The Autonomous & Heritage Institution

KANYA MAHA VIDYALAYA, JALANDHAR

College with Potential for Excellence
Re-Accredited A (score 3.56) by UGC-NAAC
Star Status by DBT
4 Stars to KMV IIC by MIC, Government of India
CURIE & FIST Grant (Phase II) Awarded by DST

A Hand Book
of
Code of Professional Ethics

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Code of Professional Ethics for Teachers

Whoever adopts teaching as a profession assumes the obligation to conduct herself/ himself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

1. Adhere to a responsible pattern of conduct and demeanor 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 organisations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
7. Discourage and not indulge in plagiarism and other non- ethical behaviour in teaching and research;
8. Abide by the Act, Statute, Ordinance, discipline and adhere to dress code of the College passed by the management. Also to respect the ideals, vision, mission, cultural practices and traditions of the Institution.
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college, 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
10. Participate in extension, co-curricular and extra-curricular activities, including the community service.

General Rules-

11. No teacher shall take part in, subscribe to in aid of or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of Indian Union, or to disturb public peace.
12. No teacher shall stand for elections to Parliament / State Legislature or Local Bodies without the prior permission of the Managing Committee.

13. No teacher shall, except with the previous permission of the Managing Committee, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.
14. No teacher shall in any manner criticise adversely in public the administrative actions of the Managing Committee of her/him college.
15. No teacher shall except in accordance with any general or special order of the Managing Committee or in the performance in good faith of the duties assigned to her/him, communicate, directly or indirectly, any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.
16. No teacher shall, except with the previous sanction of the Managing Committee, engage, directly or indirectly, in any trade, occupation or business or undertake any employment including private tuition work.
17. No teacher shall appear in an examination without obtaining prior permission of the Principal. Provided that a teacher may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of literacy, artistic or scientific character, subject to the condition that her/ his official duties do not thereby suffer, but she/he shall not undertake or shall discontinue such work if so directed by the Principal of her/his College.
18. No teacher of the College shall write or guide or a help book or cheap notes. She/he shall follow the procedure laid down by the College in case he intends to publish any work.
19. No teacher shall be habitual indebtness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.
20. No teacher shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to her/his service in the College.
21. No teacher shall be a member, representative or office bearer, of any association representing or purporting to represent teachers or any class of teaching profession unless such association satisfies the following conditions:
    - its membership is confined to teachers or a distinct class of teachers and it is open to all such employees or class of employees, as the case may be;
    - it is not in any way connected with any political party or organization or does not engage in any political activity.
22. Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
23. Unless in any case it be expressly provided for, the whole time of the teacher shall be at disposal of the College and she/he shall serve the College in such capacity and at

such places as she/ he may, from time to time, be directed by the Principal/ Managing Committee of the College.

24. If a teacher, who is assigned an examination duty, either by the Controller of examination (COE) or by the University Office, fails to perform the same, she/he shall be treated as absent from the College for the period in question, besides being liable to such other disciplinary action, under the rules.
25. No teacher in College shall apply for any other job, post or scholarship without previous sanction of the Principal of his College. Provided persons appointed on contract basis may apply for a job or a post if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.
26. Save in exceptional circumstances, No teacher shall absent himself from duties without having first obtained the permission of the authority provided in the leave Ordinances.
27. No teacher shall take part in any activity which in the judgement of Principal is calculated to lead to indiscipline in the College.

Code of Conduct towards Students -

Teachers should:

1. Respect the rights and dignity of the student in expressing her opinion;
2. Deal justly and impartially with students regardless of their religion, caste,
3. gender, political, economic, social and physical characteristics;
4. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
5. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
6. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
7. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
8. Pay attention to only the attainment of the student in the assessment of merit;
9. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
10. Aid students to develop an understanding of our national heritage and national goals; and
11. Refrain from inciting students against other students, colleagues or administration.

