committed to giving open and transparent access to general information about its activities in order to improve its accountability to the general public.
- Members of the Board of Management are expected to maintain the confidentiality of the University's sensitive information. This might include such things as:
 - i) Information about the individual.
 - ii) The University has received confidential information.
 - iii) Any commercially sensitive material or other information that could jeopardize the University's reputation.
- When it is planned to release sensitive information in the public interest, the University will follow proper prior consultation procedures with third parties.
- Members will maintain strict secrecy in all discussions and decisions made during Board of Management meetings.

Obligations

- The University will follow specific tendering and purchasing procedures, as well as the appropriate levels of authority for authorizing any related spending.
- The University has put in place safeguards to avoid fraud and guarantee that all relevant expenditures are sanctioned by the appropriate levels of authority.
- Members must make reasonable efforts to attend all meetings of the Board of Management.

Loyalty

- The Members accept their responsibility to be devoted to the University and totally committed to all of its operations, while keeping in mind that the University must always consider the interests of its students and funders, including taxpayers.

Fairness

- In all of the University's activities, the Board of Management is committed to employment equity and fairness.
- The Board of Management places a high emphasis on its students, suppliers, employees, and patients, and treats each of them equally.

Work/External Environment

- The University's Board of Management prioritizes the promotion and preservation of the health and safety of its personnel and students.
- In its activities and operations, the university will ensure that community issues are appropriately considered.
- The University will make every effort to ensure that its operations have as little negative impact on the environment as possible.

Responsibility

- The University will send this Code of Conduct (together with a policy statement on conflict of interest disclosure) to all members for review, and the Code of Conduct will be posted on the University's website.
- In areas such as gifts and entertainment, as well as any other ethical concerns that may emerge, the University will provide practical assistance and direction as needed.

Review

This Code of Conduct will be reviewed by the University as needed.

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself 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/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

i) Professional Values and Relationships

Teachers should:

- Be compassionate, fair, and dedicated to the best interests of the pupils/students entrusted to their care, and strive to motivate, inspire, and applaud effort and achievement.
- Recognize and appreciate the originality, uniqueness, and specific needs of pupils/students, and foster their holistic development.
- Be dedicated to equality and inclusion, as well as respecting and accommodating diversity, including differences based on gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, traveler community membership, and socioeconomic status, as well as any other grounds that may be referenced in future equality legislation.
- Develop positive connections with pupils/students, colleagues, parents, management, and others in the community, based on professional ethics and judgment.
- Work to create and sustain a culture of mutual respect and trust in their schools.
- Adhere to a responsible pattern of conduct and demeanor expected of him/her by the community;
- Manage his/her private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform his/her duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research; (viii) Abide by the Act, Statute and Ordinance of the university and respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the 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

- Participate in extension, co-curricular and extra-curricular activities, including the community service.

ii) Professional Integrity:

Teachers shall:

- In all parts of their profession, act with honesty and integrity.
- Unless a legal imperative necessitates disclosure or there is a justifiable concern for an individual's well-being, respect the privacy of others and the confidentiality of information obtained in the course of professional work.
- Honesty in their representation of oneself, their professional rank, qualifications, and experience.
- Avoid conflicts between their professional activity and personal hobbies that could be perceived as having a detrimental impact on pupils/students.
- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life ;
- 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;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 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.

iii) Professional Conduct

Teacher should be:

- Maintain the profession's reputation and standing by taking all possible precautions in the care of pupils/students under their supervision to ensure their safety and wellbeing.
- Work within the confines of the regulations.
- Adhere to agreed-upon national and statutory policies, processes, and guidelines aimed at improving pupil/student education and welfare.
- Report incidences or matters that have an influence on a pupil's or student's welfare, as applicable.
- Professionally, collaboratively, and supportively communicate with pupils/students,

colleagues, parents, management, and others in a manner that is founded on trust and respect.

- Respect the rights and dignity of the students in expressing their opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the students 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;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

iv) Professional Practice:

Teacher shall be:

Maintain high standards in terms of pupil/student learning, planning, monitoring, assessing, reporting, and providing feedback.

Apply their knowledge and experience to aid in the complete development of pupils/students. Plan and convey for pupils/students clear, demanding, and attainable expectations.

Create an environment in which students/pupils can become active participants in the learning process and build abilities for lifetime learning.

Develop differentiated learning practices that respect the dignity of all pupils/students through teaching, learning, and assessment strategies.

Engage in and reflect on pupil/student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy, and legislation to inform their professional judgment and practice.

Be open and attentive to critical feedback about their practice in a mutually respectful environment, and seek appropriate support and advice if necessary.

v) Professional Development:

Teachers should take personal responsibility for maintaining and increasing the quality of their professional practice by implementing the following strategies:

- Keeping their professional knowledge and expertise up to date by actively maintaining it.

- In light of their professional knowledge, reflecting on and critically analyzing their professional practice.
- Taking use of opportunities for continuous professional improvement throughout one's career.

vi) Professional Collegiality and Collaboration:

Teachers should:

- Collaborate with teaching colleagues and student teachers to share, create, and promote best practices, as well as to ensure the greatest possible quality of educational experiences for pupils/students.
- In order to successfully fulfill the needs of pupils/students, work collaboratively with pupils/students, parents/guardians, management, other members of staff, relevant professionals, and the wider community, as necessary.
- Cooperate with the Department of Education and Skills Inspectorate, as well as other statutory and non-statutory educational and support services, as needed.
- Participate in the curriculum planning, implementation, and evaluation.
- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities;
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.
- 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;
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Adhere to the terms of contract;
- Give and expect due notice before a change of position takes place;
- 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.
- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.
- 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.

Reference: Governance in Higher Education: Hand Book for Vice Chancellors