

**CODE OF CONDUCT
&
PROFESSIONAL ETHICS**



Arya Vidyapeeth College
Estd. - 1958

Inspiring Quotes

Dr. Sarvepalli Radhakrishnan -

"True teachers are those who help us think for ourselves"

"Teachers should be the best mind in the country."

"Instead of celebrating my birthday, it would be my privilege if September 5 is observed as Teachers' Day".

Dr. Rajendra Prasad –

"The main object of education, in my opinion, is the establishment of a twofold harmony in every individual— harmony within his own self and harmony with other living beings in the whole world"

Mahatma Gandhi–

"A teacher who establishes rapport with the taught, becomes one with them, learns more from them than he teaches them"

Nelson Mandela –

"Education is the most powerful weapon which you can use to change the world."

INTRODUCTION

The colossal development in science and technology cumulated with other attributes like restructured approach to teaching and learning, diversification in knowledge along with student's interest and personality, increased competition and high expectations in students has led to a paradigm shift from teacher centric approach to learner centric approach in academics; thus, changing the role of a teacher in present context. This surgical role alteration has raised some unique ethical choices and ethical principles governing the teaching profession. Thus, a need is felt to establish a set of guidelines, a code, which a teacher must adhere to for improving morals of the teaching profession. Ethics in this context is concerned with making judgments regarding "good" or "bad" behaviour in any given situation. The contents of this abridgment are primarily concerned about –

CODE OF CONDUCT and CODE OF PROFESSIONAL ETHICS for teachers.

CHAPTER – I

Understanding code of conduct and code of professional ethics

Code of Conduct is basically a set of professional standards with which teachers are required to comply. It refers to the behaviour and ways of thinking in situations where a choice of action can affect the dignity and wellbeing of others. It provides direction and guidance to them in enhancing the dignity of their professional work. A code of conduct enforces the teachers to abide by the standards as a condition of the ongoing employment.

The code of professional ethics is a set of documented principle outlines, issued by a higher authority which affect decision-making and guide the teachers to discharge their duty towards students, parents, colleagues and community. Besides making the profession self-regulating and self-governing, these ethics also makes the teacher aware about present and future impact of teaching on students' personality. The maintenance of ethical standards is the collective concern of the institute as well as all members of the profession. It aims to instruct teachers not only how to teach in a democratic environment but also how to do so in an ethical manner. A code of ethics can guide a

teacher towards honourable and professional behaviour and also protect from going against the professional rules.

CHAPTER – II

The silver line between Code of conduct and Code of ethics

Both Codes represent two of the most common ways of self- regulation that provides direction to the teachers. But both codes regulate teachers' behavior in different ways. Code of ethics governs decision-making and code of conduct governs the actions. A code of conduct/ethics governs how the person to whom it applies conducts himself/herself in an ethical manner. Ethical standards help the teachers in making independent judgments about the most appropriate course of action while conduct standards provide a fairly clear set of expectations about which actions are required, acceptable or prohibited. In any institution, code of conduct refers to written rules and regulations about how teachers have to behave in various situations.

CHAPTER – III

Objectives of Code of Conduct

Code of conduct is constructed with the objectives of:

1. Improving the quality of teaching
2. Inculcates the feeling of professionalism among teachers
3. Develop a positive attitude towards teaching profession
4. Helps the students against unethical conduct of teachers
5. Checks on teacher misconduct
6. Prevents violation of code ofconduct
7. Serves as template for discussion and helps in improving the ethics of the teaching profession
8. Promotes public trust.

CHAPTER – IV

MAJOR ETHICAL ISSUES

1. Collecting illegal fees and funds from students
2. Disclosing confidential college matters
3. Indulging in drugs or alcohol use in college premises
4. Harassing the students
5. Abusing the students
6. Giving corporal punishment
7. Coming to college under the influence of alcohol or drugs
8. Sexually assaulting the student and colleagues
9. Damaging college property
10. Stealing college property
11. Getting appointment on the basis of fake degrees/certificates/qualification
12. Giving bribery to higher authority
13. Giving private coaching against fees.
14. Remaining absent without proper information.
15. Violating disciplinary norms.

CHAPTER – V

PURPOSES OF CODE OF CONDUCT AND PROFESSIONAL ETHICS

These codes seek to serve the following purposes:

1. To foster a culture of high standard of honesty, integrity, ethical and law-abiding behaviour among teachers
2. To encourage the observance of standards to protect and promote the interests of students and the institution
3. To develop the ethical foundations of good teaching in concerned subject and considers major areas of ethical concern in teaching
4. To enable the teacher to deal consistently and fairly with all students in classroom and college premises
5. To make the disciplinary process easier when unethical behavior occurs
6. To serve as an instrument of self-regulation by acknowledging

responsibility on part of the teachers for the work that they do.

