

# ETERNAL UNIVERSITY, BARU SAHIB

## Code of Conduct for Teachers

1. All faculty members should work within the university policies and practices so as to meet the vision and mission of the university.
2. During the service period, all teachers shall employ themselves honestly and efficiently under the guidance of the head of the institution.
3. Any member of the teaching staff should not be engaged in any political activity within the university campus.
4. Each faculty member should prepare a lesson and/or teaching plan, well in advance before commencement of the lecture or practical laboratory.
5. All the teaching staff members must be punctual for classes and should adhere to the timings scheduled for other activities and events.
6. All members of teaching staff must do punch regularly in the biometric machine for their attendance which has to be maintained by the IT department and account section collaboratively.
7. The duties assigned to teachers include delivering of lectures/ tutorials/ practical's as per the workload distribution of the concerned teacher.
8. In addition, teachers have the responsibilities of evaluation and invigilation, administrative work, mentorship, providing guidance to students and participating in extra-curricular activities and university support activities as required.
9. The working hours of the teachers will be according to the prescribed time table and other additional duties assigned to them.
10. Mentor-Mentee system must be followed by every teacher. Moreover, the teachers should take proper care of their group of students by monitoring, guiding, motivating, and counseling them.
11. Faculty members will deal impartially with students regardless of their religion, caste, economic, social and physical identity.
12. All teachers will act in any manner that violates the morality or decorum within the university campus.
13. Abstain from undertaking any other employment and commitment including coaching classes and private tuitions those may interfere with their professional responsibilities.
14. Teaching staff must take leave as per rules with prior information, keeping in view their particular responsibility for completion as per the academic schedule.

15. Teachers should involve in research and extension activities for their professional growth along with the quality enrichment of the university.
16. Teachers should express their opinion by partaking at professional meetings, conferences, seminars etc. towards the knowledge exchange.
17. Teaching staff should respect the right and dignity of the student in expressing his/her opinion.
18. Teaching staff should encourage students to develop their personalities, improve their attainments and contribute to community welfare.
19. Teachers should try to inculcate scientific outlook, respect for physical labour, ideals of democracy, patriotism and peace among students.
20. Teachers should abstain from stirring students against other students, colleagues or administration.
21. Teachers must abstain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, other teaching staff and students.
22. Teaching staff members shall abstain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other university staff members and the university visitors. The university has a zero-tolerance policy towards sexual harassment.

