



Don Bosco College, Tura
Code of Conduct for Management

1. Management shall follow and be an example in following and putting into practice all the rules and regulations set down for the college staff.
2. Management to adhere to time-bound issues like career advancements, and facilitate teachers attendance of Refresher and Orientation Courses whenever necessary.
3. Management shall refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender/sexuality/age/marital status/pregnancy or likelihood of pregnancy; physical features, disability or impairment (physical disability or medical status).
4. Management shall maintain confidentiality regarding any issue/affair regarding the employees. They shall not provide, directly or indirectly any confidential information to any one unless instructed/ directed by a higher authority.
5. The administrative staff shall familiarize themselves with college policies that are relevant to their responsibilities. They shall adhere to those policies to the best of their ability.
6. The administrative staff shall familiarize themselves with Prevention of Sexual Harassment of Women at Workplace (POSH) policy and adhere to it.
7. The administrative staff shall not engage in any inappropriate relationship with the working staff or students.
8. The management shall not engage itself in any profit-making activities.
9. The Management shall respect the basic human dignity of each employee.

10. The Management shall demonstrate courtesy and respect in all dealings with students, academic employees and support staff.

11. The Management shall be fully conversant with all aspects of the college's policies and procedures and be prepared to implement them.

12. The Management shall demonstrate their respect for the professionalism of faculty and support staff.

13. The Management shall ensure that the work assigned to an employee meets the terms of the employee's job description and the collective agreements and that the duties are appropriate to the qualifications and skills of the employee.

14. The Management shall give faculty and support staff who agree to accept assignments currently outside their qualifications and skills but within their expected potential a commitment to provide the time or training needed to successfully perform these assignments.

15. The Management shall be clear and specific in communications with faculty and staff so that all concerned will know precisely what behaviour is expected of them.

16. The Management shall work diligently to ensure that the college provides faculty and staff with the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failure or class-room problems.

17. Administrators will ensure that the priorities of the college are addressed. Administrative staff will: (i) clearly communicate these priorities to everyone in their department, ii) ensure that no activity in the department is running counter to those priorities, iii) articulate departmental goals that further those priorities, and iv) seek training in those areas where they are not equipped to meet the priorities of the college.

18. The Management shall make efforts for on-time disbursement of salary.

19. The Management shall look into the special/emergency monetary needs of the staff.

20. Management is responsible for protecting and taking reasonable steps to prevent theft or misuse of or damage to the Institute's assets, including all kinds of physical assets, movable and immovable property.

21. Management shall exempt teachers involved in research and research-related works such as attending seminar, conference, symposium, workshop, extension activities, FDPs, etc and presentations of papers from Casual Leave for as many as five working days within one academic calendar.

22. Management shall exempt Casual Leave of teachers attending such mini-research projects like above are to be supported financially by the management either fully or partially.