

CODE OF CONDUCT FOR TEACHERS





KALASALINGAM

ACADEMY OF RESEARCH AND EDUCATION

(DEEMED TO BE UNIVERSITY)

Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A++" Grade



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CODE OF CONDUCT FOR FACULTY/TEACHERS

PURPOSE

The purpose of having a formal 'code of conduct' is to enhance and guide all the faculty members to be able to interact with stakeholders, either in the classroom or in work-related settings such as meetings, conferences, library, laboratory etc. The policy applies to all forms of verbal and written communication. Another purpose of the Code is to provide Faculty with a framework that states and brings awareness to other policies that are applicable to them. This is a reference tool to help Faculty to understand and know their rights and responsibilities, as well as know where to take their concerns relating to those rights and responsibilities. Any breaches of the Code and policies will be investigated and determined in compliance with the relevant policies that govern them.

STATEMENT

1. Statement of Values

Concerning the Code, the Faculty is committed to providing all its members a welcoming, collegial environment conducive to optimal education, and research and to maintaining the highest levels of ethical and professional standards and following work ethics. In particular, the faculty is committed to promoting and maintaining the highest standards of behaviour of all its members to provide a healthy and safe learning environment and to better serve society. The faculty should value integrity, honesty, fairness, and respect other's rights and strive to integrate these into their teaching, research, administration, and other activities.

2. Honesty

All faculty members are informed to conduct themselves honestly and with integrity in their day to day work, which involves conducting classes, clinics/ lab work or research work. All Faculty members are expected to follow the highest standards of integrity and follow professional ethics, which may be applicable about confidentiality and consent concerning

caring for parents and their families.

3. Respect for Others

1. In order to foster a healthy work and learning environment, it is incumbent on all to demonstrate respect and appreciation for their colleagues, students, and others with whom they interact (such visitors to the campus including parents) within their role as members of the faculty. In particular, all members of the Faculty must not discriminate in interactions with others based on age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, unrelated criminal convictions or any other ground protected by human rights legislation. (Reporting Harassment, Discrimination, and Sexual violence)
2. To contribute to an atmosphere conducive to learning and discovery, a faculty is expected to maintain personal composure and consideration for others and to model language, appearance, and demeanour appropriate to the academic or professional environment.
3. All written or oral communications, including those on social media, must be respectful and meet the same level of professionalism as would be expected in face-to-face communications.
4. To ensure proper respectful relationships with students, teachers, and academic and non-academic staff, all members of the faculty must establish and maintain appropriate personal boundaries, including but not limited to, refraining from making unwanted romantic or sexual overtures or use of unprofessional words.

4. Confidentiality

1. All members of the faculty must respect and maintain the confidentiality of information about academic and administrative affairs. All must take appropriate measures to avoid breaches of privacy and confidentiality when communicating, especially when using the internet and social media. It is mandatory to adhere to data access and security regulations in both academic and administrative settings. For example, login codes must not be shared, and personal information and importantly personal information of students or other members of the faculty should not be transmitted via any unsecured networks without consent from appropriate authorities. This also applies to every individual working at the University.

5. Responsibility

1. All members of the faculty must be accountable for their actions in the workplace, research, and learning environments.

2. As a responsible member of the community, all must seek to recognize their limitations in situations that exceed their level of experience or competence and consult with and refer to appropriate professional colleagues. Similarly, all must demonstrate self-awareness and responsibility for their actions by accepting and responding appropriately to feedback regarding performance.
3. All the teachers are expected to exhibit/model behaviour consistent with this Code.
4. In the context of research, all members of the faculty are required to adhere to the highest standards of integrity and to conduct their work using 'best practices,' by the requirements of the institution.
5. Use of alcohol or other drugs, which could interfere with duties and responsibilities is totally banned.
6. All teachers must report professional misconduct to the appropriate authorities while taking care to avoid unjustly discrediting the reputation of members of the academic community.
7. All the teachers are required to meet expectations related to punctuality, attendance and participation in their workplace, and academic classes, including student placements.
8. Computers, cell phones and similar devices provided in the academic/administrative settings must be used as applicable in policies, including those regarding personal use.

