AMITY UNIVERSITY

RAJASTHAN

CODE OF ETHICS

AND

PROFESSIONAL CONDUCT

AMITY UNIVERSITY RAJASTHAN
JAIPUR

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1. Introduction

To maintain ideal parameters both in personal and professional life is the pivot of any teacher who chooses the academic profession not only for learning and disseminating knowledge but also to inspire and influence society by their conduct. The teacher must uphold perfect transparency and honesty in word and spirit as society regards them as the torchbearer of education and intellect.

A teacher is constantly under the observation of his students and society at large. Therefore, every teacher must ensure that there is complete harmony between principles and practice. The national ideals of education should be reflected in a teacher's own values and actions. The fundamental ethical values underlying this code are care, trust, integrity and respect – qualities that define the teacher's social and professional responsibility.

2. Preamble

Amity University Rajasthan is committed to maintaining the highest standards of integrity, accountability and professionalism among its teaching and non-teaching members. This Code of Professional Ethics provides a guiding framework to promote ethical conduct, mutual respect, and responsible behaviour within the academic and administrative spheres. The definitive code for this Institution encompasses the following principles:

3. Responsibilities of Teaching Staff

Teachers Should

(i) Respect the confidentiality of all information related to exam affairs as well as matters dealing with colleagues and students, unless disclosure is legally or legitimately demanded.

(ii) Co-operate and assist in fulfilling the educational responsibilities of the university such as –appraising applications for admission, advising and counseling students, and assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation.

(iii) Perform their duties in the form of teaching, tutorials, practical sessions, seminars, and research work conscientiously and with dedication.

(iv) Uphold honesty and ethics in research. Plagiarism is unacceptable under any circumstances, and the goal should always be to enhance the quality of research.

(v) Develop new teaching strategies and curricula and actively participate in planning for an improved academic system as part of their professional duties.

(vi) Maintain active membership in professional organizations and strive to advance education and the profession through them.

(vii) Participate in extension, co-curricular and extra-curricular activities including community service.

(viii) Express free and frank opinions by participating in professional meetings, seminars, conferences to contribute to the advancement of knowledge.

(ix) Foster professional growth by continuously updating his knowledge.

(x) Manage their personal affairs in a manner consistent with the dignity of the profession.

(xi) Maintain decency in behaviour, language and attire on the campus.

4. Teachers and Students

Teachers Should

(i) Respect the rights and dignity of the student in expressing his/her opinion.

(ii) Continuously update their knowledge and expertise in their respective fields to enhance

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their learning experience and empower students.

(iii) Deal impartially with all students, regardless of their religion, caste, political beliefs, economic background, social status and physical characteristics.

(iv) Recognize differences in aptitude and capability among students and strive to meet their individual learning needs.

(v) Encourage students to think critically, improve their attainments, develop their personalities and pursue life-long learning.

(vi) Inculcate in students a scientific outlook, respect for physical labour, and the ideals of democracy, patriotism and peace.

(vii) Be affectionate to students and avoid behaving vindictively toward any student for any reason.

(viii) Make themselves available to students even beyond class hours and help and guide students while maintaining respectful distance from them.

(ix) Encourage students to be responsible citizens and help them develop an appreciation of our national goals and heritage.

(x) Refrain from inciting students against other students, colleagues, or the administration.

(xi) Accept constructive criticism with humility and a willingness to improve.

5. Teachers and Colleagues

Teachers Should

(i) Treat other members of the profession in the same manner as they themselves wish to be treated.

(ii) Speak respectfully to other teachers and render assistance for professional betterment.

(iii) Refrain from lodging unsubstantiated allegations against colleagues with higher authorities.

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavours.

(v) Share knowledge, resources, and opportunities for the collective benefit of the institution.

6. Teachers and Authorities:

Teachers Should

(i) Discharge their professional responsibilities according to existing rules and adhere to procedures and consistent with their profession, initiating steps through their institutional bodies and/or professional organizations to change any rule detrimental to professional interests.

(ii) Refrain from undertaking any other employment or commitments, including private tuition and coaching classes, which are likely to interfere with their professional responsibilities.

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharging the responsibilities those offices may demand.

(iv) Co-operate through his/her organization in the formulation of policies of the other institutions and accept offices.

(v) Co-operate with authorities for the betterment of institutions, keeping in view the interests of and conforming to the dignity of the profession.

(vi) Teachers should discharge their responsibilities in accordance with the established

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rules outlined by the higher authorities and adhere to the conditions of service.

(vii) Give and expect adequate notice before a change of position.

(viii) Avail leave only when necessary, keeping in mind their responsibility for completing the academic schedule and other duties, strictly in accordance with AUR leave rules.

(ix) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.

7. Teachers and Guardians

Teachers Should

(i) Maintain contact with students' guardians, both individually and through the institution, periodically interacting with them on student performance, and meeting as necessary for mutual exchange of ideas and institutional benefit. Respect their right to information about their children.

(ii) Establish open, honest and respectful relationships.

8. Teachers and Society & Nation

Teachers Should

(i) Promote national integration, social justice and democratic values through teaching and conduct.

(ii) Recognize that education is a public service and strive to keep the public informed about the educational programmes and initiatives being offered.

(iii) Work to enhance the quality of education within the community and contribute to strengthening its moral and intellectual fabric.

(iv) Remain aware of social problems and take part in activities that promote the progress of society and the nation as a whole.

(v) Perform the duties of citizenship, contribute to environmental awareness, participate in community activities and shoulder responsibilities of public offices.

9. Responsibilities of Non-Teaching Staff:

(i) The support staff should acquaint themselves with the university policies and adhere to them to the best of their ability.

(ii) Avail leaves only when necessary, keeping in mind their particular responsibility for completion of duties/ work assigned by the competent authorities strictly in accordance with AUR leave rules.

(iii) They should refrain from making remarks or engaging in behavior that may be considered disrespectful to their colleagues, teaching staff or students.

(iv) They are responsible for the proper use of technology, ensuring the maintenance of university equipment and infrastructure.

(v) They should perform their duties with honesty and integrity, avoiding any falsification of official documents entrusted to them.

(vi) Unauthorized access, misuse or dissemination of digital or confidential data should be strictly avoided.

(vii) As interactions between support staff and students are frequent, they are expected to be helpful, courteous, and patient in all dealings with students.

(viii) The support staff should give due respect to the decisions made by the university authorities. Any disagreements should be resolved amicably rather than through antagonistic behaviour, as institutional progress relies on mutual goodwill and trust.

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(ix) All staff members should maintain decency in behaviour, language and attire while on campus.

10. Email Etiquette

(i) **Email Address** : Use Email IDs of official domain i.e. **@jpr.amity.edu**.

(ii) **Subject** : Use a clear, specific, and relevant subject line.

(iii) **Body** : Keep the content **concise** using short paragraphs or bullet points.

(iv) **Thread :** Maintain the existing thread (reply within the trail).

(v) **Signature** : Include a **complete signature** (Name, Designation, Dept, Institution, Contact).

(vi) **Recipients:**

a. Use "Reply All" only when essential.

b. CC/BCC higher authorities only when required.

(vii) **Attachment** : Use the **exact file name** and **avoid large file sizes**.

(viii) **External Email:** Send to outside officials **only via departmental IDs** with the signature of the HoI.

(ix) **Timing:** Avoid sending non-urgent emails outside business hours.

(x) **Timeline:** Adhere to the timeline mentioned in the email.

(xi) **Content:** Never send or forward offensive or inappropriate material.

Approved By:

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Amity University Rajasthan

Date : 30/10/2025

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