

CODE OF CONDUCT FOR FACULTY AND STAFF

Institution Name: Shree Geet Law College

Policy Code: CCF-05

Effective From: 1 JULY 2025

Approved By: PRINCIPAL

Next Review Due: One year from the date of approval

1. Preamble

The Institution recognizes that faculty and staff play a vital role in shaping the academic culture and institutional reputation. This Code of Conduct establishes professional, ethical, and behavioral standards to ensure integrity, accountability, and excellence in all institutional functions.

2. Objectives

1. To promote professionalism and ethical conduct.
2. To ensure accountability in academic and administrative responsibilities.
3. To foster a respectful and inclusive workplace.
4. To uphold the dignity and credibility of the Institution.

3. Scope

This Code applies to:

- All teaching faculty (permanent, contractual, visiting).
- Non-teaching staff (administrative, technical, support staff).
- Consultants, advisors, and any individual employed by or associated with the Institution.

4. Professional Conduct

Faculty and staff shall:

- Perform assigned duties with diligence, integrity, and efficiency.
- Maintain punctuality and adhere to institutional working hours.
- Follow institutional policies, service rules, and statutory regulations.
- Avoid conflicts of interest that may compromise professional judgment.

5. Academic Responsibilities (For Faculty)

Faculty members shall:

1. Deliver curriculum effectively and adhere to academic calendars.

2. Maintain fairness and transparency in evaluation and assessment.
3. Encourage critical thinking, research, and ethical scholarship.
4. Refrain from plagiarism or academic misconduct.
5. Maintain proper academic records and documentation.

6. Administrative Responsibilities

Staff members shall:

- Ensure accuracy and confidentiality in record keeping.
- Provide courteous and efficient service to students and stakeholders.
- Safeguard institutional documents and property.

7. Ethical Standards

All employees shall:

- Treat students and colleagues with dignity and respect.
- Avoid discrimination based on gender, caste, religion, disability, or background.
- Refrain from harassment, intimidation, or abusive conduct.
- Maintain professional boundaries in interactions with students.

8. Confidentiality

Faculty and staff shall maintain confidentiality of:

- Student academic records
- Examination materials
- Institutional financial data
- Sensitive administrative decisions

Unauthorized disclosure shall be treated as serious misconduct.

9. Use of Institutional Resources

- Institutional property and resources shall be used only for official purposes.
- IT infrastructure shall not be used for unlawful or unethical activities.
- Financial resources shall be utilized transparently and responsibly.

10. Outside Employment and Conflict of Interest

Employees shall not engage in external employment or consultancy without prior written approval from the Competent Authority. Any potential conflict of interest must be disclosed in writing.

11. Disciplinary Action

Violation of this Code may result in:

- Written warning
- Withholding of increments
- Suspension
- Termination of service
- Any other action as per service rules and applicable laws

All disciplinary proceedings shall follow principles of natural justice.

12. Review and Amendments

This Code shall be reviewed annually by the Internal Quality Assurance Cell (IQAC) and amended with approval of the Governing Body.

Declaration:

All faculty and staff members are required to acknowledge and adhere to this Code of Conduct as a condition of employment.