7. To represent a status symbol that protects the profession
8. To function as a Keystone of quality teaching by creating conducive learning environments

CHAPTER – VI

CODE OF CONDUCT FOR STUDENTS

JURISDICTION

1. The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which may take place in the Institute campus or in connection with the Institute related activities and functions.
2. Institute may also exercise jurisdiction over conduct which occurs off-campus violating the “ideal student” conduct and discipline as laid down in sub-clauses of this Policy and other regulations, as if the conduct has occurred in-campus which shall include
 - a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
 - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
 - c) Possession or use of weapons, explosives, or destructive devices off campus
 - d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
3. The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated here in above, the Institute shall consider 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.

Students shall take into cognizance the following as binding and abide by;

1. Arriving at classes on time and staying for the entire class period (or until dismissed) and avoid random arrivals and exits.
2. On admission every student must obtain the Identity Card and wear on person with his/her attested photograph whenever he/she is on the institute premises and present it for inspection on demand.
3. Ragging is banned in the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished seriously as per the directive of the UGC and Govt. Those found guilty shall invite dismissal from the institute followed by a case filed with the local police authorities.
4. Abstaining from any current political activity as well as conducting or attending any political meetings within the institute campus as well taking active part in current politics.
5. Students shall compulsorily wear the prescribed uniform on all working days as it symbolizes unity, uniformity, equality and a sense of belongingness to the institution. Recognizing the uniform as a special identity and hence a source of pride with responsibility, but not liability.
6. Guardians must guide their ward's uniform and hairstyle in tune with modesty anddignity.
7. Maintaining strict silence in reading room, Library and the corridor.
8. Students should spend their free time in the library and not loiter or crowd the corridor along with the passage.
9. Unsatisfactory academic performance of the student is reason enough to get detained and not allowed to appear for the examinations. Thus, maintain consistent academic performance.
10. Abstain from crowding the Institute premises while the classes are going on.
11. Abstain from talking and other disruptive behaviors while classes are in session.
12. Food and beverages must be consumed in designated areas only.
13. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
14. On meeting a member of the staff within the campus or outside the students will greet

him/ her with a mark of respect.

15. Maintain decorous physical distance from teachers and other staff in and off campus.
16. All actions that may interfere with the orderly conduct and discipline of the student either inside or outside the Institute must be avoided.
17. Gesture of politeness and respectfulness towards others, instructor and fellow students must be obtained.
18. Formation of Society or Association in the Institute or inviting any person to address a meeting without the HOD's or Principal's prior permission must be avoided.
19. No student shall collect any money or contribution without prior sanction of the HOD or Principal.
20. Prior permission from the Principal is essential to take part in inter – institutional competitions.
21. Abstaining from communicating any information to the Press or writing about matters dealing with the Institute administration.
22. To take proper care of institutional properties and keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors and fittings or breaking furniture, misuse of fittings, misuse of A.C. etc., is breach of discipline, and the guilty will invite punishment.
23. Taking care of their books, valuables and other belongings in the classroom. The Institute will not bear responsibility for lost property.
24. Students applying for certificates, testimonials, etc. should first contact the Institute office and strictly avoid bringing any paper directly to the Principal for his/her signature,
25. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
26. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress supported by good results at the Institute and University Examinations.

CHAPTER – VII

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

(Including Excerpts from UGC Regulations No. F 3-1/2009, 30th June 2010)

THE PREAMBLE

I. GOAL OF HIGHER EDUCATION IN OUR COUNTRY:

The basic purpose of education is to create skill, knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

II. 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.

III. The Recognition:

- That education of good quality is the fundamental right of every child and the same should be directed to the all-round development of the human personality.
- That every child has an inherent potential and talent.
- The exigency to trust the guiding principles of our polity, viz., democracy, social justice and secularism.
- The exigency to promote the perception of composite culture of India with a sense of national identity through education.
- Being an integral part of the social milieu the teachers, share the needs and aspirations of the people.
- The exigency to enrich the self-esteem of teachers.
- The exigency to perceive teaching as a profession for which expertise, specialization and dedication are pre-requisites.
- That teachers' professionalism customizes the support and respect received from the community.
- The exigency for self-discipline and self-direction among members of the teaching community.
- The responsibility that becomes associated with the social recognition of an authoritative personality.

. CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHERS

I. THE RESPONSIBILITIES:

Whoever adopts teaching as a profession undertakes the obligation to conduct himself / herself in accordance with the "ideals" of the profession. A teacher due to the social accountability that comes with the profession is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. He/she should seek to inculcate the "national ideals" of education among students and must be his/her own ideals too. This 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 demeanor 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 organizations and strive to improve education and profession through them,
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication,
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) 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, advising and counseling students as well as assisting the conduct of university and college examinations, including paper setting, supervision, invigilation and evaluation;
- (x) Use of such words and body language for the authority, both at department and Institution level, that is at par with the status of a highly educated, knowledgeable personality.
- (xi) Participate in extension, co-curricular and extra-curricular activities including community service.
- (xii) Maintain healthy competition with words and action among the teaching

fraternity.

