

# **NALANDA COLLEGE, BIHARSHARIF**

**( A Constituent Unit of Patliputra University, Patna )**

## **PROFESSIONAL ETHICS AND CODE OF CONDUCT**

**“CODE OF CONDUCT”** HEREIN AFTER REFERRED TO AS CODE IS A WRITTEN POLICY DOCUMENT WHICH PRESCRIBES A SET OF RULES AND REGULATIONS COVERING WHAT IS APPROPRIATE BEHAVIOUR AND ACCEPTABLE NORMS IN AN ORGANISATION . THIS POLICY DOCUMENT PREPARED BY THE COLLEGE LISTS OUT THE RULES AND REGULATIONS TO BE FOLLOWED BY TEACHERS, NON-TEACHING MEMBERS

**“COLLEGE”** AS REFERRED TO IN THIS POLICY DOCUMENT IS NALANDA COLLEGE, BIHARSHARIF

**“TEACHERS ”** REFERS TO ALL TEACHING STAFF IN AIDED AND UNAIDED SECTIONS WORKING IN THE COLLEGE

**“UNIVERSITY”** REFERS TO THE PATLIPUTRA UNIVERSITY, PATNA

**“STUDENTS”** REFERS TO ALL UG AND PG STUDENTS ADMITTED TO DIFFERENT PROGRAMMES

**“COMPETENT AUTHORITY ”**REFERS TO PRINCIPAL AS THE HEAD OF THE INSTITUTION. BESIDES PRINCIPAL MAY AUTHORISE APPROPRIATE AUTHORITY AS THE (IN-CHARGE).

THE PRINCIPAL HAS THE TOTAL AND FINAL AUTHORITY TO TAKE DISCIPLINARY ACTION AGAINST ERRING STUDENTS AS DEEMED FIT ON A CASE TO CASE BASIS.

**“NON- TEACHING OR SUPPORT STAFF”** REFERS TO THE ADMINISTRATIVE STAFF, THE COMPUTER AND LAB TECHNICIANS AND ASSISTANTS, POENS , LIBRARY STAFF AND ALL OTHERS EMPLOYED ( WHETHER ON PERMANENT OR TEMPORARY BASIS ) WHOSE ACTIVITIES SUPPORT THE WORKING OF AN EDUCATIONAL INSTITUTION.

THE CODE OF CONDUCT TO THE EXTENT APPLICABLE MAY BE ENFORCED IN THE VIRTUAL CLASSROOM WHILE TEACHING/ LEARNING IN ONLINE MODE. THIS CODE OF CONDUCT WILL ALSO BE APPLICABLE IN CASE OF BLENDED LEARNING .

## **POLICY DOCUMENT ON INSTITUTIONAL AND PROFESSIONAL ETHICS**

This policy document includes the prescribed set of rules and regulations of acceptable behaviour by professionals and expected compliance of the rules or standard set in the discharge of their duties .

### **NEED AND RELEVANCE OF PROFESSIONAL ETHICS**

A professional code of Ethics offers a set of guidelines to teams or organizations which can be used to make appropriate and just decisions at work place. Setting a professional code of Ethics provide a road map to approach and deal with problems in a morally and socially acceptable manner thereby imbining honesty and integrity in the institutional ethos and work culture leading to a healthier work environment. Such code helps outline the mission and values of an organization and provides the groundwork for a pre-emptive warning in case of non -compliance. Teachers as professionals engaged in the teaching learning process are required to show impartiality, integrity and ethical behaviour in the classroom and in their conduct with parents and colleagues.

In an educational institution, Ethical behavior and conduct are to be followed by all the participants in the teaching – learning- evaluation process. Ethical dimensions of an Educational Institution can not be ignored and it has a significant impact on society at large.

### **Ethical guidelines are applicable to**

- Top Management ( Governing body)
- Principal and Team
- Teachers
- Students/ learners
- Non- teaching and support staff

### **GENERAL PRINCIPLES OF PROFESSIONAL ETHICS**

- Engage in educational activities in keeping with the vision and mission of the institution. Practice the old age virtues of respect and consideration towards All.
- Set high standards of professional conduct, insist on adherence and universal compliance of the same.
- Practice open, honest and inclusive communication strategies with colleagues
- Maintain confidentiality in professional relationships and adopt professional approach
- Be responsible, accountable and fulfil all commitments as promised or agreed upon. Be punctual and report for work on time. Display commitment towards discharging duties with competence.
- Maintain self- discipline, impartiality and objectivity while dealing with others without any preconceived notions or biases
- Upgrading professional competencies - upskilling oneself to adapt to the changing educational scenario to deliver quality education
- Appreciate, acknowledge and encourage merit at all organisational levels.

