

B. BOROOAH COLLEGE
GUWAHATI, ASSAM, INDIA

CODE OF PROFESSIONAL ETHICS BOOK



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:

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

II. TEACHERS AND THE STUDENTS

Teachers should:

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

III. TEACHERS AND COLLEAGUES

Teachers should:

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

- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) 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;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) 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:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) 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:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) 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.

GOVERNING BODY PRESIDENT/MEMBERS/PRINCIPAL

- (a) 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;
- (b) Conduct himself/ herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) 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;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Code of Conduct for Students:

A student is the cornerstone of an institution. They are the future citizens in whose hands rest the growth and development of a nation. They must adhere to the norms set by the college.

1. Students must abide by the rules and regulations prescribed by the institution.
2. Students must wear the uniform prescribed by the authority.
3. Students must carry their identity cards while being present on the college premises.
4. Students are required to attend all classes regularly and earn the necessary credit in each course.
5. Students should utilize their free time in the campus judiciously by engaging in creative work, visiting the college library, etc.
6. Students ought to attend excursions, field trips, and educational tours. Students ought to follow all the rules and regulations during excursion, field work and educational tours.
7. Students ought to be aware of the academic calendar as prescribed by the institution.
8. Students are to regularly check the notice boards and the website of the college for relevant notifications, announcements etc.
9. Students ought to maintain silence and discipline on the college campus. Spitting, littering and loitering are strictly prohibited and shall invite appropriate disciplinary action.
10. Students are expected to use cell phones in a proper/judicious manner without causing disturbance to others and destruction of the teaching learning process.
11. Students should not indulge in any kind of malpractice during examinations. Cheating and other malpractices during examination shall invite disciplinary action.
12. Indulging in ragging and anti-institutional, anti-national, anti-social and other immoral or political activities/expressions is strongly prohibited and punishable.
13. Prior permission from the college authority is required for organizing any function within the campus.
14. Students cannot circulate any objectionable news and materials detrimental to the interest and name of the college.
15. Damage to any college property or items shall be considered as a serious offence.

16. Taking law into own hands instead of reporting to/following procedural steps and measures related to any incident shall be considered as a serious offence. Students must be aware of the grievance redressal cell and Internal Complaints Committee.
17. Students must show respect towards the national flag and the national anthem. They are encouraged to participate in the celebration of significant events on the college premises, viz., Republic Day, Independence Day, College Foundation Day etc.
18. Every student is expected to maintain general cleanliness in the classrooms, laboratories and on the campus. Use of dustbin is necessary.
19. Chewing paan, gutka or any other tobacco products, smoking and consumption of intoxicating products is strictly prohibited on the college premises.
20. Students are expected to remain in their best of behavior.
21. In case of any indiscipline by a student, the college authority and the disciplinary committee is empowered to take any disciplinary action ranging from suspension to expulsion from the college.

Code of Conduct for Hostel Students:

1. It is the duty of the boarders to abide by the rules set by the superintendent of the hostel regarding meal timings, study hours, evening attendance, roll call time, etc.
2. No boarder shall go out of the hostel during study hours without permission of the superintendent.
3. Prior permission for leave for any reason shall have to be obtained by boarders from the superintendent.
4. No boarder shall vacate the hostel without clearing all dues, etc. and must receive written permission/ consent of the superintendent.
5. Complaint or allegation if any by boarder against co-boarder, mess manager/ in-charge, cook and/or kitchen/dining hall assistant/helper shall be brought to the notice of the superintendent.
6. The superintendent is empowered to expel or get a boarder evicted from the hostel for any serious offence committed by the boarder. Expulsion from the hostel implies expulsion from the college as well.
7. The under mentioned acts of boarders shall be deemed as serious offences –
 - a) Overnight absence from the hostel without the superintendent's permission.

- b) Entertaining or keeping any guest in the hostel without the permission of the superintendent.
 - c) Disturbing or irritating co-boarders through any activity.
 - d) Committing or engaging in immoral and noxious acts.
 - e) Habitual indiscipline or breaking of rules.
 - f) Unseemly and disrespectful behavior towards the superintendent, warden or hostel managing committee members, etc.
 - g) Damage to any hostel property or items.
 - h) Acts against social organization, causing harm to any person or acts attributable to creating nuisance or social disturbance, creating communal tension, using inflammatory language or comments.
 - i) Acts of violence or bullying co-boarders, cook, dining hall assistants / helpers and utterance of foul and unparliamentary words /language.
 - j) Taking law into own hands instead of reporting to/following procedural steps and measures related to any incident.
8. No boarder shall go out of the hostel after sunset without the permission of the superintendent.
 9. Application for leave of absence of boarders shall not be granted or considered without written consent of the local guardian of the boarders concerned.
 10. All boarders before joining, leaving and/or vacating the hostel shall take the permission of the superintendent.
 11. All boarders shall keep their rooms neat and clean.
 12. Radio, heater, electric iron etc. shall not be used by boarders without the permission of the superintendent.
 13. If an instance of misappropriation of mess-funds is detected/ occurs on part of any boarder, the superintendent shall take necessary action and the boarder will be liable for expulsion from the hostel.