CODE OF PROFESSIONAL ETHICS TEACHERS AND THEIR RESPONSIBILITIES:

Anyone who chooses to become a teacher takes on the responsibility of conducting themselves in a way that upholds the standards of the profession. If a teacher's practice and principles are at odds, he has a responsibility to both society and his students. He or she must uphold the national education ideals that have previously been established and that they should try to instil in the kids. Teachers must also possess a calm, patient, communicative disposition and be kind during depositions, according to professional standards.

Expectations of Professional Standards

TEACHER SHOULD:

1. Professional conduct is the set of attitudes, behaviours and characteristics deemed desirable in all members of the faculty that define the Faculty and its relationship to its members and society. Professional standards serve to guide professional conduct.
2. Standards expected of teachers and academic staff, demand integrity, competence and adherence to ethical standards. Teachers and academic staff are expected to meet standards of professional behaviour set out in the codes of conduct of their respective or

future professional and regulatory bodies.

3. Every faculty shall perform their duties efficiently and attentively to accord with the academic standards and norms set by the University administration from time to time.
4. A faculty should regularly update knowledge and skills to align professionally for the proper discharge of duties assigned to him/her.
5. Every faculty shall conduct himself/herself with absolute dignity and decorum in his/her dealings with superiors, colleagues, and students every time.
6. No faculty shall be absent himself/herself from duties at any time without prior permission from the reporting officers/authorities.
7. Without the Vice Chancellor's prior approval, no instructor may take an honorarium or any other assignment from an outside organisation.
8. Faculty should refrain from participating in any organisational activity or becoming affiliated with any political party as this is against the ethics and responsibilities of the teaching profession.
9. Teachers shouldn't try to exert political or external pressure on higher-ups. about concerns of service.
10. For any reason at all, faculty members are not permitted to take part in strikes, protests, or criticism of the government or university policies.
11. All educators ought to strive for ongoing professional development via research and study.
12. Participate in professional gatherings, seminars, conferences, etc. to contribute your free and honest opinions towards the advancement of knowledge.
13. Continue to actively participate in professional associations and make improvements.
14. Perform their duties in the form of teaching, tutorial, practical, seminar and research work with honesty and commitment.
15. Participate in extension, co-curricular and extra-curricular activities including community service.
16. Co-operate and assist in carrying out functions related to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation.
17. Faculty should associate, involve, and participate in all the University activities and programs irrespective of the Department they belong to. They shall motivate every student

to actively involved, associate and participate in the various programs and activities.

18. They will not limit their involvement to the classroom; instead, they will participate in all initiatives undertaken by the university to provide students with additional support, enabling them to become not only highly accomplished academics but also self-assured, capable, and fully formed individuals who embody the university's mission.
19. Teachers are not allowed to engage in any anti-institutional behaviour, nor are they allowed to encourage, support, or encourage any unhealthy behaviour. Additionally, you shouldn't encourage or incite any staff members or students to take action against the university or try to sabotage its academic programmes.
20. Teachers should not, under any circumstances, act in a demeaning, harassing, or insulting manner towards any other individual. Faculty shall strive for academic excellence and conduct in the manner of a perfect role model for others to emulate.
21. Faculty should not be involved in any activity of collecting money under any pretext from anybody including students, until they have been specifically authorized, for any fund-raising programs.
22. Faculty should always maintain decency and morality in conduct or behaviour inside and outside the campus.