# **CODE OF PROFESSIONAL ETHICS**

## **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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

### **Teachers should:**

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. 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 counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. TEACHERS AND THE STUDENTS**

### **Teachers should:**

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

### **III. TEACHERS AND COLLEAGUES**

#### **Teachers should:**

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

### **IV. TEACHERS AND AUTHORITIES:**

#### **Teachers should:**

1. 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;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. 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:**

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

## **VI. TEACHERS AND GUARDIANS**

### **Teachers should:**

1. 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:**

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life ;
3. 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;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. 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.

## **CODE OF CONDUCT FOR STUDENTS**

### **STATEMENT OF PURPOSE -**

TO DESIGN A CODE OF CONDUCT AND FRAME A POLICY DOCUMENT ,CREATE AWARENESS , GUIDE STUDENTS AND ENCOURAGE THEM TO ADOPT AND IMBIBE GOOD BEHAVIOURAL NORMS THEREBY SETTING STANDARDS OF EXPECTED AND ACCEPTABLE PERSONAL CONDUCT IN AN EDUCATIONAL INSTITUTION WHICH CAN ACT AS A ROAD MAP IN THE DEVELOPMENT OF ETHICALLY SENSITIVE AND RESPONSIBLE PERSONS WHO CAN POSITIVELY CONTRIBUTE TO THE SOCIETY AND NATION .

### **APPLICABILITY**

The Code of Conduct for students is mandatory and binding on all students who have enrolled for various UG/PG programme. The competent authority may revisit and revise rules as deemed necessary. On revision, the old rules will stand cancelled and the new rules framed will be applicable from the date of drafting the rules with prospective effect. On taking admission, it is presumed that the student has read and understood the code of conduct and undertake to abide by it failing which disciplinary action against him/her for misconduct or non- compliance may be taken by the competent authority as deemed fit.

### **CODE OF CONDUCT FOR STUDENTS IN COLLEGE PREMISES**

Students are required to wear their Identity card when they enter the college premises and produce it as and when asked for. In case the identity card has been lost/misplaced and not traceable , students are required to get the duplicate I-CARD made. I-Card should be worn around the neck and must be worn for the entire duration that the student is present in college premises. Only bonafide students will be allowed to enter the college premises on producing their I-Card.

1. Students are required to be properly attired and groomed in keeping with the dignity and decorum of the educational institutional culture and values.
2. Students are required to communicate in a decent and acceptable tone and language with peers, non- teaching and teaching staff. While in the company of peers, use of foul language, expletives and shouting and screaming in lobbies is to be strictly avoided. Students should focus their energies in a constructive manner to learn , develop and enhance skills, competencies, attitudes and values. It is to be noted that violent behaviour and reckless yelling will be viewed as a serious case of misconduct hence students are advised to remain calm , maintain their composure and refrain from contributing to the already existing noise pollution.
3. Students are required to stand in silence when the college prayer is being played.
4. Students are advised to exercise self-restraint while using their mobiles and modulate and moderate their voice volume while making or receiving calls.
5. Students are required to enter and leave the college premises in a peaceful manner and avoid overcrowding or group gathering at all times. Students are advised to maintain queue discipline as this will help facilitate easy entry and exit and help control student traffic efficiently.
6. Students are advised to actively participate in co- curricular, extra –curricular activities for their holistic development. Students interested in sport activities, curricular and extra- curricular activities are required to read the details displayed on the notice board and register to participate.
7. Student are advised to behave in a decent manner while in college premises as the entire premises is under CCTV surveillance

8. The college has constituted an Anti-ragging cell as per the directives of the University. Ragging is a serious offence attracting disciplinary action
9. Students are required to read all notices displayed prominently on website and in college premises and keep themselves informed of the various activities and examination dates.
10. At the time of admission, students are required to provide their correct current address, contact no (mobile) and their email id so that the student data base can be updated. Any subsequent change of address or contact details are required to be communicated.
11. Student are required to maintain peaceful silence as they take the stairs and move towards their classrooms without creating any disturbance. Contribute and help maintain the positive conducive learning atmosphere of the college
12. Help to keep the college premises neat and clean and refrain from littering and spitting.
13. Do not use the college premises for any political activity like organizing procession, conducting meeting without the prior permission of the authority.
14. Consumption of intoxicants, smoking is strictly prohibited.

