

Institute for Excellence in Higher Education, Bhopal

Code of Conduct

I. The Director

The Director is the administrative head of the Institute and all academic matters are decided and implemented by various bodies constituted as per the Memorandum of 'The Institute for Excellence in Higher Education Society, Bhopal' in co-ordination with the heads of departments and faculty members, ensures the smooth functioning and management of academic and administrative matters.

***Mission of IEHE:** We Endeavour to serve as a centre for excellence in higher learning and provide an environment to enhance the knowledge base, analytical ability, critical interpersonal skills and team spirit of its students. The Institute provides an innovative, state-of-the-art approach to higher education with a view to aid the growth of its students into well balanced, value-driven, socially sensitive and responsible members of society. It aims to create outstanding human beings who are well-equipped to meet the challenges of the modern world successfully*

The Director should ensure that the development plans of the Institute, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members. It is the responsibility of the Director to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.

As the academic head of the institution, the Director should strive:

- To develop a shared vision around standards and success for all.
- To develop an upbeat, welcoming, solution-oriented, no-blame, professional environment for staff and students.
- To play a major role in developing a "professional community" of teachers who guide one another in improving instruction.
- To administer a variety of activities, including developing and aligning curriculum, instructional practices, and assessments; problem solving; and participating in peer observations.
- To emphasize research-based strategies to improve teaching and learning and initiate discussions about instructional approaches, both in teams and with individual teachers.
- To maintain and promote academic activities in the Institute in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.

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Commendable,
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- To uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus add to the societal dynamism.
- To endeavour for the progress of the region surrounding the Institute so that academic practices may result in community development.
- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.

II TEACHERS AND THEIR RESPONSIBILITIES:

The teachers of this Institute are subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. Every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education must be his/her own ideals. A teacher is constantly under the scrutiny of his students and the society at large. For a teacher to behave in an ethical way, there is need to have a community of teachers in the Institute that abide by the code of conduct. Therefore, it is crucial for one teacher to act ethically and influence the behaviour of others.

A definitive code for this Institution encompasses the following:

- 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.
- Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He shall be strictly honest and impartial in his official dealings.
- Every teacher shall devote himself diligently to his work and utilize his time to the service of the Institute/University and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Seek to make professional growth continuous through study and research; by participation at professional meetings, seminars, conferences etc.
- Maintain active membership of professional organizations and strive to improve education and profession through them; acquaint themselves with recent methodologies and other applications.
- No teacher or other person employed in the Institute shall absent himself from his duties without prior permission, in case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the Institute's authorities shall be produced within a week.

- Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

(i) TEACHERS AND THE STUDENTS

Teachers should:

- Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practicals, dissertations, theses, etc. he should not indulge in over-marking, under-marking or other attempts at victimization on any ground.
- No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies among his colleagues and students.
- 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.
- 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.
- Teacher shall recognize the difference in aptitude and capabilities among students and strive to meet their individual needs; respect the right and dignity of the student in expressing his/her opinion.
- Teacher shall encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Teacher shall inculcate among students' scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Teacher shall be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Teacher shall make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Teacher shall aid students to develop an understanding of our national heritage and national goals; and
- Teacher shall refrain from inciting students against other students, colleagues or administration.

(ii) TEACHERS AND COLLEAGUES:

Teachers should be:

- Respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.

- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

(iii) TEACHERS/EMPLOYEES AND AUTHORITIES:

- 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.
- Teachers shall do supervision of institute and university examinations as per requirements and as per duty assigned. Teacher shall undertake internal assessment, semester-end assessment as per allotted by Head of the department/Exam-Controller/Director.
- The employee shall not contribute to the press any matter connected with the University or the Institute 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.
- The teacher/employee shall 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.
- The teacher/employee shall refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- The teacher/employee shall co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- The teacher/employee shall co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- The teacher/employee shall co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- The teacher/employee should adhere to the conditions of contract.
- The teacher/employee should give and expect due notice before a change of position is made; and
- The teacher/employee shall 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.
- All leave rules are governed by the guidelines received from competent authorities from time to time. Prior written permission is required from the Director while availing Casual-Leave (CL) or Duty-Leave (DL). If any leave

has been planned beforehand, then HOD/Director should be informed well in advance by filling the forms.

- All must report for duty on the reopening day and the last working day of each semester and prior consent of Director is required to make any exception within purview of rules and regulation of UGC and university.
- Medical-Leave (ML) 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/ Institute/Government as per guidelines.

(iv) TEACHERS AND NON-TEACHING STAFF:

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

(v) TEACHERS AND GUARDIANS Teachers should:

Teacher 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.

(vi) TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
