



Code of Conduct and Professional Ethics for Teaching and Non-Teaching Staff

1. Introduction

Educational institutions play a vital role in shaping responsible citizens and professionals. To maintain academic excellence, discipline, transparency, and integrity, it is essential for both teaching and non-teaching staff to adhere to a well-defined Code of Conduct and Professional Ethics. This report outlines the ethical principles, responsibilities, and expected conduct of teaching and non-teaching staff to ensure a healthy, respectful, and productive institutional environment.

2. Objectives of the Code of Conduct

The objectives of the Code of Conduct and Professional Ethics are:

To promote honesty, integrity, and accountability among staff members.

To ensure professional behaviour in academic and administrative activities.

To maintain a respectful, inclusive, and discrimination-free environment.

To uphold the reputation and values of the institution.

To guide staff in ethical decision-making and professional responsibilities.

3. Code of Conduct for Teaching Staff

Teaching staff are the backbone of the institution and serve as role models for students. They are expected to adhere to the following professional ethics:

3.1 Academic Responsibilities

To perform teaching duties with dedication, sincerity, and punctuality.

To prepare lesson plans, deliver lectures effectively, and evaluate students fairly.

To encourage critical thinking, creativity, and academic honesty among students.

To update subject knowledge continuously and adopt innovative teaching methods.

3.2 Professional Integrity

To maintain honesty in academic, research, and evaluation processes.

To avoid plagiarism, favouritism, or unfair practices.

To respect confidentiality related to students, colleagues, and institutional matters.

3.3 Relationship with Students

To treat all students equally without discrimination on the basis of caste, gender, religion, language, or economic background.

To maintain professional boundaries and a respectful attitude.

To guide, mentor, and support students in their academic and personal development.

3.4 Relationship with Colleagues and Institution

To maintain cordial relations with colleagues and promote teamwork.

To respect institutional policies, rules, and administrative decisions.

To contribute positively to institutional development and quality enhancement initiatives.

4. Code of Conduct for Non-Teaching Staff

Non-teaching staff play a crucial role in the smooth functioning of the institution. They are expected to follow the following ethical guidelines:

4.1 Professional Duties

To perform assigned duties efficiently, honestly, and responsibly.

To maintain punctuality and discipline in the workplace.

To ensure accuracy and confidentiality in official records and documents.

4.2 Behaviour and Discipline

To maintain polite, cooperative, and respectful behaviour with students, staff, and visitors.

To avoid any form of misconduct, negligence, or misuse of institutional resources.

To follow administrative instructions and institutional rules sincerely.

4.3 Integrity and Accountability

To uphold transparency and honesty in financial, clerical, and support services.

To avoid corruption, bribery, or misuse of authority.

To safeguard institutional property and resources.

5. General Ethical Principles Applicable to All Staff

The following principles are applicable to both teaching and non-teaching staff:

Commitment to institutional vision, mission, and values.

Respect for laws, regulations, and institutional policies.

Maintenance of confidentiality and data protection.

Promotion of a safe, inclusive, and harassment-free workplace.

Responsible use of institutional facilities, ICT resources, and social media.



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