#### **CODE OF CONDUCT FOR STUDENTS IN LIBRARY**

1. Students are required to register themselves at the Entrance desk .
2. Students are required to maintain silence in the library. No talking/ discussing is allowed .
3. Students are required to comply with all the rules and regulations and follow the instructions given by the librarian /library staff from time to time-Access the internet facility made available to students after obtaining permission and as per instructions of library staff
4. Students are required to keep their mobile on silent mode while in library so as to not disturb the other library users.
5. Students are required to attend the Orientation programme conducted by the Library department and familiarize themselves with the rules, regulation and procedures to be followed.
6. Take good care of books issued to you. Handle with care and return them in a good condition.
7. Do not mutilate the book or tear away pages from the book.

#### **CODE OF CONDUCT FOR STUDENTS IN CLASSROOM/ PRACTICAL LABS –**

1. Students are required to follow the class timetable and attend lectures/ practicals as per the time table. Students are required to be present in the classroom /labs on time for the lectures/ practicals.
2. Students have the right to learn without interference from others. Interruption, disruptions in class inhibits, prevents and reduces the efficacy of teaching – learning . It is the duty of every student to ensure that the conducive atmosphere for teaching- learning is maintained in the classroom. Some example of highly objectionable inappropriate behaviour which may be construed as misconduct are- activities like using cell phones when the class is in progress, reading unrelated material, talking loudly so as to disturb the teacher and the class, entering the classroom late , passing offensive remark or comment on fellow students . Such notorious and disgraceful activities are strongly condemned and discouraged.
3. Students must note the minimum attendance required as per the University Ordinance and ensure adequate attendance during the academic year. In case of extenuating circumstances like illness requiring hospitalisation, the student is required to explain his/her absence in writing with adequate proof of hospitalisation and the competent authority (Principal) may condone his/ her absence for the said period. The Principal at his/her discretion may decide “what constitutes extraordinary or extenuating circumstances”



4. Students are expected to submit all assignments and get their journals/ projects certified by the Teacher-in –charge
5. Student are expected to carefully listen and follow the instructions given by the teacher- in charge while performing practicals and handling chemicals, acids and other inflammable / hazardous solutions. It is the duty of the student to know the safety procedure and follow the safety norms.
6. Students must be properly attired and adhere to the dress code for conducting practical / experiments in the lab.
7. In the classroom, students are required to actively participate in discussions on topics of academic interest and attend all lectures.
8. Students are required to record their attendance for each lecture separately and ensure that the attendance is adequate and above satisfactory levels for each semester separately. In addition to lectures, the attendance for practicals also needs to be recorded
9. Save electricity by switching off fans and tube lights when not in use. While exiting the classroom, switch off all the fans and tube lights and conserve electricity.
10. Protect all college property from damage. No scribbling on walls, carving on benches or destroying college furniture. Handle test tubes, glass and other fragile lab equipment, chemicals and acids safely and with care so as to minimize damages due to mishandling/ breakage .
11. All teaching aids, projectors, white boards, fixed in certain classrooms are to be carefully handled by students.
12. Discipline is to be maintained in the classroom in the absence of teacher in classroom. Don't disturb the other classes .
13. Computers made available in computer lab and IT department are to be used for academic purposes only.
14. Students are advised to know about disaster management procedures and safety measures to deal with emergencies like fire, flood etc

#### **CODE OF CONDUCT FOR STUDENTS IN EXAMINATIONS**

1. The college has adopted Zero tolerance towards unfair means and cheating in the examination
2. The college strongly advocates academic honesty in examination and views academic dishonesty seriously.
3. Students are required to refer to the examination time table and take the examination as per the schedule.
4. Students are required to follow the instructions given by the supervisors / senior supervisors during the examination.

## **READY RECKONER TO GOLDEN WORDS EVERY STUDENT SHOULD LEARN KNOW SPEAK AND MEAN**

SAY “**THANKYOU**” WHEN SOMEONE OFFERS TO HELP YOU

SAY “**SORRY**” IF YOU HAVE HURT ANYONE THROUGH YOUR WORD OR DEED

SAY “ **PLEASE**” IF YOU ARE REQUESTING SOMEONE TO HELP YOU

SAY “**MAY I** ”WHEN YOU SEEK PERMISSION –WHILE ENTERING PRINCIPAL SIR’S CABIN KNOCK BEFORE YOU ENTER AND ASK PERMISSION MAY I COME IN SIR?

