

# CODE OF PROFESSIONAL ETHICS

of the different Stakeholders of

## SALTORA NETAJI CENTENARY COLLEGE

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[Prepared by IQAC in consultation with college governing body in the meeting held on 23-02-2023 maintaining protocols from University Grants Commission]

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## **1. PREAMBLES**

*“Higher education is a rich cultural and scientific asset which enables personal development and promotes economic, technological and social change. It promotes the exchange of knowledge, research and innovation and equips students with the skills needed to meet ever changing labour markets” (UNESCO, 2023).*

There are many different academic and professional programs that fall under this general phrase. The majority of college and university students enrol in one of these courses, whether they are graduate or undergraduate. Some universities, such as law or medical institutions, provide specialty degrees. Others provide non-degree programs like certificate courses or continuing education programs. Lastly, some colleges provide a combination of both. The types of programs offered by colleges and universities differ. For instance, although some schools provide more broad curricula, others provide more specialized ones.

### **1.1 ROLE OF HIGHER EDUCATION**

The fundamental goal of education is to instil in students a basic scientific outlook, a sense of patriotism, democracy, secularism, socialism, and peace, as well as the values outlined in the preamble to our constitution. It also aims to increase their skill, knowledge, and awareness of our illustrious national heritage and the achievements of human civilization.

With a dedication to the aforementioned objectives, higher education must develop leaders of society and the economy in all spheres of numerous activities.

Academic quality and advancement in the humanities and sciences should be the goals of higher education. In order to ensure that our best talents contribute appropriately to global efforts on social issues, education, research, and extension should be carried out in accordance with our national requirements and priorities.

The importance of higher education in India involves the following aspects:

- Job market demand
- Critical thinking
- Fostering democracy
- Social mobility
- Preparing for the future

## **1.2 TEACHERS AND THEIR RIGHTS**

- Teachers shall enjoy full civic and political rights.
- Teachers have a right to receive adequate emoluments.
- 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**

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:

<b>Type of faculty members</b>	<b>Direct Teaching Hours per week</b>
Associate Professor & Professor	14 hours
Assistant Professor	16 hours
State Aided College Teacher	15 hours

\*A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration.

## **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.
- 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**

Whoever selects teaching as a profession assumes the obligation to conduct himself/herself in accordance with an ideal social figure so that the students may idealize them. Therefore, every teacher should see that there is no incompatibility between his “precepts and practice”.

##### **4.1 TEACHERS AND THEIR RESPONSIBILITIES**

He or she must uphold the national ideals of education that have already been established and that they should work to instil in students. Additionally, the occupation demands that teachers have a kind demeanour, a calm, patient, and communicative temperament. A teacher should uphold the ethical standards of behaviour and manner that the community holds them to. They will need to conduct their personal lives in a way that respects the stature of their career. It is possible that they will make every effort to continue their professional development through study and higher education. They should participate in professional gatherings, seminars, conferences, etc. to share their opinions in a free and open manner in order to advance knowledge.

They ought to make an effort to keep their membership in professional groups alive and work to have them improve their careers and educational institutions. The Teachers should diligently and conscientiously carry out their responsibilities in the areas of teaching, tutorial, practical, seminar, and higher study. They should cooperate and help out with tasks related to the college's and university's educational responsibilities, such as helping to evaluate admissions applications, advising, and counselling students, as well as helping to supervise, invigilate, and evaluate exams. Community service is one of the many extracurricular, co-curricular, and extension activities that teachers are strongly encouraged to take part in. They must uphold their dignified definition in every endeavour.

##### **4.2 TEACHERS AND THE STUDENTS**

A teacher will respect a student's right to voice their opinions and their inherent dignity. They ought to treat all students equally and impartially, regardless of their physical, political, economic, social, or religious circumstances. Teachers will make an effort to address each student's unique requirements while acknowledging the differences in aptitude and capabilities among pupils. Students will be urged to raise their standards, grow as people, and enhance the welfare of the community all at once. They will always be there to instill in students a respect for hard work, a scientific approach, and the ideas of democracy, patriotism, and peace.

They promise to always be kind to the pupils, to never act with retaliation against any of them for any reason, and to take note of their many accomplishments. As usual, teachers will continue to be willing to help students outside of the classroom whenever possible without payment or reward. They should avoid inciting students against other students,

faculty members, or administration. They will aid students in developing an appreciation of our national heritage and national ideals.