Code of Conduct towards 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 making unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

Code of Conduct towards Authorities :

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
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 College 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 College keeping in view the interest and in conformity with the dignity of the profession;
6. Adhere to the terms of contract;
7. Give and expect due notice before a change of position takes place; 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.

Code of Conduct towards Non-Teaching Staff :

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within educational institution;
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Code of Conduct towards Guardians

Teachers should:

1.Try that the College maintains 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.

2.On the whole teachers should recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

Code of Conduct for Non- Teaching employees-

1. No employee shall stand for elections to Parliament / State Legislature or Local Bodies without the prior permission of the Managing Committee.
2. No employee shall, except with the previous permission of the Managing Committee, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.
3. No employee shall in any manner criticize adversely in public the administrative actions of the Managing Committee of his college.
4. No employee shall except in accordance with any general or special order of the Managing Committee or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.
5. No employee shall, except with the previous sanction of the Managing Committee, engage, directly or indirectly, in any trade , occupation or business or undertake any employment.
6. No employee shall appear in an examination without obtaining prior permission of the Principal.
7. An employee shall not be habitual indebtness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.
8. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the College.

General

9. Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
10. Unless in any case it be expressly provided for, the whole time of an employee shall be at disposal of the College and he shall serve the College in such capacity and at such places as he may, from time to time, be directed by the Principal/ Managing Committee of his College.
11. If an employee, who is assigned an examination duty, either by the Local Controller of examination (COE) or the University, fails to perform the same, he shall be treated as absent from his institution for the period in question, besides being liable to such other disciplinary action, under the rules.
12. No employee in College shall apply for any other job or post without previous sanction of the Principal of his College. Persons appointed on contract basis may apply for a job

or a post if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.

13. Save in exceptional circumstances, no employee shall absent himself from duties without having first obtained the permission of the authority provided in the leave Ordinances.
14. No employee shall take part in any activity which in the judgment of Principal is calculated to lead to indiscipline in the College.

Code of Conduct for Principal ;

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
2. Conduct herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
3. Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
6. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
7. Manage their private affairs in a manner consistent with the dignity of the profession;
8. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
9. Participate in extension, co-curricular and extra-curricular activities, including the community service.
10. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Code of Conduct for Students

KMV provides a code of conduct which every student entering its portals is expected to follow. Each student of the college is expected to look on herself as the custodian of the college. She is expected to conduct herself with decorum and dignity that is worthy of the Institution. The students are expected to observe the following rules:

1. To listen carefully to the instructions given assembly and follow them earnestly.

It is the duty of every student to pay proper respect to the teachers, office staff and hostel staff.

2. Special attention must be given to the instructions on the notice board.
3. Cleanliness must be maintained at all costs. Bits of papers and skins of fruit should be put into dust bins kept for the purpose at various places.
4. Roaming about in the corridors is not allowed.
5. Before leaving the class-rooms, the students must ensure all the the lights and fans are switched off.
6. Students must talk softly and not shout from a distance.
7. Day scholars are not allowed to enter the hostel.
8. Students must behave properly in the bus. They can get down only at the stops from where they board the bus. A student will be allowed to get down on the way only if she shows permission letter from her parents/ guardians to that effect.
9. Students should utilize their free periods in the library and must not indulge in necessary loud talk or gossip.
10. Students should be punctual and regular in attending their classes. They must bring their identity cards daily and must produce the same if asked by a teacher.
11. Writing and sticking bills on the walls of the college, hostel and office buildings is strictly prohibited.
12. Use of mobile phones by the students is strictly prohibited in the college.
13. Ignorance of rules will not be accepted as an excuse for their non- observance.

14. The college time table once made is final. No appeal from students for any change in time table will be entertained.
15. A student found guilty of unfair means during an examination will be liable to deterrent punishment, which may even take the form of expulsion from the college or disqualification from the End Semester Examination.
16. The college has a stringent security system in place. College Authorities will, in no way be responsible for any student (day scholar or boarder) who defies the discipline and dupes the security personnel to move out of the campus.