

## CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE, JORHAT

### Code of Ethics and Conduct :

The path of true education enlightens and empowers an individuals to attain a better and high quality of life. The extraordinary role of a teacher thus becomes very important. As nation-builders, teachers should set a high standard of quality for students to emulate. Besides teaching, counselling and supervision, a teacher also has important pedagogical and social duties to perform; such as mentor, evaluator, facilitator, confidant, substitute parent, etc. Hence,

*"Right education should help the student, not only to develop his capacities, but to understand his own highest interest."*

*- Jiddu Krishnamurti.*

### I. Code of Ethics for Principal

- ❖ The Principal should provide inspiring leadership.
- ❖ He should be an individual with the highest integrity, always honest, fair, objective, supportive, protective and law abiding.
- ❖ He has to sketch out a policy and plan to execute the vision and mission of the institution.
- ❖ He should direct and co-ordinate all institutional activities in a responsible manner.
- ❖ The Principal should strive to create a congenial academic environment which fosters student and teacher growth.
- ❖ He should play an active role in the implementation of professional development activities of all his staff.

- ❖ The Principal should develop and foster a sense of pride and respect for the college property so that the institution is an attractive place.
- ❖ He should ensure that all reasonable precautions are taken to safeguard the health and general well-being of his staff and students.
- ❖ He should establish procedures whereby the access of visitors to the institution can be monitored and controlled. This would include access by salespersons, technicians, guest speakers, former students, etc.
- ❖ The Principal of an institution should always be honest, fair, objective, supportive, protective and law abiding.
- ❖ He should promote industry institution interaction and inculcate research development activities.
- ❖ He should ensure that the staff and students are aware of the rules, policies and procedures laid down by the college and enforce them fittingly.
- ❖ He should recommend and forward communication to the authorities.
- ❖ The Principal should monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- ❖ He should listen to the ideas of his students and set a supportive tone.
- ❖ He should be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- ❖ He should empower all his staff and students to reach their maximum potential.

## II. ETHICS FOR TEACHERS :

*"Teachers are the backbone of any country, the pillar upon which all aspiration are converted into realities."*

*-Dr. A.P.J. Abdul Kalam*

### A. OBLIGATIONS :

Teachers will strive to :

- ❖ Advance the interests of the teaching profession through responsible ethical practices.
- ❖ Regard themselves as learners and engage in continual professional development.
- ❖ Be truthful when making statement about their qualifications and competencies.
- ❖ Contribute to the development and promotion of sound educational policy.
- ❖ Treat colleagues and associates with respect by creating a congenial working atmosphere.
- ❖ Assist newcomers to the profession.
- ❖ Collaborate with fellow teachers.
- ❖ Respect confidential information of colleagues.
- ❖ Abide by the rules and regulations of the institution.
- ❖ Speak out if a colleague's behaviour is seriously out of turn and breaches the code enshrined therein.

### B. RESPONSIBILITY & ACCOUNTABILITY :

- ❖ Value-based education should be the motto of every teacher.
- ❖ Teachers should complete their syllabus on time and bring good results in the subjects handled by them.
- ❖ Mentor-Mentee system should be effectively implemented. Teachers should sincerely monitor the respective group of students attached to them.
- ❖ Teachers should honestly follow the guidelines duly prepared by the Dibrugarh University for conduct of examination and internal assessment.

- ❖ Teachers should provide innovative and quality education to students.
- ❖ Teachers should be responsible and interact positively with parents and other stakeholders.
- ❖ Teachers should respect confidentiality of information about students.
- ❖ Teachers should help, mentor, guide, encourage and assist students in their learning process.
- ❖ Teachers should be good counsellors and facilitators.
- ❖ Teachers should refrain from entering the class late, cancelling classes at short notice or at the request of a few students in class.
- ❖ Teachers should maintain emotional stability.
- ❖ Teachers should be aware of the uniqueness of each learner.
- ❖ Teachers should submit their API/Promotion-related documents to the IQAC of the college at least one week prior to the sitting of the Screening Committee/Interview Board.
- ❖ Teachers should also furnish the NAAC-related reports of their respective committees to the IQAC within the stipulated time asked for.
- ❖ Teachers should be honest and trustworthy. He/she should lead by upright example.
- ❖ And above all, teachers should be caring towards their students.

### III. CODE OF ETHICS FOR STUDENTS :

- ❖ Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the college campus. They shall abide by the rules and regulations of the college and should act in a way that highlights the discipline and esteem of the college.
- ❖ Students are strictly instructed to carry college Identity Card and come to the college wearing the approved uniform of the institute.

- ❖ Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned authority and any violation of this will attract penalty.
- ❖ All the students are expected to attend all college functions in college uniform unless otherwise specified.
- ❖ A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 am to 3.00 pm.
- ❖ The college gate will remain closed from 10 am to 2 pm for entry and exit of students.
- ❖ Students can leave the campus during class hours only after getting a gate pass from the Principal, Vice-Principal or HoD and after making entry in the Gate Register maintained by the gate keeper.
- ❖ Students are strictly instructed to come to college on time. Late coming will also result in loss of attendance for the corresponding hour.
- ❖ Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- ❖ Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the classroom.
- ❖ Students should bring prescribed textbooks to the classes every day.
- ❖ During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
- ❖ All students shall leave the campus immediately after 3.00 pm. No students shall wander or gather in the verandas, corridors and staircases, etc. needlessly. Do not spend much time in the canteen, etc.
- ❖ All leave applications (Regular & Medical) shall be submitted in time, for sanction by Principal, Vice-Principal and HoD. Application for medical leave shall be accompanied by valid medical certificates.

- ❖ The use of mobile phones is strictly prohibited in the college campus. Students who violate this rule will have to face disciplinary action.
- ❖ Students have to be present in minimum 75% for lectures and practical.
- ❖ Students have to park their vehicles (cycles, motor-bikes, cars etc.) in the parking allotted for them.
- ❖ Students both boy and girl students of the college have to maintain a harmonious relation and respectable decorum in the premises of the college campus.
- ❖ During leisure hours, students are advised to use the library and recreational facilities available in the institute campus.
- ❖ Students are expected to maintain silence in the academic buildings to maintain the decorum and any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- ❖ Ragging in any form is strictly prohibited in the college.
- ❖ Students should handle the furniture and other properties of their temple of learning with care and caution. Damage to any furniture will lead to penalty.
- ❖ Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
- ❖ Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
- ❖ Students should stay away from all anti-social activities.
- ❖ It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
- ❖ Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- ❖ Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned authority and the selection will be based on

parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

- ❖ Visitors are not allowed to meet the students in the classroom.
- ❖ Students should take care of their belongings. The institution will not be responsible for any loss or damage.
- ❖ The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honourable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No. 6.2.4 of Lyngdoh Committee recommendations.
- ❖ Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels and outside the college.
- ❖ During Examination Students have to reach college half an hour before the commencement of the exam.

#### **IV. CODE OF ETHICS FOR NON-TEACHING STAFF :**

- ❖ Remain on duty during college hours.
- ❖ Maintain honesty, integrity, fairness in the Administration.
- ❖ Adhere strictly to the laws and regulations of the college.
- ❖ Deal properly and positively with staff, students and the parents.
- ❖ Must not be absent from duty without official approval or approved sick leave.
- ❖ Avoid social networking sites such as Facebook, Whatsapp etc. during working hours.