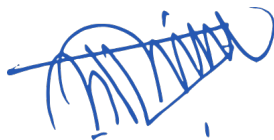


**REGIONAL INSTITUTE OF PARAMEDICAL
AND NURSING SCIENCES
ZEMABAWK: AIZAWL**



**CONDUCT OF FACULTY AND STAFF
IQAC DOC NO- 42**



1. CODE OF CONDUCT FOR STAFF (Teaching and Nonteaching)

Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

Every employee shall abide by and comply with the rules and regulations of the Institute and all orders and directions of his/her superior authorities.

Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties. Every employee shall endeavour to promote the interest of the Institute and shall not act in any manner prejudicial thereto.

No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.

An employee of the Institute shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the Institute affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the Institute 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 duties.

An employee of the Institute shall not, without the prior permission of the competent authority, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

No employee of the Institute shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Principal.

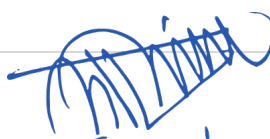
2. FACULTY DUTIES (Teaching)

Faculty members are expected to conduct classes in appropriate manner as required by the course assigned.

They should inform students of course objectives, requirements, and schedules and deal with student papers and examinations in a timely manner.

Faculty members are expected to hold office hours for consultation on course work and advising students.

A faculty member who needs to be absent from a class due to illness or other due cause should try to make arrangements for alternative instruction and inform the head of the department to arrange for timely notification of students.



Faculty members are expected to take up other responsibilities as required.

Faculty members are expected to participate in the decision-making, curriculum development, and assessment processes of the department and the college.

Although faculty members have a primary responsibility to their own department, they are also members of a larger collegian community and should make every effort to work cooperatively with members of other departments and with the administrators of the college respecting appropriate deadlines established by various committee in-charges.

In order to assist faculty members in the performance of their duties, the institute provides the facilities and services listed below.

Office space, Teaching aids (LCD and Smart Board etc)

Computer services

Identification cards

Official stationery

Postage for official correspondence

3. CODE OF PROFESSIONAL ETHICS

3.1 TEACHERS AND THEIR RESPONSIBILITIES

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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should

Adhere to a 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, seminar and research work conscientiously and with dedication.

Co-operate and assist in carrying out 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.

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

3.2 TEACHERS AND THE STUDENTS

Respect the right and dignity of the student in expressing his/her opinion.

Deal justly and impartially with students regardless of their religion, caste, 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 student's scientific outlook and respect for physical labor 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 imbibe ethics, human values and sense of social responsibilities among students.

Refrain from inciting students against other student, colleagues or administration.

3.3 TEACHERS AND COLLEAGUES

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 endeavour.

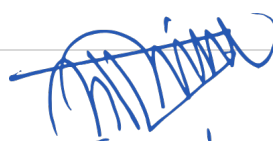
3.4 TEACHERS AND NON-TEACHING STAFF

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.

3.5 TEACHERS AND GUARDIANS

Try to see through teacher's 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.



3.6 TEACHERS AND SOCIETY

Recognize that education is a public service and strive to keep the public informed of the educational programs 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 feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

3.7 TEACHERS AND AUTHORITIES

Teacher should:

Discharge their responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating their steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

Refrain from undertaking and 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 office order and discharge responsibilities which such offices may demand.

Co-operate through their organizations in the formulation of policies of the other institutions and accept office orders.

Cooperate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

Should 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 and as far as Practicable responsibilities of academic schedule.