

COER UNIVERSITY, ROORKEE



CODE OF CONDUCT FACULTY

INDE X

Sr. No.	Particulars	Page No.
1)	Preamble	3
2)	Board of Management	3
3)	University-Level Academic Administration	4
4)	Teachers	4
4.1)	Duties and Responsibilities	5
4.2)	Teachers with Students	5-6
5)	Administrative and Support Staff	6
6)	Staff Disciplinary Rules	7
6.1)	Minor Misconduct	7
6.2)	Major Misconduct	7







CODE OF CONDUCT

1) PREAMBLE

The primary purposes of the University are the advancement and application of knowledge and the education of its members; its central activities are teaching, learning and research. These purposes can be achieved only if the members of the University community have mutual trust and confidence and can live and work beside each other in conditions, which permit freedom of thought and expression within a framework of respect for the rights of other persons. All the members of the university must be aware of and comply with the relevant policies, standards, laws, and regulations that guide our work culture. Every member is individually accountable for one's own actions and is collectively accountable for upholding these standards of behavior and for compliance with all applicable laws, regulations, and policies.

Hence the Board of Management at its meeting decided to evolve a Code of Conduct for all the stakeholders of the university and hereby passed this code called as "Code of Conduct/Ethics of COER University"

This code is applicable to all the members of the University including the following:

-  Board of Management
-  Members of various University
-  Bodies Deans/ Heads of the
-  Department Teaching Faculties
-  Non-Teaching
-  Staff Students

2) BOARD OF MANAGEMENT

The function of the Board of Management is to ensure that the Organization fulfills its overall purpose, achieves its intended outcomes, and operates in an efficient, effective, and ethical manner.

The members would:

- a) Works in the best interest of the HEI
- b) Keep the interest of quality education as of highest priority compared to any other priority
- c) Work co-operatively with fellow members in carrying out their responsibilities
- d) Act honestly and in good faith at all times in achieving the University's intended outcomes
- e) Maintain the confidentiality of information

3) UNIVERSITY-LEVEL ACADEMIC ADMINISTRATION

It would include the Chancellor, Pro-Chancellor, Vice Chancellor, Pro-Vice Chancellor, Deans of various Faculty, Heads of the Department, Proctor, Registrar, Finance Officer, Academic Statutory Bodies, etc.

The authority would:

- a) Be responsible, as the Principal Academic and Administrative Officer of the COER University, to see that the provisions of Acts/ Statutes/ Ordinances and Regulations of the University are duly observed and processes of the University are carried out in strict adherence thereto
- b) Comply with laws, rules & regulations of the Government applied to the University
- c) Provide inspirational and motivational value-based academic and executive leadership to the University through policy formation, operational management, optimization of human resources, and concern for the environment and sustainability
- d) Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision-making that is in the best interest of the University
- e) Act as an agent of social change for national development and, therefore, strive for creating an environment conducive to teaching, learning, research, and for the development of the potential of the University to the maximum extent.
- f) Maintain the confidentiality of the records and other sensitive matters
- g) Endeavor to promote a work culture and ethics that bring about quality, professionalism, satisfaction, and service to the nation and society
- h) Refuse to accept any gift, favor, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/ her duties

4) TEACHERS

The education profession is entrusted with the responsibility of molding the minds of young people. In fulfillment of the obligations to the teaching profession, teachers will strive to demonstrate, inspire and guide, through the COER University Vision and Mission, that learning is a character-building and nation- building noble activity. This code is applicable to all the teaching staff of the COER University.

4.1 Duties and Responsibilities

- o Discharge his/her duties efficiently and diligently to match the Academic Standards and performance norms laid down by the University from time to time
- o Update his/ her knowledge and skills to equip himself/ herself professionally for the proper discharge of duties assigned to him/ her
- o Conduct himself/ herself with absolute dignity and decorum in his/ her dealing with superiors, colleagues, and students every time
- o Perform his/ her duties in the form of teaching, tutorial, practical, seminar, and research work conscientiously and with dedication
- o Cooperate and assist in carrying out the functions relating to the educational responsibilities of the University such as assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University examinations, including supervision, invigilation, and evaluation
- o Take prior permission from the appropriate authority at any time for leave from duties
- o Be punctual in attendance and in respect of his/ her class work and also for any other work connected with the duties assigned to him/ her by the Head of the Department
- o Refrain from associating with any political party and taking part in any other organization actively, which is not in line with the duties and ethics of the teaching profession
- o Refrain from bringing any political or outside pressure on his/ her superior authorities in respect of service matters
- o Refrain from participating in any strike or demonstration and/or indulge in any criticism of the University Management, policy for any reason, whatsoever
- o Refrain from provoking or instigating any students or any other member of the staff into any form of action against the University Management, or that seeks to disrupt the academic activities of the University. A teacher, however, shall have the right to express his/ her opinion and express differences on matters of principle in meetings, seminars

