

CODE OF PROFESSIONAL ETHICS

(SOURCE: UGC)

I. 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. 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:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- 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; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop and understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

IV. 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;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made
- 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 treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- Teachers should help in the function 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:

- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;

- Work to improve education in the community and strengthen the community's moral and intellectual life;
- 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;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 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.

STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Code of Ethics applies for all students enrolling with the college. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the college.

2. ETHICS AND CONDUCT

- This Code shall apply to all kinds of conduct of students that occurs on the College premises.
- College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:
 - Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. is prohibited.
 - Intentionally damaging or destroying College property or property of other students and/or faculty member is strictly forbidden.
- Student should carry the identity card, issued by the College.
- Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.
- Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.
- Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of College property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

- Damage to, or destruction of, any property of the College, or any property of others on the campus premises is punishable.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent is an offense.
- Indulging in any form of harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

3. ACADEMIC INTEGRITY

As a premier institution in Teacher Education and Research, the College values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The College believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the College and its research missions, and hence, violations of academic integrity constitutes a serious offence.

3.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the College and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE : These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the college and the value of the degrees awarded to its students. Every member of the college community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student,

- properly acknowledges and cites use of the ideas, results, material or words of others.
- properly acknowledges all contributors to a given piece of work.
- makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

4. CODE OF ETHICS RESEARCH SCHOLARS

Cheating includes, but is not limited to:

- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- Creating sources, or citations that do not exist
- Altering previously evaluated and re-submitting the work for re-evaluation
- Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

5 ANTI-RAGGING

The College has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the College and the students are requested kindly to

5.1 Ragging constitutes one or more of the following acts:

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- indulging in undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- any act of financial extortion or forceful expenditure burden put on a student by other students;
- any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

5.2 Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Principal and headed by concerned staff shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by the staff and can have as its members Faculty Advisors and student representative.

6 SEXUAL HARASSMENT

The College's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the College which can be accessed and reviewed by the students at <http://www.iisc.ernet.in/misc/harashment.htm>. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

7 STUDENT GRIEVANCE PROCEDURE

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code in cases of any sexual harassment complaints.

8 STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the College, they have a substantial interest in the governance of the College. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the College and who are going to be enrolled in the College are advised to uphold the policy and inform the College of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.