

1. PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR FACULTY AND STUDENTS

Ethics is the core of human relationship between ourselves and the world around us. The purpose and role of ethics is multilayered. It includes the preservation of the human being as a person, human dignity, value system and the conditions for leading a good life.

The term ethics and values education applies to all aspects of education which either explicitly or implicitly relate to ethical dimensions of life and are such that can be structured, regulated and monitored with appropriate educational methods and tools. Professional ethics are principles that dictate the behaviour of a person or a group of persons in a business or work environment. Like values, they provide guidelines on how a person should act towards other people and institutions in such an environment,

The college has certain rules and regulations by which teacher-student and student – student relationships are maintained. Primarily, it has also adopted the code of Professional ethics outlined by the UGC.

Code of professional ethics extracted from UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher 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 organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars 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 the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as

assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

(i) Respect the rights and dignity of the student in expressing his/her opinion; (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics; (iii) Recognise 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace; (vi) 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; and (x) Refrain from inciting students against other students, colleagues or administration.

III. 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 making unsubstantiated allegations against colleagues to higher authorities; and (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

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 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) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices; (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession; (vi) Adhere to the terms of contract; (vii) Give and expect due notice before a change of position takes place; and (viii) 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. Teaching and Non-Teaching Staff:

Teachers should:

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

VI. Teachers and Guardians

Teachers should:

(i) Try to see through teachers' bodies and organisations, 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) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

In addition to the professional code of ethics outlined by the UGC in its regulation, the college faculty is committed to follow the code of conduct outlined below:

1. The College teachers shall devote their energy to develop and improve their academic and scholarly competence, while practising intellectual honesty all the while.
2. They are committed to exercise self-discipline and sound judgment in using, extending, and transmitting knowledge.
3. It is the obligation of the faculty member to pursue professional and academic development.
4. The college teachers will make every effort to foster honest academic conduct and ensure that their evaluations of students are transparent and fair to the best possible extent.
5. The teachers shall respect the confidential nature of the relationship between professor and student.
6. Faculty members (Teaching & Non –teaching shall avoid any exploitation, harassment, or biased treatment of students on any ground.
7. Faculty needs to openly express a zero tolerance policy toward academic dishonesty. Students who behave dishonestly should face the punitive measures consistent with the college rules and regulations. The code of conduct for students is regulated by the following rules of discipline for students.

GENERAL RULES OF DISCIPLINE FOR STUDENTS

1. **SMOKING**

Smoking is strictly prohibited within the College premises and is punishable with a fine of Rs. 200 (Rupees two hundred).

2. **DRINKING**

Drinking of any liquor with alcohol content and taking other intoxicants is prohibited within the College campus and during College functions (College Week, Inter-College Sports and other functions). Students found guilty of such prohibited acts are punishable by suspension from College for a period not exceeding one month. Such students will be prohibited from attending all other College activities/ functions. All kinds of unruly behavior, whether as an outcome of drinking alcohol or not, is strictly prohibited. Habitual offenders will be expelled from College.

3. **CELL- PHONES**

Active use of Cell-phone/ Ipods/ Music Players during lecture classes and practical classes is not allowed. Anyone found misusing such gadgets and indulging in such acts will have the material confiscated and parents will have to collect the same, with a fine, from the Principal.

4. **DRESS CODE:** All students are expected to come to College in decent costumes. Proper haircuts/ hairstyles must be maintained by all students in and around the campus.

5. **RESPECTING TEACHERS:** Students are expected to show respect to all teachers regardless of whether they are directly taught by them or not. Stern action will be taken against students who are disrespectful to teachers in words or in actions.

RULES OF DISCIPLINE IN CLASS ROOMS AND LABORATORIES

1. **LATE ARRIVAL**

Late arrival into Classrooms/ Laboratories is a breach of discipline. A student will not be allowed to enter the Classroom /Laboratory 15 minutes after classes have commenced.

2. **CLASS TESTS/INTERNAL EXAMS**

- a) All students are expected to appear in class tests and other internal examinations.
- b) All students must submit Laboratory Records and Assignments on time. Failure to turn in such works is a breach of College Rules and is punishable.

3. **ATTENDANCE MATTER**

- a) All students are expected to be regular in attendance
- b) A student must fulfill 75% monthly attendance failing which Parents/Guardians will have to meet the Principal.

4. **MATTER REGARDING ABSENCE AND LEAVE**

- a) Staying away from College without proper leave will not be tolerated, except when the case is sudden illness or unforeseen circumstance.

- b) After an absence from College, students must submit a letter of absence to the Principal duly signed by Parents/Guardians.
- c) Application for leave on Medical ground should be supported by authentic medical documents.
- d) Unauthorized absence from College at a stretch for a period exceeding 15 days may result in the student having his/ her name removed off the rolls and may not re-admitted.

4. MATTERS RELATING TO ATTENDANCE BY-PROXY

Tendering one's attendance through proxy is a serious breach of discipline. The punishment of guilty students is as follows:

- a) For every single offence, the attendance given through proxy plus three previous classes attended of the concerned students will be summarily cancelled.
- b) Students acting as proxy and found marking attendance of classmates have three class attendance records cancelled from the total attendance.