- (xiii) Abstain from demoralizing criticism towards and among the teaching fraternity.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student 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 capability 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 student's scientific temper, spirit of inquiry, respect for physical labour and ideals of democracy, patriotism, social justice, environmental protection and peace.
- (vi) Be affectionate and treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student 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.
- (x) Refrain from inciting students against other students, colleagues or administration.
- (xi) Shall treat all the students impartially and without any discrimination concerning caste creed, religion, gender, language, culture, economic status, color, disability, physical status, etc.
- (xii) Shall execute the curriculum effectively and see to it that all the students have perceived it.

- (xiii) Shall contribute selflessly to the intellectual, social, economic, moral and emotional development of the students.
- (xiv) Shall strictly maintain the confidentiality of the information related to students, can be disclosed to the legitimate persons if required in the interest of the students.
- (xv) Shall discuss about the students' performance with their parents whenever required.
- (xvi) Shall motivate students to participate in co-curricular and extracurricular activities.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated.
- iii) 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.
- (v) Refrain from communicating such information to the Press or writing about such matters which might malign the Institute administration as well as colleagues.

IV. 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 organizations 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.
- viii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (iv) Co-operate with the authorities for the betterment of the institutions keeping in view 'the interest and in conformity with dignity of the profession.
- (v) Should adhere to the conditions of Service Rules which the profession/institution is bound to.
- (vi) Give and expect due notice before a change of position takes place.
- (vii) 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. TEACHERS AND NON-TEACHING STAFF:

Teachers should

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within the institution.
- (ii) Help in the functioning of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS and GUARDIANS

Teachers should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National integration.

Chapter-VIII

Code of ethics for the Governing Body Members

Every College affiliated to any Central or State Universities of Assam and duly concurred by the State Government, shall be governed by Governing Body. The Governing Body shall be a permanent authority. Its members would have tenures as provided. This would, however, not affect the permanent nature of the said body.

In general, the following are earmarked as duties of a Governing Body in respect of Colleges:-

- 1) to undertake financial management of the College, to utilize the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorized subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary etc. to the Teaching and non-teaching staff of the College;
- 2) to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc.;

- 3) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University;
- 4) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government, with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies;
- 5) to arrange for half-yearly internal audit for all College funds and verification of stocks, furniture and other assets;
- 6) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year;
- 7) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/ Auditor of the Education Department/ Director of Local Audit, Assam and the Accountant General, Assam;
- 8) to submit annual report with statistics in respect of the enrolment of students stream-wise, subject-wise, result, teaching days held, performance of Lectures in an academic session, to the Director and to the affiliating University concerned;
- 9) to oversee the functioning of the disbursing officer in disbursing the stipend/ scholarship sanctioned to the students in time, as well as to strive for preservation of an excellent academic standard of the College;
- 10) except scholarship money and students' union fund all other funds of the College shall be jointly operated by the Secretary and the President, where the President is not willing to operate the funds jointly, the Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds.
- 11) with the approval of the Governing Body, the Secretary shall utilize the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director;
- 12) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;
- 13) if any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately;
- 14) to decide on the quantum of tuition fee and any other fund to be charged from the students.

Chapter-IX

Code of ethics for Principal

Principal as the head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

Responsibilities of the Principal:

Subject to the supervision and general control of the management, the Principals as the Principal executive and Academic Head of the College, shall be responsible for-

1. Academic growth of the college.
2. Participation in the teaching, research and training programmes of the college.
3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University. Institute for academic competence of the Faculty Member.
4. Admission of students, maintenance of disciplines of the Institute.
5. Receipts, expenditure and maintenance of true and correct accounts.
6. The overall administration of the Institute and recognized Institution and their libraries and Hostels, if any.
7. Correspondence relating to the administration of the Institute.
8. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the Institute and Recognized Institution and maintenance of records.
9. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
10. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/recognized Institution.

11. Overall supervision of the University Examinations.
12. Observance of provisions of Accounts code.
13. Maintenance of Self –Assessment Reports of teachers and their service Books.
14. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.

Chapter-X

Code of ethics for non-teaching staff

The following duties and responsibilities are expected from the non-teaching staff. He / She must -

1. Adhere strictly to the laws and regulations of the college.
2. Show loyalty to the College by punctual and reliable in all duties.
3. Express integrity by being honest in words and actions.
4. Respect and maintain the hierarchy in the Administration.
5. Be supportive and cooperate with other staff members
6. Report to duty at least 10 minutes in advance.
7. Remain on duty during college hours.
8. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
9. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
10. Must not use unauthorized persons to perform official duties.
11. Must not intercept or misappropriate college money.
12. Must not be absent from duty without official approval or approved sick leave.
13. Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.

---XX---