

# **Narayana Medical College**

## **Proposed Code of Conduct for Staff with effect from August 2019**

### **A. Commitment to the Profession**

- Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Offer advice and give helpful criticism as the need arises. In this matter you have a special responsibility to junior colleague and Postgraduates
- Open confrontation of whatever nature must be avoided.
- You should neither allow other employment to impair the effectiveness of your professional service.
- Keep all records accurate and up to date.
- The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- Professional growth is absolutely necessary and must be given priority.
- Devote full working time to your job responsibilities: teaching effort and time on task are essential for success.
- Do nothing in your private or public pursuits which will bring your profession to disrepute.

### **B. Commitment to Colleagues**

- Treat your colleagues as professional equals, regardless of their status. Treat your colleagues with courtesy at all times.
- Respect the functional superiority of those set-in authority over you.
- In correcting a subordinate, do not make the intent known to others, unless it is necessary. Be impartial in your decision with members of staff.
- Do not encourage divisive or communal behaviour in your Department
- Do not discriminate on grounds of colour, creed, or caste. Do not deliberately distort evaluation of colleagues.

### **C. Attendance, Leave and Absence**

- Be regular and punctual. Biometric attendance (facial recognition) is mandatory. The relaxation of reporting time for 15 minutes is allowed on two occasions in a month.
- The Head of the department/ institute has the prerogative of temporarily assigning a member of staff to teach a class in the absence of an assigned teacher, providing that the member of staff is professionally and academically able to do so.
- Prior approval as per Institute protocol should be obtained before proceeding on leave. In case of illness or emergency, inform the HOD of the Department without undue delay.
- Do not abuse leave concessions.

### **D. Commitment to Students**

In fulfilling your obligation to students -

- Place high value on and demonstrate to student's commitment for excellence in work, manners and achievement.
- Encourage students to practice respect for other and to be thoughtful and helpful at all times
- Encourage students to exercise discipline.
- Help students to develop a sense of responsibility, self-reliance and independence.
- Encourage students to show respect for all forms of duly constituted authority.
- Demonstrate patriotism and appreciation of freedom with responsibility.
- Encourage students to show respect and appreciation for personal and public property. Strive for consistency, firmness and understanding in disciplinary dealings with pupils.
- Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.
- Strive to develop mutual courtesy and respect between teachers and pupils. Dealing justly with each student and treat each with courtesy and consideration.

- Work towards developing and promoting good human relations and qualities. Do not encourage undue familiarity with students.
- Do nothing by precept or example likely to corrupt student.
- Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- Respect the confidentiality of information about a student or his home and withhold it, unless its release serves a professional purpose benefits the student, or is required by law.
- Undertake to constantly pursue the improvement of learning facilities and opportunities. Make responsible efforts to protect students from conditions harmful to health and safety.
- Do not discriminate on grounds of ability, caste, colour or creed.
- Co-operate, as far as your professional obligation will allow you, in securing the wishes of parents for their children.
- Seek to foster the interest of parents in the progress of their children.

#### **E. Commitment to the Community**

- The Teaching vocation occupies a position of public trust. Adhere to any responsible pattern of behaviour accepted by the community for professional persons.
- Perform the duties of citizenship, and participate in community activities with due consideration.
- Respect the community in which you are employed and be loyal to the community and nation. Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Co-operate with approved agencies concerned with student Welfare.
- Conduct professional business through recognized educational and professional channels.
- Do nothing in your teaching, calculated to instil contempt or disobedience to the laws of the land.