

## Code of Conduct for Teaching Staff

All academic staff at The ICFAI University, Sikkim including regular professors, associate professor, Assistant professor, Visiting Faculties/instructors and teaching assistants must follow codes of conduct. Faculty codes of conduct normally address academic issues explicitly. They set out in details the obligations of faculty members to meet with their classes, grade work fairly and promptly, hold office hours and conform in their teaching to course descriptions and syllabi. Faculty, like students, must follow rules concerning academic honesty, and follow other rules of scholarly integrity within their disciplines including not faking data. Any outside work or consulting must be reported to supervisors, and must not create conflicts of interest with the faculty members teaching or scholarship.

Violating these codes can result in disciplinary action or dismissal.

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the University Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the Management.
6. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the University Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the Management, or that seeks to disrupt the academic activities of the University.
11. No teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher in the service of the University shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

13. The University Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the University Management will be final and binding and will not be subject to any appeal to any individual or forum.
14. The ICFAI University is committed to fostering an environment that supports respect for individual and academic freedom and in which all members of the community can pursue careers and study free from any type of harassment or discrimination. Harassment or discrimination on the basis of race, religion, color, gender, sexual orientation, age, national origin, ethnicity or disability status undermines the fundamental principles of India is unacceptable behavior.
15. It is expected that teaching staff will be efficient and economical in their use of The ICFAI's resources, and not permit the abuse of these resources by others. Faculties Members are reminded that ICFAI property is to be used for the business of ICFAI only, though limited, reasonable, manager.
16. Teaching staff are required to respect an individual's right to privacy and to treat as confidential all information supplied to them on that basis within the guidelines of The ICFAI University's & other policies and procedures. Such information includes, but is not limited to:
  - Personal and official information about students, Financial information about students;
  - Personal health information;
  - Personal and financial information about past, current and prospective donors, as well as information about specific gifts and donations from alumni and other friends if any;
  - The Human Resources employee files ,except as may be required by law;
  - The opinions, advice and decisions made by discussants during the faculty evaluation process and the promotion and tenure process;
  - The opinions, advice and decisions made by discussants in regard to performance appraisals of members of staff and the board.
17. The ICFAI University provides faculty members with access to a variety of technologies, including personal computers and printers, network infrastructure, the Internet, e-mail and voice mail, for use in the ordinary performance of their duties; ethically uses of these facilities must be restricted with ICFAI'S business only.

**This Code of conduct and the matter contained herein are neither a contract of employment nor a guarantee of continuing policy. This Code may be amended or supplemented from time to time, by the Board of Management or Board of Governance.**