4.2 Teachers with Students

Teachers should:

- o Respect the right and dignity of the student in expressing his/ her opinion and deal justly & impartially with the students regardless of the COER University Religion, Caste, Political, Economic, Social and Physical Characteristics
- o Encourage the students to improve COER University attainments, to develop their personalities and at the same time, encourage them to contribute to community welfare

- o Inculcate amongst student's scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace

- o Make themselves available to the students even beyond COER University Class Hours and help & guide students without any remuneration or reward
- o Aids students to develop an understanding of our national heritage and national goals
- o Refrain from inciting students against other students, colleagues, or Administration
- o Every teacher in the service of the university shall at all the times strive for academic excellence in the discharge of his/ her duties and conduct himself/ herself in the manner of a perfect role model for others to emulate

5) ADMINISTRATIVE AND SUPPORT STAFF






All the Administrative Staff of the University are required to comply with the Code of Conduct, including behaving in a respectful way to uphold the University values at all times:

- a) Conduct themselves in a manner that upholds the values, integrity, and good reputation of the University at all times
- b) Treat everyone with respect and courtesy, and refrain from harassment or discrimination
- c) Disclose or take reasonable steps to avoid any conflict of interest (real or perceived) in connection with the COER University employment
- d) Adhere to and maintain privacy principles when collecting or storing records of individuals
- e) Remain open to collaboration, open dialogues, and sharing of ideas, theories, and practices with others
- f) Comply with the University Policy & procedure, & follow reasonable directions from the University
- g) Comply with the Terms & Conditions of the COER University Contract of Employment and/or any other agreements they have entered into with the University
- h) Use the University resources in a responsible manner, and for University's proper purpose
- i) Strive to achieve excellence when executing COER University duties or assigned responsibilities






6) STAFF DISCIPLINARY RULES

The following acts of exclusion and instructions which are illustrative but not exhaustive shall be deemed to constitute misconduct and will entail disciplinary action. They are:

Minor Misconducts

-  Negligence or failure to perform assigned duties
-  Unauthorized absence/ habitual late coming/ irregularity in attendance
-  Habitual indebtedness, insolvency
-  Smoking and chewing tobacco on the premises
-  Disorderly conduct

6.1 Major Misconducts

- o Furnishing false information regarding age, qualification, marks and previous employment at the time of joining the University
- o Taking/ giving bribe
- o Dishonesty, theft, fraud, or damage concerning any business/ documents/ property of the University
- o Drunkenness, riotous or indecent, or disorderly behavior
- o Gambling within the premises of the University
- o Willful insubordination, disobedience, negligence, or refusal to accept the charge sheet/ other communication
- o Commission of any act that amounts to a criminal offense or involves moral depravity
-  Unauthorized communication of any official document/ information of the University, lending or borrowing money, or accepting expensive gifts from a person/ firm having official dealing with the University
-  Conviction by the Court of Law, Sexual Harassment, Threatening or intimidating other employees
-  Possession of illegal/ unauthorized weapons or firearms
-  Engaging in businesses other than that of the organization
-  Holding unauthorized meetings, civic, political, or union activities, or collection of funds during working hours within the premises of the University that has or may have serious consequences or adverse impact on the University's interest or reputation.

COMPLIANCE WITH POLICY

The University will monitor and promote compliance through various methods, including but not limited to, institutional activities and reports, implementation of programs to further members' awareness, internal and external audits, and feedback to the Management.

Any exception to this Code of Conduct Policy, it must be approved by the Competent Authorities only. All students, teaching or non-teaching staff members including the Competent Authorities are expected to follow the Code of Conduct with uncompromising integrity, honesty and non-discrimination.

All the questions and concerns about the legality and propriety of any action or failure to take action by or on behalf of the University should be referred to reporting authority or by the Head of the Institution.