

REF: AIET/CCM/2023-24/7

Date: 26-12-2023

CIRCULAR

It is hereby informed to all the Teaching, Non-teaching and administrative staffs to attend an instruction session on 'Code of Conduct' by the principal on 29-12-2023 at 3.30p.m.

Venue: MBA Seminar Hall



Principal

PRINCIPAL
Alva's Institute of Engg. & Technology,
Mijar, MOODBIDRI - 574 225, D.K

Copy to:

1. A.O.
2. All Deans
3. All HoDs
4. All Staffs

Report on awareness program on code of Conduct 2023-2024

Principal addressing on code of conduct



Dr. Peter Fernandes addressed the faculties on code of conduct. This session was conducted on 29-12-2023 at 03:30 PM in MBA seminar hall . He explained the roles and responsibilities of the teaching, non-teaching, and administrative staffs. A total of 80 faculties, comprising teaching, non-teaching, and administrative employees, took part. He went over the following things in detail.

- Shall conform to and abide by the prevailing rules & regulations of the institution.
- Shall exhibit punctuality with respect to all duties;
- Shall stay within the campus during the working hours of the college;

- Shall take precautions to protect the properties, equipment's, materials and facilities of the college;
- Shall attend and participate in the meetings, activities called / assigned by their respective HOD, dean(s) and principal;
- Shall discharge other institutional duties and responsibilities assigned by the principal/management not limited to academic and university duties;
- Shall undertake research/consultancy activities in addition to teaching particularly
- The teaching profession in AIET expects high standards of ethical behavior. The faculty members are expected to conduct themselves in a professional and shall adhere to ethical codes of conduct listed below; the faculty shall
- Not indulge in a rude or abusive behavior, comment against superiors, make negative comments about other staff members, indulge in verbal attacks, which are of a personal, threatening, abusive and go beyond fair and professional conduct;
- Desist from un-authorized distribution of printed material etc. The faculty shall also desist from any form of sabotage to any of the records or documents pertaining to the institution;
- Desist from any un-authorized activities leading to financial benefit.
- Exhibit any sort of non-ethical behavior that jeopardize the moral standards of the institution;



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