

KHATRA ADIBASI MAHAVIDYALAYA

HAND BOOK
OF

CODE OF PROFESSIONAL ETHICS

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CONTENTS

1. PREAMBLES	3
1.1 ROLE OF HIGHER EDUCATION	3
1.2 TEACHERS AND THEIR RIGHTS	3
2. WORK LOAD AND RELAXATIONS	3
3. SERVICE AGREEMENT AND FIXING OF SENIORITY	4
4. THE CODE OF CONDUCT FOR TEACHERS	4
4.1 TEACHERS AND THEIR RESPONSIBILITIES	4
4.2 TEACHERS AND THE STUDENTS	6
4.3 TEACHERS AND THEIR COLLEAGUES	6
4.4 TEACHERS AND AUTHORITIES	7
4.5 TEACHING AND NON-TEACHING STAFF	7
4.6 TEACHERS AND GUARDIANS	8
4.7 TEACHERS AND SOCIETY	8
5. THE CODE OF CONDUCT FOR NON-TEACHING STAFFS	8
6. THE CODE OF CONDUCT FOR STUDENTS	9
7. THE CODE OF CONDUCT FOR PRINCIPAL	10

1. PREAMBLES

1.1 ROLE OF HIGHER EDUCATION

- The basic purpose of education is to create skill and 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 social needs.

1.2 TEACHERS AND THEIR RIGHTS

- Teachers should enjoy full civic and political rights of our democratic country.
- Teachers have a right to adequate emoluments.
- Teachers have a right to maintain his/her social position.
- Teachers have a right to avail adequate Terms and Conditions related to his/her Service.
- They will have rights to adequate professional independence and adequate social insurance.

2. WORK LOAD AND RELAXATIONS

- The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College for which necessary space and infrastructure should be provided by the University/College. Direct teaching-learning process hours should be as follows:

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- SACT 15 hours
- Assistant Professor 16 hours
- Associate Professor & Professor 14 hours

- A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

3. SERVICE AGREEMENT AND FIXING OF SENIORITY

- At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy of the same should be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the rates applicable.
- The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/Record.
- **Inter-se seniority between the direct recruited and teachers promoted under CAS:**
The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

4. THE CODE OF CONDUCT FOR TEACHERS

4.1 TEACHERS AND THEIR RESPONSIBILITIES

- Whoever adopts teaching as a profession assumes the obligation to conduct him/her 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.

4.1 TEACHERS AND THEIR RESPONSIBILITIES (Continued...)

- 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.
- A Teacher should adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- They will have to manage their private affairs in a manner consistent with the dignity of the profession.
- According to possibility, they will try their best to make professional growth in a continuous mode through study and higher study.
- They should express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- They should try to maintain active membership of professional organizations and strive to improve education and profession through them.
- The Teachers should perform their duties in the form of teaching, tutorial, practical, seminar and higher study conscientiously and with dedication.
- They should 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 supervision, invigilation and evaluation.
- Teachers are highly expected to participate in extension, co-curricular and extra-curricular activities including community service.
- In every activity they have to maintain their dignified definition.

P.T.O

4.2 TEACHERS AND THE STUDENTS

- A Teacher will respect the right and dignity of the student in expressing his/her opinion.
- They should Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical conditions.
- Teachers will recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- They will encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- They will be always there to inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- They will always be affectionate to the students and not behave in a vindictive manner towards any of them for any reason and will pay attention to the different attainments of the students.
- As usual, whenever possible beyond classroom, Teachers will make themselves available to guide students without any remuneration or reward.
- They will Aid students to develop and understanding of our national heritage and national goals; and they should refrain from inciting students against other students, colleagues or administration.

4.3 TEACHERS AND THEIR COLLEAGUES

- Teacher should treat other members of the profession in the same manner as they themselves wish to be treated.
- He/She will speak respectfully of other teachers and render assistance for professional betterment.
- They will refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and will refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

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4.4 TEACHERS AND AUTHORITIES

- Teachers should 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,
- They will refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities,
- They will Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand,
- They will Co-operate through their organizations in the formulation of policies of the other institutions and accept offices,
- They will Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession,
- They should adhere to the conditions of contract;
- They should provide and expect due notice before a change of position is made.
- They will 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.

4.5 TEACHING AND NON-TEACHING STAFF

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

4.6 TEACHERS AND GUARDIANS

- 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.

4.7 TEACHERS AND SOCIETY

- Teachers should recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- They will work to improve education in the community and strengthen the community's moral and intellectual life;
- They should be cautious about social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- They will perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- They will 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.

5. THE CODE OF CONDUCT FOR NON-TEACHING STAFFS

- The Non-Teaching Staffs shall maintain punctuality.
- They will act timely to readdress the genuine grievances.
- They must follow the rules and discharge duties as per the guidelines provided by Principal.
- They will not conduct any activity which will damage the image of the institution.
- They will respect Principal and Teaching-staff.
- They shall maintain the decorum of the college and shall refrain from any form of discrimination.

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- They shall abstain from any deed which attracts stringent punishment & must respect and honor the dignity of women and other staffs.
- They must not accept bribes or indulge in any corrupt practices or should not indulge in anti-social, anti-environmental activities.
- They will support Principal in all the administrative work.
- They will carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- They must encourage other non-teaching staffs to maximize their efficiency.
- They must create conditions that inspire teamwork.
- They must maintain the confidentiality of the records and other sensitive matters.
- They will care for the institute's property.
- They will put their best effort to complete the assigned work in a time-schedule.

6. THE CODE OF CONDUCT FOR STUDENTS

- In this academic institution they must stay with the blissful learning experience.
- They must remain prompt in listening to the Teachers, punctual, disciplined and regular in attending classes.
- They must observe modesty in their overall appearance and behaviour.
- They must behave with dignity and courtesy with Principal, Teachers, Staff and fellow students.
- They will act as a role model for the junior students by attaining the highest level of values and morality.
- They must maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
- Besides participating in different awareness programme, they shall contribute towards cleanliness of the campus and surroundings.

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- They must respect and care for the institutional properties.
- They must restrict themselves in behaviour while on outside activities (educational tour/visit or excursion).
- They must be honest in providing only truthful information on all documents.
- They must maintain the highest standards of academic integrity while presenting own academic work.
- By their own virtue, they will strive to keep campus ragging free and must be sensitive to societal needs and development.
- They must be sensitive to gender issues.
- They must maintain physically healthy and refrain from any kind of intoxicants.

7. THE CODE OF CONDUCT FOR PRINCIPAL

- The Highest authorization has been handed over to the Principal. Principal of the institution is a Patron, Custodian, Supervisor, Teacher, and Administrator, Guide and so on and plays a pivotal role in the inclusive development of the institution. He has a greater responsibility than any other staff. As an Academic and Administrative Head of the Institution, principal is liable to follow certain code of ethics in his conduct as proclaimed by UGC and MHRD.
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