

Handbook on Code of Conduct for Staff

RAIPUR INSTITUTE OF TECHNOLOGY, RAIPUR

2022-2023



RAIPUR INSTITUTE OF TECHNOLOGY

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RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



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CHAPTER – I INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE

- All staff of the Institute is responsible for protecting and taking reasonable steps to prevent the theft of misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goal of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective Department.
- Staff must refrain from any of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender/sexuality/age/marital status
 - pregnancy or likelihood of pregnancy
 - physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every Staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment/individual student.

LEAVES

- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per HR Policy of the Institution.

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CHAPTER – II CODE OF CONDUCT FOR TEACHING STAFF

DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

LEAVES

- Whenever a Faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangement made for class/lab/invigilation. In case of emergency, the HoD or the next senior faculty must be informed with appropriated alternate arrangements suggested.

CONTINUOUS ASSESSMENT

- Once the staff gets the lesson, they should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file-approved by HoD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that input may be useful for the student community at large.
- The staff should get the feedback from students and act/adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the Department or student counselor and inform him/her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic record book.

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CLASSROOM TEACHING

- The staff should engage the full 45 minutes lecture and should not leave the class early.
- The staff should encourage student asking doubts/questions.
- The Staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity /originality in student and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - Engaging students in their learning
 - Working to achieve high level outcomes for all students
 - Maintaining records to manage, monitor, assess and improve student learning
 - Using research and student achievement data to inform professional practice
 - Engaging in reflective practice and developing their professional knowledge and teaching skills
 - Supporting the personal and professional development of others
 - Providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
 - Assisting in developing and mentoring less experienced staff members
 - Accepting responsibility for their own professional learning and development

LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration model, charts and innovative methods of teaching for better and improved interaction with students.

TEST/ASSIGNMENTS/MID-TEARM/MOCK

- In problem oriented subject, regular tutorials have to be conducted.
- The tutorial problems to be provided to the students a week prior to the actual class.

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- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

APPRAISAL REPORT

- All the faculty members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International/Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of student and he/she should associate himself/herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HoD/Principal in academic, co-curricular or extra-curricular activities.

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CHAPTER – III CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statement, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountants should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statement for yearly account audits.

STUDENT SECTION

- Student section should
 - Ensure the eligibility of the students and prepare related documents to submit them to Chhattisgarh Swami Vivekanand Technical University within prescribed time limit.
 - Ensure the student document verification by Chhattisgarh Swami Vivekanand Technical University
 - Ensure caste certificate/caste validity from concern divisional office
 - Provide all necessary student data to prepare various committee reports.

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LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

LAB ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

CLERK

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/Department level all document files.

PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the Department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

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CHAPTER – IV CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- The work load (teaching and department) of all the staff should be fixed by the Head of the Department.
- The Head of the Department should ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - Head of Department/Professor 8 hours/week
 - Associate Professor 12 hours/week
 - Assistant Professor 16 hours/week.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HoD after taking into account of the Faculty Member's interest/choices.
- The Head of the Department should arrange the weekly meeting of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International /Indian Journals/Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related Department processes.
- The Head of the Department should write confidential report for all staff members of his/her Department and submit it to the Principal.

CHAPTER – V CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmers and general administrations of the institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statement of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Member to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage faculty member to author text books and publish research paper in reputed International/Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this code of conduct.
 - As it deems necessary to ensure that this Code of conduct conforms to applicable Laws.
 - Meets or exceeds Institute standards and any weaknesses.
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmers' of the Institute.
- The Principal should convene meeting of any the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the student into better individuals and responsible citizens of the country.

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- **The** Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the management.
- The Principal should prepare the appraisal reports of staff members and submit it to the management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and management.

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CHAPTER – VI PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat student, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.

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