



BLDE Association's
**AVS Ayurveda Mahavidyalaya, Hospital
and Research Centre, Vijayapura**

**HANDBOOK OF
EMPLOYEES' CODE OF CONDUCT
2018**



01-01-2018

CODE OF CONDUCT FOR PRINCIPAL

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, Supervisor, administrator, adjudicator, protector, inspirer and so on.

As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes as follows

- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.

- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
- To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.
- As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavor for its enrichment by encouraging research activities.
- Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College.
- The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

CODE OF CONDUCT FOR TEACHING STAFF

INTRODUCTION

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her 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, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

CODE OF CONDUCT

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He/ She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

- Uphold the honor and dignity of the teaching profession.
- Provide an innovative and quality education to medicos.
- Be impartial and indiscriminative towards students.
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure students' safety.
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and others in educating the students.
- Be good counselors and facilitators.

- Teachers should handle the subjects assigned by the Head of the Department / Principal.
- Teachers should complete the syllabus in time.
- Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Attendance, Assignments, Journal Records, Practical Records should be maintained regularly.
- They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and Institutional activities that may be assigned to them from time to time.
- Teachers should attend all the institutional functions/ programmes/ events mandatorily and be involved in the activities assigned to them for the successful conducting of the institutional functions/ programmes/ events.

PUNCTUALITY AND ATTENDANCE

- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Permission for going out of the College shall not be given during the class hours/ OPD hours unless otherwise the duty as been adjusted to some other faculty.
- Teachers should give the biometric attendance and sign the attendance register while reporting for duty.
- Teachers should remain in the campus during the College hours.

PUBLICATION OF RESEARCH PAPERS & BOOKS AND PARTICIPATION IN RESEARCH PROJECTS, SEMINARS, CONFERENCES ETC.

- Staff members are encouraged to write text books, publish articles in reputed Journals, present papers in Seminars and Conferences, and give the Guest Lectures publicly/ in institutions.
- Staff members are encouraged to take up Research projects.
- Staff members should also attend Faculty Development Programmes, ROTP, FDP, Seminars, and Quality Improvement Programmes etc., to update their knowledge.
- Absence from duty for the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by way of consideration during promotion.
- Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure and economical support for the same

GENERAL RULES

- No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- Teachers Associations should not be formed without the permission of the Management.
- No teacher should involve himself or herself in any form of political activity inside or outside the campus.
- Teachers should not participate in any strikes or demonstrations either inside or outside the campus.

- Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
- No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- Teachers are barred from using cell phones while taking classes.
- Heads of Departments must submit the Department's time table and individual teacher's lesson plans to the Principal on the last working day of the previous Prof. Year. Any change must also be reported to the Principal in writing.
- Each Department must conduct at least three special meetings in for every six months with the staffs of their respective Departments headed by HOD. No department staff meeting should be held at the cost of class hours.
- Teachers are expected to attend Department academic meetings, seminars etc and also college events like Functions, Programmes, Sports Day, Annual Day, Independence Day and Republic Day etc celebrations without fail
- No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.
- HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances, OT Instruments) must be reported to the Principal in writing immediately.
- Teacher should extract work from the Non-Teaching staff in keeping the Department clean & Tidy.

DISCIPLINARY ACTION

Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

DRESS CODE FOR TEACHING STAFF

1) Gents staff

- Formal shirts – Full sleeves, neatly ironed, should be tucked in.
Formal trousers – neatly ironed.
- Formal shoes neatly polished Black / Brown only, with cleanly washed socks.
- Well groomed trimmed hair.
- Neatly shaven face.
- Trimmed and clean nails.
- Teachers must always wear their identity badges and Apron while inside the college premises
- Apron – White, Full sleeves with logo, cleanly washed and neatly ironed.

2) Ladies Staff

- Sarees (cotton material preferable)/ Long kurthi/ salwar-kameez, should be below knee (cotton material preferable). Bottom- salwar, Patiala.
- Hair well groomed properly tied up.
- Trimmed and clean nails.
- Teachers must always wear their identity badges and Apron while inside the college premises.
- Apron – White, Full sleeve with logo, cleanly washed and neatly ironed.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of the Excellence in Higher Learning and creating awareness of Ayurveda to the Globe.

CODES OF CONDUCT FOR THE SUPPORT STAFF

Being the employee of BLDEA's AVS Ayurveda Mahavidyalaya, all the support staff of the college should follow the code of conduct as follows

- Support staff working in the College office or departments should remain on Duty during College hours.
- Support staff should be in their Uniform during duty hours.
- Support staff must always wear their identity badge during working hours.
- Support Staff assigned to Laboratories/ OTs should keep the Labs/ OTs clean.
- Any Loss or damage to any article in the Lab or OT or Class Room should be reported to the HOD in writing immediately.
- Support Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each Professional year and their signatures obtained.
- For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- Support staff will carry out their duties as instructed by the authorities to whom they are attached.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.

- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved Casual leave.

DRESS CODE FOR SUPPORT STAFF

1) Gents staff

- Institution provided uniform/ formal shirt and trouser
- Neatly shaven face, well groomed trimmed hair.
- Trimmed and clean nails.

2) Ladies Staff

- Institution provided uniform/ Sarees (cotton material preferable).
- Hair well groomed properly tied up.
- Trimmed and clean nails