



## **Code of Conduct and Professional Ethics for Teachers**

- UGC Regulations must be followed for maintenance of standards in Higher Education.
- Each faculty should work with in the Siddharth University Policies and practices as to fulfill the Vision and Mission of the University.
- Code of Conduct for teaching is governed by University Act, Statutes, Ordinances and Service Rules.
- All Faculty members should prepare a lesson plan, well in advance before the classes start.
- Dedication, honesty and Punctuality must be adopted by all faculties.
- No member of the staff shall engage in any political activity with in the University Campus.
- The duties assigned to teachers consist of lectures/practical/tutorials in the allocated work load of the individual teacher. Along with these they have to undertake responsibilities of conducting evaluation and invigilation, administrative work and participation in cultural and co curricular activities.
- Mentor- Ward system must be followed by every teacher.
- Every faculty member shall deal impartially with students, regardless of their religion, caste, economic, social and physical identity.
- No faculty shall act in any manner that violates the decorum for morality within the campus.
- Seek to make professional growth systematically through study and research.
- All members of the staff refrain from verbal and non verbal misconduct.
- Each faculty is required to submit a written application for out station leave and shall get sanctioned by the competent authority before leaving the station.
- Respect each other.
- The University has a zero tolerance policy towards sexual harassment.



## **Code of Conduct for Non Teaching /Administrative Staff**

- Code of conduct for Non Teaching staff is governed by University Acts and Statutes, Ordinance and Service rules of U.P Government.
- The normal working hours for non teaching staff shall be 9.30 A.M to 4.30 P.M with one hour Lunch break on all working days.
- They should be punctual and disciplined towards their work.
- Every staff member shall maintain an appropriate level of confidentiality with respect of students and staff records and other sensitive matters.
- All staff members must refrain from any form of unlawful discrimination to gender/ sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.



## **Code of Conduct for Students**

- Students are expected to visit the website regularly.
- Students are expected to adhere to the time table for attending lectures.
- The University rules require a minimum of 75% attendance of the total lectures/ tutorial and Practical failing which the student will not be permitted to sit for University examination.
- Students getting admission in ECA/Sports Quota will be granted exemption in percent of minimum attendance as per University norms.
- Student attendance in National Functions like Republic Day/ Independence Day/ Gandhi Jayanti and Lal Bahadur Shastri Jayanti and University Celebrations is mandatory.
- Students not attending classes for more than four consecutive weeks must inform the head of the Department/ Dean in writing or else their name shall be struck off the rolls of the University.
- Application for leave is to be made in advance and submitted to the respective head.
- Students must carry their identity cards inside the Campus.
- Students must help to keep the campus neat and clean.
- Use of mobile phone during the lecture is strictly prohibited.
- Students must follow the path of honesty, Discipline and Lawful conduct.

- Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.
- Hostel students must follow the Hostel rules.