*IT COSTS NOTHING TO BE POLITE AND COURTEOUS . REMEMBER TO TREAT OTHERS IN THE SAME MANNER AS YOU WOULD WANT TO BE TREATED BY THEM BECAUSE WHAT GOES AROUND FROM YOU COMES AROUND BACK TO YOU. .*

### **SOME BASIC NICETIES AND ETTIQUETTES TO BE FOLLOWED BY STUDENTS**

1. Wish all your teachers and Principal as an acknowledgement of their presence be it in a classroom, college office or anywhere in the college premises.
2. Thank all those who have helped you; be it teaching staff or non- teaching staff. Develop an attitude of Gratitude.
3. Request with humility to enlist the help of others and develop an inclusive approach .
4. Remember Honesty still remains the best policy.
5. Co-operate and collaborate with peers to make learning fun and enjoyable.
6. Life is beautiful. Make it more beautiful by helping others in any way you can- lending a patient ear, uttering a kind word, an encouraging pat on the back, a smile. If not, politely express your regret and your inability to help the person who sought your help.
7. Practice old age values of respect and regard for all and send positive vibrations to all .Attract love, peace, joy, calmness from the universe. We are human beings but strive to be remembered for ‘being human’. Raise the happiness index around you. It important to be educated but it more important to be human.

## **CODE OF CONDUCT FOR TEACHERS**

### **STATEMENT OF PURPOSE IN DESIGNING CODE OF CONDUCT FOR TEACHERS**

THE CODE OF CONDUCT SETS THE BENCHMARK OF EXPECTED BEHAVIOUR BY TEACHERS AND UNDERLINES MUTUAL RESPECT AND REGARD TOWARDS COLLEAGUES MAINTAINING PROFESSIONALISM AND THE DIGNIFIED STATUS OF THE TEACHING PROFESSION.

**THE CODE OF CONDUCT FOR TEACHERS INCLUDES NORMS DURING TEACHING, EVALUATION AND INTERACTIONS WITH STUDENTS, AUTHORITIES, COLLEAGUES AND SENIORS.**

1. Wear I-card at all times when present in the college.
2. Be punctual. Report on time for work – engaging lectures and practicals and for supervision during exams. Engage the lectures and practicals as per the individual timetable allotted
3. Record presence by signing attendance muster and marking biometric attendance (entry and exit time) and also attendance for each lecture/ practical.
4. Complete all teaching work allotted within given time duration. All evaluation and exam related work to be completed within the stipulated time.
5. The shared College resources like computers are to be used carefully and judiciously.
6. While interacting with students, teachers must endeavour to be objective without any bias or preconceived notions.
7. Teachers are not only required to teach but mentor students and guide them in academic areas. This will help build a stronger rapport between the teacher and students and make the students feel safe and secure in college.
8. While interacting with colleagues, be polite and courteous and show mutual respect and regard.
9. Work as a team as then Together Each one Achieves More.
10. Adopt an inclusive approach. Cooperation and collaboration can bring better results.
11. Leave cannot be demanded as a matter of right. It is granted subject to administrative convenience.

**In addition to teaching, they are required to help college administration when called for.**

## **CODE OF CONDUCT FOR NON –TEACHING AND SUPPORT STAFF**

### **STATEMENT OF PURPOSE IN DESIGNING CODE OF CONDUCT FOR NONTEACHING STAFF**

The primary objective of formulating a code is to formalize the acceptable norms of behaviour in an organisation. The non- teaching staff is the backbone of an educational institution which aid, supports and helps in the day-to-day administration of the college. They play an important role in assisting in the conduct of smooth and effective teaching learning and evaluation. The duties of the non-teaching staff are varied and hence the code prescribes a general code of conduct.

### **CODE OF CONDUCT FOR NON- TEACHING STAFF**

1. Report on time for work. Be punctual and discharge duties allotted promptly.
2. Behave decently in keeping with the discipline and decorum of the institution
3. Consumption of alcohol, intoxicants, tobacco, smoking is strictly prohibited while on duty.
4. Know the service conditions, duties and responsibilities, rules and regulations regarding leave, salary and other related matters Follow the organizational hierarchy and protocol.