



**KJ's Educational Institutes**  
***Trinity Institute of Management & Research***

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**CODE OF CONDUCT – Teaching Staff**

**a) Faculty Member and Student**

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the Institute in which he/she is a member. He/she has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

- i) to accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- ii) to make regular contribution for the personal development of students, while looking after their interest and welfare.
- iii) to be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- iv) not to disclose confidential information about students to anyone except to authorized persons/agency or in the interest of law.
- v) To be fair and to assess the students impartially and only on merit/performance.
- vi) to have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of revenge.
- vii) to abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.

**b) Faculty Member and Parents /Guardian**

A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should

- i) respect the prerogative of parents/guardian to look after the interest of students.
- ii) develop friendly and co-operative relations with parents/guardian.
- iii) monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
- iv) bring to the notice of the parents/guardian any short comings/behaviour noticed which the faculty feel, the parents should know.

**c) Relationship with Colleagues**

A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should

- i) move with his/her colleagues in the Institute in a manner that he/she expects them to move with him/her.

- ii) extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.
- iii) eschew writing anonymous letters to the authorities about his/her colleagues.
- iv) desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
- v) resist the temptation of harming the teaching community for self-interests.
- vi) refrain from passing information about colleagues to any individual or agency without his/her express permission.

**d) Faculty Member with Management**

A faculty member is expected to develop proper rapport with the employer viz. Management of the Institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objectives include,

- i) Perform all professional activities through proper channel. Do not discuss with unauthorized individuals about professional and secret information.
- ii) Look for promotion/elevation only on grounds of competence/performance.
- iii) Do not expect appointment or promotion out of turn, based on favoritism or against professional ethics.
- iv) Honour the provision of the bilateral agreement viz. bond/undertaking, which the faculty member committed/entered with the employer viz. Institute.
- v) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.
- vi) Co-operate whole heartedly with the authorities of the Institute in the fulfillment of educational policies in conformity with professional responsibilities.
- vii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the student's interest.
- viii) Conduct the Institute's transaction with utmost honesty, accuracy and fairness.
- ix) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- x) Get the approval from appropriate authority empowered by the Institute to take up sponsored funded projects, though faculty members normally encouraged to do so, since such acceptance of an agreement will create a legal obligation on the part of the Institute to comply with the terms and conditions of the agreement. Only such authority can enter into the agreement on behalf of the Institute.
- xi) Should follow all norms and standards set by the Institute for the faculty from time to time.



  
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