



# NIILM University

## Teacher Training Policy

### 1. PREAMBLE

Teaching is a noble profession and teachers have to follow ethics because he/she is always under the scrutiny of students and society. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. He/she should seek to inculcate among students the national ideals of education.

The guidelines of ethics are to be adhered to by all faculty members. These codes of ethics are intended to further ensure the scientific understanding through the open and honest communication of research and to assure appropriate accessibility of accurate and reliable information to encourage effective education and training in every discipline.

### 2. CONDUCT

#### The Teachers shall:

1. Adhere to a responsible code of conduct
2. Manage their private affairs consistent with the dignity of the profession
3. Seek to make continuous professional growth
4. Express free and frank opinion, whenever and wherever required
5. Maintain active membership of the professional organization
6. Perform the duties of teaching, tutorials, practical, seminars and research work conscientiously and with dedication
7. Do not indulge in plagiarism and other non-ethical behavior in teaching and research
8. Abide by the Act, Statute and Ordinance of the University and respect its ideals, vision, mission, cultural practices and tradition
9. Co-operate and assist in carrying out educational responsibilities of the university like assisting in admission, counseling and conduct of examinations, including supervision, invigilation and evaluation responsibly
10. Participate in extension, co-curricular and extra-curricular activities including community service

### 3. PROFESSIONAL ETHICS

1. Teachers shall offer professional advice and guidance only on those subjects in which they are informed and qualified through professional training or experience. They will avoid erroneous, biased or exaggerated statements.
2. Teachers will not represent themselves as spokespersons for the university without authorization by the Vice-chancellor.
3. Teachers/Researchers will cooperate with fellow Teachers/Researchers and endeavor for interchange and dissemination of knowledge.

4. Teachers will not plagiarize in verbal or written communication, instead will give proper credit to the works and ideas of others and make every effort to avoid misrepresentation in any way.
5. Teachers will not fabricate, falsify or suppress results deliberately, misrepresent research findings, or otherwise commit scientific fraud.
6. Teachers will conduct their research activities to avoid or minimize adverse effect on environment and in compliance with legal requirements for the protection of researchers, human subjects or research organisms and systems.
7. Teachers will not discriminate against others based on gender, sexual orientation, marital status, creed, religion, race, color, national origin, age, economic status, disability, or organizational affiliation.
8. Teachers will not practice any act or cause harassment in any form in any professional context.
9. Teachers will neither seek employment, nor attempt to injure the reputation or professional opportunities of another teacher by false, biased or undocumented claims, gifts or favors, nor by any other malicious action.
10. Teachers will not publish the work of others or their students to whom they have guided without the co-authorship of the student(s) / other collaborators.
11. Teachers should use the university resources available to them, only for the official purpose. Inappropriate use of access to university resources shall not be allowed.
12. Teachers will not knowingly associate professionally with any enterprise known to be illegal or fraudulent or allow the use of their names, reports, maps or other technical materials by them.

#### **4. PUBLICATIONS**

The following principles of ethical conduct shall apply to the faculty for reviewing, editing, or publishing papers in the professional literature

1. Researchers will claim authorship of a paper only if they have made a substantial contribution. Authorship may legitimately be claimed if researcher(s)
  - Conceived the ideas or experimental design
  - Participated actively in the execution of the study
  - Analyzed and interpreted the data included in the paper; or
  - Wrote the manuscript
2. Researchers will not add or delete author(s) from a manuscript submitted for publication without the consent of those author(s).
3. Researchers will not include as coauthor(s) any individual who has not agreed to the content of the final version of the manuscript.
4. Researchers will not submit for publication any manuscript containing data they are not authorized to use. The Principal Investigator(s) of a research project shall retain the right to control the use of unpublished data resulting from the project unless otherwise specified by contract or explicit agreement.
5. Researchers will not represent research results as new, if they have been published or submitted elsewhere or submit a manuscript for publication while it is under review for possible publication elsewhere.

6. While using ideas or results of others in manuscripts submitted for publication, researchers shall give full attribution of sources. If the ideas or results have not been published, they should not be used without the permission of the original researcher. Illustrations or tables from other publications or manuscripts may be used only with the permission of the copyright owner. Likewise, the guides/supervisors will not publish the work done by their students under their authorship or denying credit to the student
7. Researchers will not purposefully delay the publication of another person's manuscript or that of the student they have guided to gain the advantage over that person or to punish the person.
8. Researchers submitting manuscripts for publication shall promptly report to editors any errors in research results or interpretations discovered after submission of the manuscript or its publication.
9. All the authors should put their signatures on the manuscript before submitting it for publication. This will ensure that none of the authors was ignorant as of the content of the paper. This will ensure the equal responsibility of each author.
10. The students should be given authorship depending upon their contribution.

## **5. EVALUATION**

1. Evaluation should be objective, unbiased and based on the richness of content
2. If the other university/Institute brings to our notice any case or erratic marking by the employee, then an Expert Committee should be constituted to establish the truth. If the Expert Committee confirms that erratic marking has been done, the action is to be taken against the concerned employee.
3. If a case of erratic marking is found against an outside employee doing examination work, then he should be debarred from doing the University's examination work in future. The matter may also be brought to the notice of the concerned University/Institute for taking action against the concerned employee as per rules.
4. If a case of erratic marking is found against an employee for doing his own university's examination work, then an Expert Committee should be constituted based on whose findings a regular enquiry may be instituted. The competent authority may decide an appropriate punishment as provided in the university's Regulations.

## **6. RELATIONSHIP OF TEACHERS AND THE**

### **STUDENTS Teachers should:**

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personality's righteousness and contribute to community welfare.
5. Inculcate among students' scientific temper, a spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
6. Do not behave in a vindictive manner towards any of them for any reason.
7. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

8. Aid students to develop an understanding of our national heritage and national goals and inculcate in them a sense of patriotism.
9. Refrain from inciting students against other students, colleagues or administration

## **7. TEACHERS AND COLLEAGUES**

1. Treat other members of the profession in the same manner as they wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

## **8. TEACHERS AND AUTHORITIES**

### **TEACHERS SHOULD:**

1. Discharge their professional responsibilities according to the rules and adhere to procedures and methods consistent with their profession.
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes.
3. Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with the dignity of the profession
4. Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation.
5. Commit to comply with Rules and Regulations and directions from authority time to time.

## **9. TEACHERS AND NON-TEACHING STAFF**

1. Treat the non-teaching staff as colleagues, team member and equal partners in a cooperative manner.

## **10. TEACHERS AND GUARDIANS**

1. Maintain contact with the guardians of students, send reports of performance of students to them whenever necessary, and meet them for mutual exchange of ideas and the feedback for the University.

## **11. TEACHERS AND SOCIETY**

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society.
4. Perform the duties of a good citizen and participate in community activities responsibly.
5. Refrain from taking part in or subscribing to or assisting in activities that tend to promote the feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

## **Certificate from the Faculty Member joining to serve the University**

This is to state that I will follow the above “Code of Ethics for the teachers”. I promise to observe them, in letter and spirit. As a mark of the above promise I put my hand on it and submit it to the Registrar with my joining report. A copy of it is being retained for my use.

Place: Kaithal  
Date:



Signature of the teacher

Name:

Mobile No.

Email ID:

