



8/10/24

THE CODE OF PROFESSIONAL ETHICS POLICY

TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should

- i. adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii. manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research.
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge;
- v. maintain active membership of professional organisations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as; assisting in appraising applications for admission, and counselling students as well as assisting in the conduct of University and college examinations including supervision, invigilation and evaluation; and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should

- i. respect the right and dignity of the students in expressing his/her opinion.
- ii. deal justly and impartially with students regardless of their religion caste, political, economic, social and physical characteristics;
- iii. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. be affectionate to the students and not believe in a vindictive manner towards any of them for any reason
- vii. pay attention to only the attainment of the students in the assessment of merit
- viii. make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. aid students to develop an understanding of our national heritage and national goals, and
- x. refrain from inciting students against other students, colleagues or administration.

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 of other teachers and render assistance for professional betterment.
- iii. refrain from lodging unsubstantiated allegations against colleagues to higher authorities:
- iv. refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

TEACHERS AND NON-TEACHING STAFF

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within the educational institution;
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND AUTHORITIES

Teachers Should

- i. discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest,

- ii. refrain from undertaking any other employment and commitment including private tuitions 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 discharge responsibilities which such offices may demand,
- iv. refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- v. co-operate with the authorities for the betterment of the institution keeping in view the interest and conformity with dignity of the profession.

CODE OF CONDUCT AND DISCIPLINE FOR AVOIDANCE OF SEXUAL HARASSMENT AND MAINTENANCE OF EQUALITY OF OPPORTUNITY

In a fast changing society, wherein the education and employment of women has become the norm rather than exception, and where the proportion of women is likely to increase steadily in every sphere of life, it is essential to ensure non-discriminatory safe environment in which women can learn or work. Unfortunately, the tendency to treat women as inferior, whose real place is within the confines of house is still prevalent in the minds of quite a few men, who find it difficult to accept them as equal. This tendency, which emanates from a sense of insecurity in the minds of men develops into hostility towards women. Further, men take advantage of the vulnerability of women and indulge in undesirable behaviour. Under these circumstances, the question of sexual harassment has gained momentum in all Educational Institutions and working places. It could be the other way also. In stray cases, a female in power and authority may also take advantage of her position and exploit the vulnerability of her male subordinates. Such a situation is negligible. Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the well-being of the students and staff, this Code of Conduct is framed to deal with claims of sexual harassment in which students and staff are either the alleged victims or the alleged assailants. The College shall maintain confidentially in matters concerning alleged victims and alleged assailants in instances of sexual harassment.

Code of Conduct

1. **Integrity and Devotion to Duty:** Employees should demonstrate absolute integrity and commitment to their duties, which include preparing lessons, assessing students, and adhering to institutional standards.
2. **Loyalty to the Institution:** All employees should promote the college's best interests, display professionalism, and conduct themselves to befitting their roles within the institution.
3. **Media and Publication Conduct:** Employees must seek prior approval before participating in media activities or publishing materials that could impact the institution's reputation or raise concerns with government agencies.

4. **Anti-Discrimination:** Employees should not discriminate based on caste, creed, religion, gender, or other personal characteristics in their official capacities, maintaining fairness and objectivity in all interactions.
5. **Confidentiality of Information:** Sharing official documents or information without authorization is prohibited, ensuring that sensitive and proprietary information remains secure.
6. **Acceptance of Gifts/ funds:**
 - a) Employees should not accept gifts, except in specific personal circumstances and with limitations, to prevent conflicts of interest and maintain impartiality in their roles.
 - b) No employee should, without prior approval from the college, request or accept donations or be involved in fundraising activities unless it is to support registered organizations.
7. **Restriction on Outside Employment:** Employees should not engage in other employment or business without prior permission from the institution to ensure their commitment remains focused on their academic responsibilities during office hours.
8. **Respect and Professionalism:** All employees should treat colleagues, students, and administrators with respect, fostering a professional and inclusive campus atmosphere conducive to learning and growth.
9. **Intoxicating drinks and drugs:** An employee shall strictly abide by any law relating to intoxicating beverages or drugs in force. An employee shall not have in his possession any intoxicating drinks or drugs or be in a state of intoxication on the University premises.
10. **Demonstrations and strikes:** No employee should join or take part in any demonstrations that harm the interests or unity of India, threaten public safety, harm the university's reputation, disrupt public order, decency, or morals, or show disrespect for the court. They should also avoid any actions that could damage someone's reputation, encourage illegal activities, or incite students or other employees against each other or the college administration.

TEACHERS AND THEIR RIGHTS

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position just conditions of service, professional independence and adequate social insurance.

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