TEACHER AND STUDENTS

TEACHER SHOULD:

1. Honour the student's right and dignity to voice their opinions.
2. Treat students fairly and impartially, considering their physical attributes, and political, social, economic, religious, and caste affiliations.
3. Acknowledge that every student is unique in their aptitude and talents and try to satisfy those needs.
4. Motivate students to enhance their academic performance, grow as individuals, and simultaneously make a positive impact on the community.
5. Instill in students a respect for hard work, a scientific mindset, and the values of democracy, patriotism, and peace.
6. Show the students love and refrain from acting spitefully towards any of them for any cause.
7. When evaluating a student's merit, focus solely on their achievement.
8. Offer to help.
9. Aid students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues, or administration.

TEACHERS AND COLLEAGUES

TEACHER SHOULD:

11. Show respect to other professionals by treating them the way you want to be treated.
12. Show consideration for your other educators and offer support to further your career development.
13. Refrain from bringing unfounded complaints against coworkers before higher authorities.
14. Do not allow caste, creed, religion, race, or sexual orientation to influence their professional aspirations.

TEACHERS AND AUTHORITY:

TEACHER SHOULD:

Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.

1. Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
2. Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand.
3. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
4. Should adhere to the conditions of the contract of appointment.

TEACHERS AND NON-TEACHING STAFF:

TEACHER SHOULD:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.

TEACHERS AND GUARDIANS

TEACHER SHOULD:

Try to see that through their instrumental role institutions maintain contact with the guardians, and their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose (like the Parents Teachers Meetings) for mutual exchange of ideas and the benefit of the institution.

TEACHER'S APPOINTMENTS PROCESS

The following procedure is to be taken place for HR Recruitment in KARE:

1. At the first step, once the number of vacant positions is directed to HRM, HR seeks approval

from the competent authority to announce call for vacancies to fill the post.

2. The HR office sends the requirement to the PRO department for publishing the advertisement, Employment Newspaper and University Website with adequate notice period for receiving applications. The advertisement specifies all required parameters of qualification, experience & other eligibility criteria. The candidates' responses are accepted through the recruitment portal/post.
3. Applications are received till the last date as mentioned in the advertisement and then the processing of applications.
4. The HR office sends the application to the department after a minimum eligibility check for the department to scrutinize candidates for interview calls.
5. After receiving the list of sorted candidates, the HR office sends an Interview call to candidates in soft/hard copies mentioning the date of the interview and time.
6. The selection committee is formed by the Vice-Chancellor as per the statutes of the University for the Concerned Positions which includes an External expert from another organization.
7. Candidates selected for the interview are asked to fill in an interview assessment form, which contains important information.
8. The interview panel awards marks on a defined scale for important attributes of academic career, experience, and communication skills to name a few.
9. The HR office prepares this list of successful waiting candidates based on performance in the interview. This waiting list is valid for six months and any of these candidates can be offered a position within this period.
10. The HR office sends an appointment letter through e-mail/ hard copy of joining the University by mentioning the date of the report.
11. Candidates may and other issues through email or telephonically.
12. Candidates join the University by submitting the joining letter and with relevant documents like Adhar card, PAN card etc.
13. HR visits the concerned department with the newly joined for a short meeting with the HOD and members of the department.

FACULTY APPRAISAL PROCEDURE

The Standard Operating Procedure for faculty appraisal is as follows:

1. Circular from VC Office

The Vice-Chancellor's office shall issue an annual circular outlining the schedule and guidelines for faculty appraisal.

2. Self-Assessment by Faculty and Submission to HoD

Faculty members are required to conduct a comprehensive self-assessment based on the criteria provided in the circular from the VC office.

The self-assessment should cover teaching, research, publications, administrative responsibilities, community engagement, and professional development.

Each faculty member must complete the self-assessment form and provide supporting documentation as per the guidelines.

The completed self-assessment form and supporting documents must be submitted to the respective Head of Department (HoD) by the specified deadline.

3. HoD and Dean's Feedback Submitted to IQAC Office

The HoD shall review and assess the self-assessment documents submitted by faculty members within their department.

The HoD shall provide constructive feedback and recommendations for improvement to each faculty member.

The HoD shall prepare a departmental report summarizing the evaluations and feedback.

