

# **CODE OF CONDUCT FOR FACULTY**

As per the vision and mission of the college, we at SCOC follow the code of conduct to ensure the academic excellence. We also ensure and maintain educational standards towards upcoming trends of the market and industry.

**Following are major thrust areas.**

## **Integrity and Quality**

All the faculty members must maintain integrity and compliance with laws and regulations. Every faculty has to adhere honesty and accuracy.

## **Confidentiality and Privacy of the Institutional Information**

Faculty members receive and generate information on behalf of the institute on daily basis. It is significant that they should keep the privacy and confidentiality of such information and data related to its use protection and disclosure.

## **Offering an advice and criticism while conducting and executing the conduct**

Faculties must follow the conduct while conducting any procedure with honesty and integrity.

## **Up-to-date recording of the data, following the deadlines.**

Faculties must follow the deadlines must be punctual for the college and lecture timings.

## **Professional growth.**

Every teaching and non-teaching faculty must grow themselves professionally as per the requirement of course and curriculum.

## **To establish relationship of trust with students and parents.**

As a faculty should built respect and create a trust among the parents and students.

## **Encouraging students for practicing respect, human values & communal aspects.**

We as a member of the society should teach the respect, human values through different activities and discussion to the students to create a good balance society.

## **Professional equality**

We as a faculty must create an equality among the teaching and non teaching colleagues.

### **Code of Conduct for faculty towards Resources utilization:**

1. SCOC has good infrastructure as per the requirement of statutory body.
2. These are utilized for development of the individual faculty in the professional manner and for the business purposes of the institute. They may not be used for personal gains and may not be used for personal use except in a manner that is incidental and reasonable in light of employee's duties.
3. When in a supervisory role, provide clear direction and timely feedback as well as constructive suggestions and opportunities for improvement or remediation when needed. Resolve conflicts and counsel colleagues and subordinates in a non-threatening, constructive and private manner.

### **Code of Conduct for faculties to meet professional goals:**

1. The faculty should maintain all licenses and certifications required for positions, they have to participate in education programme and get the training to maintain

Professional competence. The faculties should be fit to do work on time. They should handle on call responsibilities.

2. Faculty and staff should maintain the records related to their duties in proper format from time to time for the continuity of the institute's activities.

3. Faculty should maintain all rules and regulations of human resources for professional competence, Performance and responsibility.

4. Faculty should follow rules regarding Anti sexual, Anti Ragging Harassment.

5. All the staff should maintain an educational atmosphere and should report suspicious, harmful and anti management activities.