



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

(Approved by AICTE & Affiliated to JNTUK, Kakinada)  
DUVVADA, VISAKHAPATNAM

## POLICY DOCUMENT ON CODE OF ETHICS

[CHAPTER IX OF HR POLICIES AND PRACTICES]

### 9. CODE OF CONDUCT FOR STAFF

The code of conduct for guidance of teachers as recommended by UGC is adopted as described below.

#### 9.1 GOAL OF HIGHER EDUCATION IN OUR COUNTRY

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace. Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals. Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with national needs and priorities and ensure that the best talents make befitting contributions to international endeavor on societal needs.

#### 9.2 THE CODE OF PROFESSIONAL ETHICS TEACHERS AND THEIR RESPONSIBILITIES

Every teacher should assume the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. However, every teacher should see that there is no incompatibility between his precepts and practice. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### 9.3 TEACHERS SHOULD

Adhere to responsible pattern of conduct and demeanour expected of them by the community. - Manage their 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 their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication. - Cooperate and assist in carrying out functions relating to the institution such as: assisting in appraising applications for admission, advising and counselling student as well as assisting in the conduct of college, examinations including supervision, invigilation and evaluation. - Participate in extension, co-curricular and extra-curricular activities including community service.

#### 9.4 TEACHERS AND STUDENTS

##### 9.4.1 Teachers should

  
PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam...



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

(Approved by AICTE & Affiliated to JNTUK, Kakinada)

DUVVADA, VISAKHAPATNAM

- Respect the right and dignity of the student in expressing his opinion. - Deal justly and impartially with students regardless of their religion, caste, and 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 outlook and respect for physical labour and ideals of democracy, patriotism and peace. - Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason. - Pay attention to only the attainment of the student 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.

## 9.4.2 Teachers and Colleagues

### Teachers should

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

## 9.4.3 Teachers and Authorities

### Teachers should

- 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. - Cooperate in the formulation of policies of the College / Institution by accepting various offices and discharge responsibilities which such offices may demand. - Cooperate through their organizations in the formulation of policies of the other Colleges / Institutions and accept offices.
- Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession. - Adhere to the conditions of contract. - Give and expect due notice before a change of position is made, - Refrain from availing themselves of leave except on unavoidable grounds

PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Reside: VSEZ, Duvvada, Visakhapatnam-49



and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **9.4.4 TEACHING AND NON-TEACHING STAFF**

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

#### **9.4.5 TEACHERS AND PARENTS / GUARDIANS**

Teachers should - Try to see through teachers' bodies and organizations that institutions maintain contact with the parents / guardians of the students and reports of their performance to the parents / guardians whenever necessary and meet the parents / guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **9.4.6 TEACHER AND SOCIETY**

Teachers should

- 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; and
- 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

\*\*\*

  
PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49