

10 YEARS
OF UNIVERSITY
RECOGNITION
20 YEARS OF
ACADEMIC
EXCELLENCE



REVA
UNIVERSITY
Bengaluru, India

Code of Conduct for Faculty



Code of Conduct - Faculty

Objective

The aim and purpose of the Code of Conduct is to guide employees of the Rukmini Educational Charitable Trust (RECT) or REVA University or REVA Group of Educational Institutions (RGEI) in applying the underlying Rukmini Educational Charitable Trust (RECT) or REVA University (RU) or REVA Group of Educational Institutions (RGEI) Statement of Core Values to the decisions and choices that are made during everyday endeavors in managing the affairs.

- Adherence to official timings.
- Every employee is given an identity card and is expected to display this identity card when in the RGEI premises.
- Please maintain a professional attitude towards parents and the students. Avoid any personal discussion and interaction.
- All the employees are expected to treat their colleagues, peer group with regard and proper respect.
- Any misbehavior will not be acceptable and will be treated as an act of misconduct.
- The feedback given to parents should be courteous.
- Employees are required to direct the parents and students to the concerned faculty member/Director with regard to any issue &/or suggestion &/or grievance.
- Any personal discussion, meetings or gatherings should be avoided in the RGEI premises.
- The medium of instruction in the RGEI is English; hence employees are required to always communicate in English.
- The environment & the culture prevalent in the RGEI are cosmopolitan. All are required to display unbiased disposition, and shall not propagate through teaching lesson or otherwise, communal or sectarian outlook, in cite, or discriminate any student on ground of caste, creed, language, place or origin, social and economic background.
- Employees will not practice or incite any student to practice casteism,

- communalism & or untouchability or singling out of any child with regard to physical &/or mental ability &/or/any personal issue.
- Employees shall not, encourage, or incite any student, teacher or any other member of the staff to behave in a disorderly manner in the RU/RGEI premises or outside in connection with any matter connected with the RU/RGEI.
- Employees shall not organize or attend any meeting during the RU/RGEI hours except when required to or with prior permission from the Management of the RU/RGEI. In the event of any pecuniary loss or damage to the RU/RGEI occasioned by the employee due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on his/her part, the employee shall be liable to deductions from salary to make good the loss or damage or any part thereof, the amount of which shall be fixed by the Management.
- In case of any change in contact address &/or phone number &/or name during employment with the RU/RGEI, it shall be the duty of the employee to intimate the same in writing to the HR Department within one week from the date of such change.
- Employees shall forward to the HR Department contact address & the phone number during vacation before the commencement of the same or before long leave.
- Consumption of eatables while a session is in progress &/or in the corridors or foyer is not permitted. The same is allowed during the stipulated breaks only in the Cafeteria, else as permitted by the Institution Head/ Principal/Director.
- Appearance within the RU/RGEI premises has to be presentable, neat and tidy. Attire must be clean, comfortable and functional. The activities with students involve extensive physical movements; hence clothes need to be decent and appropriate.
- Your constant supervision is required during the students involvement in water play, sand play, outdoor play, Lab experiments &/or any other curriculum related activity.

Types of Misconduct

- While no definitive list is feasible, the under mentioned violations are enumerated, in order to cover different types of cases:
- Violation of ethics and professional misconduct of all employees including but
- not limited to policies, applying to teaching, research, stealing, copyrights, violence in the work place and all service rules/regulations of the University.
- Harassment of any staff on grounds of caste, race, religion, sex ethnic origin or sexual orientation.
- Significant and sustained failure in the conduct of any duty assigned from time to time.
- Evaluation of student work by criteria other than course performance or an unacceptable delay in evaluation of student work or discrimination against a student or fraudulent marking of attendance.
- Leaking out question paper or its material.
- Use of the position or power of a faculty/technical staff to coerce the judgment or to cause harm to a student for arbitrary or personal.