

DON BOSCO SCHOOL, ITANAGAR

PREAMBLE

This Manual specifies the standard procedures and practices of Don Bosco College, Itanagar for all Non-Teaching Staff (hereafter addresses as Staff) of the College. Staff must know that it is mandatory upon them to abide by this Code of Professional Ethics and the rights, responsibilities including the restrictions flowing from it.

Don Bosco College, Itanagar, endeavours by means of enforcing this Code of Ethics and Conduct, to assist and administer a disciplined process that is democratic, reliable, effective and prompt; and providing a system which promotes growth through individual and collective responsibility.

All the Staff of the College are requested to be well acquainted with this Code, which can be also reviewed on the official website of the College.

Staff and their Responsibilities:

All Staff at Don Bosco College, Itanagar who have joined to support the institution accepts the commitment to conduct himself/ herself in accordance with their duties.

A Staff should:

Display the highest possible standards of professional behaviour.

All non-teaching staff must maintain honesty, integrity, fairness in all activities.

Be punctual and disciplined towards their work (working hours is from 9:00 AM to 3:00 PM), with other staff, teaching staff, students and general public.

Remain on duty during college hours.

Not be under the influence of drugs or alcohol during office hours.

Manage their private affairs in a manner consistent with the dignity of the profession.

Abide by the Act, Statute and Ordinance of the Institution and to respect its ideals, vision, mission, cultural practices and tradition.

Refrain from undertaking any other job within the stipulated office hours. Neither shall he/she engage himself/herself in any trade or business within college premises or by engaging themselves in political or anti secular activities.

Refrain from taking part in or subscribing to or assisting in any activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration. The seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus, shall be dealt with utmost seriousness.

Staff and Students

A Staff should:

Maintain the appropriate levels of confidentiality with respect to student records and other sensitive matters.

Refrain from any form of unlawful discrimination relating religion, caste, gender, political, economic, social and physical characteristics in their behaviour to students.

Refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students. The college has a zero-tolerance policy towards sexual harassment.

Respect the rights and dignity of the student in expressing her/his opinion;

Behave in a helpful, friendly and patient manner towards the students as the interactions between support staff and students are frequent as for example during admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries.

Desist from instigating students against other students, colleagues or administration.

Adopt a humane approach in dealing with students who are physically challenged.

III. Staff and Colleagues

A Staff should:

Treat everyone equally, be respectful in the same manner as they themselves wish to be treated;

Refrain from making uncorroborated allegations against colleagues to higher authorities; and

Refrain from making considerations based on caste, creed, religion, race or sex in their professional endeavour.

IV. Staff and Authorities

A Staff should:

Obey the orders of the Principal of the College.

Respect and maintain the hierarchy in the Administration.

Provide the Head of the Office with appropriate notice of requests for leave.

Report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.

Co-operate with the authorities for the betterment of the Institution keeping in view the interest and in conformity with the dignity of the profession.

Adhere to the terms of contract; and

Give and expect due notice before a change of position takes place.

V. Staff and Teaching Staff

A Staff should:

Treat the Teaching staff as colleagues and equal partners in a cooperative undertaking, within the institution;

Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Maintain the appropriate levels of confidentiality with respect to Teaching Staff records and other sensitive matters.

VI. Staff and Guardians

A Staff should:

Interact patiently and politely as they are the first to come into contact with the guardians of students as during examinations or fees payments or any Institution related matters. They must keep in mind the fact that their behaviour will be considered to reflect the institution.