The HoD's report and individual faculty self-assessment documents shall be forwarded to the Dean's office.

The Dean shall review and assess the departmental reports and may provide additional feedback or recommendations.

The Dean's office shall compile and submit the departmental reports to the Institutional Quality Assurance Cell (IQAC) office.

4. Analysis by IQAC Office

The IQAC office shall receive and review all the departmental reports and faculty self-assessment documents.

The IQAC shall ensure that the appraisal process adheres to the established guidelines and that all necessary documentation is complete.

The IQAC may conduct an audit of a sample of faculty appraisal documents to verify the

accuracy and consistency of the assessments.

The IQAC office shall analyze the data collected and identify trends, strengths, weaknesses, and areas for improvement in the faculty's performance.

The IQAC shall maintain confidentiality throughout the process to protect the privacy of individual faculty members.

5. Analysis Report Submitted to VC Office

The IQAC office shall prepare a comprehensive analysis report summarizing the findings from the faculty appraisal process.

The analysis report should include aggregated data on faculty performance, areas of excellence, areas requiring improvement, and any systemic issues identified.

The analysis report shall be submitted to the Vice-Chancellor's office, along with recommendations for any necessary actions or interventions.

The Vice-Chancellor's office shall review the analysis report and take appropriate steps to support faculty development and institutional improvement.

6. Follow-Up Actions

The Vice-Chancellor's office may initiate follow-up actions based on the recommendations provided in the analysis report.

Faculty members will receive feedback on their performance, which can be used for personal and professional development.

The appraisal process shall serve as a basis for faculty development programs and support mechanisms to enhance the overall quality of education and research in the institution.

WORKLOAD OF FACULTY:

The Standard Operating Procedure for Academic/Workload is as follows:

1. The direct teaching-learning workload of the Professors and Associate Professors is 14 hours per week and for the Assistant Professors it is 16 hours.
2. A relaxation of two hours of workload be given to faculty (any cadre) with sponsored research projects as PI (not for projects intended for capacity building)
3. A relaxation of three hours of workload (max. two semesters) may be given to the faculty, with proven research records who have not obtained any sponsored research project to date, based on the recommendations of the research committee. If the faculty is not successful in

acquiring the research grant, they need to compensate for the workload in the next academic year.

4. The Deans' and HoDs direct teaching-learning workload may be limited to 12 hours, irrespective of cadre, wherever it is possible.
5. The Director teaching-learning workload may be limited to 6 hours, wherever it is possible.
6. Deputy directors shall not be given any other administrative responsibility in the department. Due to any unavoidable circumstances, if the workload is to be increased to manage the coursework, it shall be uniformly increased across all cadres (ex. Professor/Associate Professor 16Hr/Wk, Assistant Professor 18 Hr/Wk)
7. The number of direct teaching-learning hours should be as per L-T-P-X in the curriculum.
8. For the practice component (laboratory), the section shall be divided further into group 1 and group 2, and two independent teachers be assigned and same shall be reflected in SIS.
9. Assistant professors be given priority in allotting the course of preference.
10. Professors and Associate professors should handle the program core courses as a priority.
11. The same course should not be allotted more than thrice to a faculty, however, the course allotted should be in the domain area of the faculty.
12. All Heads of Departments are hereby informed to follow the above guidelines while preparing the timetable for the faculty members.

LEAVE AND PROFESSIONAL DEVELOPMENT POLICY FOR THE FACULTY:

The Faculty Leave and Professional Development Policy (policy) details the types of leaves faculty can avail professional development incentives, resignation, and reliving. This policy is applicable for all the regular faculty members of the institute. For this policy, completed service (no round off) as on 1st July of every academic year is considered and prior service will be considered for fulfilling the minimum service requirements of the leave type. This policy comes into effect from the academic year 2023-24.

Leave: Leave is the time that you are permitted to spend away from your work during otherwise normal working hours against your application.

