CODE OF CONDUCT AND PROFESSIONAL ETHICS



MAJULI COLLEGE

MAJULI, ASSAM

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The Code of Conduct is central to the success and reputation of an institution. It is therefore important for staff and students to follow the Code of Conduct of the institution. The Code defines the standards of conduct required to be followed within the College and, in some cases, outside the College. There may be difficult situations in the course of duties and this Code is designed to enable us to know what is expected and best practices to be followed. It is the responsibility of the staff to make aware of the standards set out in this Code and to apply these standards at all times. Violating such Code may make someone liable to disciplinary action. It covers conduct at work and may also include conduct outside work which is relevant to concerned departments. Some misconduct will be treated as gross misconduct and in such cases dismissal is the normal form of disciplinary sanction. This Code is not intended to impinge on that freedom, but rather to ensure that it is reasonably exercised in a manner not detrimental to the College, its clients, its students or staff.

I. CODE OF CONDUCT FOR THE PRINCIPAL

The Principal should:

- Exhibit integrity, dignity, decorum and effectiveness at all levels.
- Implement unprejudiced approaches for decision-making with employees and learners.
- Maintain tolerance while dealing with burning issues among students and subordinates.
- Provide equal justice to faculty members and students from different socioeconomic communities.
- Allow the liberal participation of faculty in the affairs of the organization.

Allow faculties to get necessary leave and right

II. 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 student must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable disposition.

A Teacher should:

- Adhere to a responsible pattern of conduct and behavior expected of them by the society;
- 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 function relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and the counseling students as well as assisting the conduct of university and the college examination, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

III. TEACHERS AND STUDENTS

A Teacher should:

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among the students and strive to meet their individual needs;
- Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare;
- Inculcate among the students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the student 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 themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid student to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students colleagues or administration.

IV. TEACHER AND COLLEAGUES

A Teacher should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully to other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegation against colleagues to higher authorities; and

- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- Refrain from indulging in any sort of sexual harassment

V. TEACHER AND AUTHORITIES:

A Teacher should:

- Discharge their profession responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating steps through their own institutional bodies and/or professional organization for change of any detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interface with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept officers;
- 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 condition of contract;
- Give the expert due notice before a chance of position is made; and
- 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.

VI. TEACHER AND GUARDIANS:

A Teacher should:

- Try to see through teacher bodies and organization 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

A Teacher should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided:
- Work to improve education in the community and the strength the community's moral and intellectual life;
- Be aware of socials 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 group but actively work for National Integration.

VIII. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- The office employees shall be present during office hours.
- For the efficient administration of the organization, they should operate in an orderly and incorrupt manner.
- Effective communication and interpersonal interaction should be practiced within the organization and outside.
- The visitors of the institution should be welcomed.
- They should be excellent team players who can collaborate on the completion of tasks on time with distinct departments.
- In charge of cleanliness, maintenance and repair, technical and non-technical employees should always supervise and work towards the adherence of quality norms.
- In their dealings with students they should be kind and emotionally balanced.

IX. CODE OF CONDUCT FOR STUDENTS

The students enrolled in the college should obey the rules and adhere to the discipline of the college. Students ought to observe the following rules:

- Students are advised to be neat and clean in body and spirit and to behave with courtesy and dignity. They should show due respect to all the staff members maintaining the family spirit. Disobedience and misconduct will be seriously dealt with.
- Students should enter their classrooms at the first bell and remain in their places in perfect silence. Those who are free during any period are not allowed to loiter on the veranda during class hours and are expected to go to the library.
- Students are expected to attend classes with regularity and punctuality and to refrain from any action that may disturb the smooth functioning of the college.
- No student shall enter or leave the classroom during class time without the permission of the teacher concerned.
- No student shall enter the class other than his own without the permission of the Principal during the class time or intervals.
- All college property should be handled with great care. Scribbling and dirtying the walls in any way is strictly prohibited. Loss or destruction of college property is chargeable individually or collectively. No furniture should be displaced.
- Students must observe the rules of the college given by the Principal from time to time. Complaints must be brought to the principal's notice through the class teacher.

- Students should wear their identity cards while in campus and produce them on demand for inspection by any staff member or other college authorities. Identity card is to be produced at the office for issuing of any certificate from the college, remitting fees etc. If the card is lost, a duplicate may be issued at the students' expense with the special permission of the principal.
- Political activity is strictly banned in campus.
- Without the prior sanction of the Principal, students are not permitted
  (a) to convene or attend meetings of any sort in any circumstances anywhere in the college buildings or its premises,
  (b) to set up entertainments or organize social functions in the college,
  (c) to make use of megaphones and loudspeakers in the campus,
  (d) to invite any outside persons to the college for any functions
  (e) to collect subscriptions of any kind,
  (f) to put up notices or hoist flags of any organization or to display banners, posters, bunting etc. anywhere in the campus,
  (g) to place any paper, periodical or book in the reading room or circulate them in the college.
- Smoking, consumption of alcoholic drinks and drugs are strictly forbidden in campus and shall invite serious disciplinary action.
- **Ragging: Ragging is strictly prohibited** and is punishable by rustication or expulsion from the college, as per directives of the Hon'ble Supreme Court of India. Anti-Ragging Squads are made each year to ensure that no ragging takes place.
- Students should treat the opposite gender equally and no conduct of sexual harassment will be tolerated. Sexual harassment of any kind is punishable as per "Sexual Harrament of Women at Workplace Act 2013".
- Students are directed to Park their vehicle only in the area allotted.

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