#### **4.3 TEACHERS AND THEIR COLLEAGUES**

Teachers ought to treat other professionals in the same way that they want to be treated. He or she will be considerate of other educators and offer support for their professional development. They won't make unfounded complaints about co-workers to higher-ups, and they won't let considerations of caste, faith, religion, race, or sex interfere with their professional endeavours.

#### **4.4 TEACHERS AND AUTHORITIES**

Teachers should carry out their professional duties in accordance with the law as it currently stands and follow the conventions established by their profession when taking action to change any rule that is harmful to their professional interests through their institutional bodies and/or professional organizations. They will abstain from taking on any additional employment or commitments, such as private coaching or tuition, that could potentially conflict with their obligations as employees. They will contribute to the institution's policy-making process by taking on various offices and carrying out the duties that may be associated with such offices.

They will accept positions and work with other institutions' policy makers through their organizations. They will work with the authorities to improve the institutions while keeping in mind the profession's dignity and the public's interest. They must abide by the terms of the agreement. They should give and demand adequate notice before changing their position. They won't take any leave unless it is absolutely necessary and, whenever possible, with prior notification, keeping in mind their special duty for finishing their academic timetable.

#### **4.5 TEACHING AND NON-TEACHING STAFF**

Within the educational institution, teachers should view the non-teaching personnel as their co-workers and equal partners in a joint endeavour. Teachers should participate in the joint staff councils that serve both the teaching and non-teaching personnel.

#### **4.6 TEACHERS AND GUARDIANS**

Try to ensure that institutions keep in touch with guardians and students through teacher bodies and organizations, send reports of their performance to guardians as needed, and meet with guardians at meetings called for the purpose of engaging in a mutual exchange of ideas and for the institution's benefit.



#### **4.7 TEACHERS AND SOCIETY**

Teachers should be aware that providing education is a public duty and work to enlighten the public about the educational initiatives being undertaken. The community's moral and intellectual life will be strengthened, and they will seek to promote education in the area. They ought to be aware of social issues and engage in activities that will advance society and, by extension, the nation as a whole. They will carry out their civic responsibilities, take part in neighbourhood events, and handle duties associated with holding public office. They will abstain from engaging in, supporting, or otherwise contributing to any activities that tend to incite animosity or hostility amongst other communities, faiths, or linguistic groups but actively work toward national integration.

#### **5. THE CODE OF CONDUCT FOR NON-TEACHING STAFFS**

- The Non-Teaching Staffs shall maintain punctuality on a regular basis.
- They shall act timely to readdress the genuine grievances.
- They must follow the rules and discharge duties as per the guidelines provided by Principal/Teacher-in-charge.
- They shall not conduct any activity which will damage the image of the institution.
- They shall respect Principal and other Teaching-staff.
- They shall maintain the decorum of the college and shall refrain from any form of discrimination
- They shall abstain from any deed which attracts stringent punishment & must respect and honour 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 shall carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- They shall 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 shall care for the institute's property.
- They shall put their best effort to complete the assigned work in a time-schedule.

#### **6. THE CODE OF CONDUCT FOR STUDENTS:**

The Principal requests the assistance of the students in establishing and preserving a climate that fosters intellectual and cultural growth as well as in honouring the institution's traditions. Students are especially encouraged to work with their elected Class Representative to uphold the regulations surrounding punishment in their own self-interest. They shall always keep the following code of ethics in mind:

- Ragging in any form is strictly prohibited.

- They must stay with the blissful learning experience.
- They shall 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 shall 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.
- They shall respect and care for the institutional properties.
- They shall restrict themselves in behaviour while on outside activities (educational tour/visit or excursion).
- They shall 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 shall maintain physically healthy and refrain from any kind of intoxicants.

## **7. THE CODE OF CONDUCT FOR PRINCIPAL**

The Principal of the college has the highest level of authorisation. He/ She serves as the institution's patron, custodian, supervisor, teacher, administrator, guide, and many other roles, and he or she is essential to the institution's inclusive growth. He is held more accountable than any other employee. Principal is required to adhere to a set of moral principles as the academic and administrative leader of the institution, as set forth by the UGC and MHRD, Government of India.