- Any type of Leave cannot be claimed as a matter of right and, when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.
- All the leaves are to be availed with prior sanction and by altering the academic and other

duties with his/her colleagues.

- No leave is encashable

1. Types of Leave

Casual Leave (10)

Special Casual Leave (05)

Earned Leave (05)

Medical Leave (03)

Vacation Leave (07)

Leave On Duty

Maternity Leave

Sabbatical and Study Leave

Leave on Loss of Pay

Absence without Leave

Casual Leave (10)

Casual Leave (CL) can be availed if faculty member cannot report to work due to any personal reason. Maximum three days can be availed at a stretch and not more than five days before end of December. Leaves shall expire at the end of the academic year. The HoD will be the leavesanctioning authority.

Special Casual Leave (5)

After one year of service, Special Casual Leave can be availed to pursue/discharge professional interests such as attending and/or delivering in FDP/doctoral committee meeting/examination/guest lecture etc. Ordinarily a faculty shall utilize them during the non-academic period until otherwise compelling. Application for the leave shall be submitted a minimum of seven days prior and leaves will expire at the end of the academic year. The Dean of the School will be the leave sanctioning authority.

Documents of attending such events/programs to be submitted to the FALT office by the school before approving the leave.

Earned Leave (5)

After one year of service, for every year of service faculty shall get 5 earned leaves. The earned leaves can be accumulated to a maximum of 30. Maximum of 10 earned leaves can be availed in an academic year. The Vice Chancellor is the leave sanctioning authority and faculty shall apply minimum 10 days before to avail the earned leave through proper channel. Only upon formal approval, leave shall be availed, otherwise it will be treated as leave on loss of pay or break in service. Any public holiday within the leave period is considered as leave.

Medical Leave (3)

After three years of service, for every year of service faculty shall get 3 medical leaves. The medical leaves can be accumulated to a maximum of 30. Medical emergency shall be intimated to institute immediately. The institute decision on the genuineness of medical requirement is final

Prior sanction may not be obtained if the sickness is sudden and unforeseen but intimation or communication to be given to the Vice Chancellor through proper channel. The Vice chancellor is the leave sanctioning authority,

Vacation Leave (07)

After one year of service, faculty may avail the vacation for seven days (including public holidays if any) at the end of even semester. The HoDs in consultation with the Deans will recommend to the Vice Chancellor for vacation leave after ensuring minimum functioning of the department at any given point of time during the vacation period as required. However, institute may cancel the vacation leave based on academic and administrative priorities for all the faculty members or selected faculty. If vacation is cancelled either totally or partially, for every 3 days of vacation cancelled, one earned leave shall be added. In addition to this vacation leave, the festival leave granted to students as per academic calendar applies to faculty.

Vacation Leave cannot be clubbed with any other leave and faculty must be present before start of the vacation and after the end, salary of vacation leave will be paid once the faculty reported back after vacation.

On Duty

If the institute deposes the faculty for any work by order on behalf of the institute, it shall only be treated as ON DUTY. The Vice Chancellor is the deputing authority.

Maternity Leave

After two years of service, woman faculty can avail the maternity leave for a maximum period of 90 days. Faculty needs to intimate the desired leave period to the Vice Chancellor through proper channel as early as possible to facilitate the academic schedules. Faculty who rejoin after 90 days of sanctioned leave will be given one month salary for the leave period.

Study and Sabbatical Leaves

Faculty can avail Study Leave up to a maximum of three years for pursuing higher studies (PhD) at institutes of repute. After five years of service, faculty can avail a maximum of one year Sabbatical with institutions of repute either in India or abroad. Faculty needs to apply for sabbatical leave and study leave to the Vice Chancellor through proper channel three months prior to leave period and intimate three months before rejoining. Faculty cannot accumulate the earned leave and medical leave for the sabbatical or study leave period.

Leave on Loss of Pay

When faculty member doesn't have enough leave balance, but the leave request is approved by the competent authority prior to the leave based on duration of the leave, such leave is treated as leave on loss of pay. Based on the duration of the leave on loss of pay, the earned leave and medical leave for that academic year may vary.

Absence Without Leave

Faculty members absent from work without prior approval of the reporting authority, is treated as negligence towards work, and it will be treated as double loss of pay or break of service depending on the duration of absence. Faculty needs to apply to Vice Chancellor through proper channel to rejoin the work.

2. Professional Development

The faculty are continually encouraged to enhance their professional competencies by means of attending professional events, pursuing courses/programs, and improving their academic qualifications.

Participation at National/International Level Events within India

For the events/programs, of minimum three days duration as a participant or as author/presenter conducted, by institutes of national importance and NIRF top 100 ranked institutions, provided there is no compensation from the organizing institution, the following costs will be reimbursed by institute after submission of the documents:

Support	National	International Event India
Registration Fee	INR 5000	INR 7000
Travel	3 Class AC or INR 1500 (Whichever is Minimum)	
Accommodation	INR 1500/day	

All such participation need to be planned without affecting the academic and/or administrative work and on recommendation of the HoD/Dean.

Pursuing Courses, and Certifications

Faculty can pursue courses offered by MOOC platforms, institutions of repute, and organizations of repute either offline or online in the emerging areas with the prior approval of the Vice-chancellor. Based on the prior approval and sanctions, the course fee either in full or partial will be reimbursed upon successfully completing the course/certification to the maximum of INR 10,000/-

Deans and HoDs shall utilize the expertise of these trained faculty by means of offering new courses, certification and training to students and faculty.

3. Resignation and Relieving

(a) In case a faculty member wishes to discontinue his services at the university, he/she must give a minimum of three months notice. However, the faculty will be relived at the end of the academic session. The Vice Chancellors decision will be final on the actual date of relieving.

(b) After submitting resignation and approval sanctioned by Vice Chancellor, the faculty member can be relieved only after clearance from Dept/School/Central Offices with which the faculty member is associated with before issuing of experience certificates and other documents.

(c) The faculty is also expected to attend an exit interview with the VC or any other university official authorized by them to explain the reason for discontinuation.

(d) In case of termination order on account of violation of university SOP or any disciplinary action recommendation, the relieving will be immediate.

ADMINISTRATIVE RESPONSIBILITIES AND DUTIES:

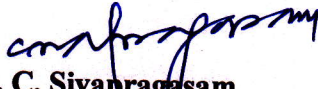
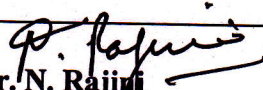

Every faculty is expected to contribute to the administrative functions of the University or Department functions.

- To plan, organize, and administer the activities of University.
- To supervise, evaluate, and support the Departments to promote excellence in teaching-learning, research, and student development.
- To be a bridge between mentors and students
- To overlook discipline among students and staff of the University.
- To overlook any kind of maintenance and infrastructure requirement of the University
- To assist the Vice Chancellor/Deans/HoDs in the matters of administrative activities as and when necessary.
- Any other responsibility given by the authorities.

PROCEDURES TO ADDRESS BREACHES OF CONDUCT

Any breaches of the Code of conduct and the policies are taken very seriously and will be reported to the Vice Chancellor of the University, although the specific approach to be taken will depend on the context in which the alleged breach has taken place.

If the potential breach involves a member of the academic staff, in either the role of the person who was the victim of the breach or the person alleged to have committed the breach, the complaint should be lodged with the administrative or academic in charge depending upon type of breach, which will be later sent to the Vice Chancellor of the University. Enquiry will be conducted by the enquiry committee formed by the Vice Chancellor. If the faculty is found guilty the Vice Chancellor may, however, at sole discretion provide an opportunity for the teaching staff to present his/her case through a personal hearing before taking a final decision. The decision of the Vice Chancellor will be final and binding and will not be subject to any appeal to any individual or forum.

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