

# **Handbook of Professional Ethics for The Stakeholders**



## **Bijni College, Bijni**

**P.O. – Bijni, Dist – Chirang, BTR Assam, 783390**

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**THE CODE OF PROFESSIONAL CONDUCT**  
**AND**  
**ETHICAL GUIDELINES FOR COLLEGE STAKE-HOLDERS**

Bijni College is a provincialized college that is managed by a Governing Body constituted as per the guidelines based on Assam Non-Government College Management Rules and Assam College Employees (Provincialisation) Rules. The Governing Body is the sole decision-making body in all academic and administrative matters. This body adopts various policies and plans regarding academic, administrative set-up, appointment and financial activities of the institution. It implements the service rules as framed by the state government. It implements its plans and programmes through various units and committees set by it for the purpose. The Principal being the Secretary to the Governing Body, is the chief executor of all its decisions. He monitors/guides the committees or units in implementing the aforesaid policies and plans. Thus, for the effective and efficient functioning of policies, administrative setup, appointment and service rules, procedures, etc. as per the norms of the state government that is duly implemented by the Governing Body, the Principal and the college runs a well manoeuvred internal organisational system. The following are the Government notifications released from time to time by the Government of Assam and the Directorate of Higher Education, Assam.

1. Assam Non-Government College Management Rules, 2001 (15.06.2001)
2. Assam Non-Government College Management (Amendment) Rules, 2001 (16.10.2001)
3. Assam Non-Government College Management (Amendment) Rules, 2009 (19.06.2009)
4. The Assam College Employees (Provincialisation) At, 2005 (22.12.2005)
5. The Assam College Employees (Provincialisation) (Amendment) Act, 2005 (10.05.2010)
6. The Assam College Employees (Provincialisation) Rules, 2010 (15.11.2010)
7. The Assam College Employees (Provincialisation) (Amendment) Act, 2012(02.05.2012)



## **CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR THE PRINCIPAL**

(Based upon UGC regulations for appointment of academic staff in colleges and measures for the maintenance of standards in Higher Education, 2018)

### **The Principal should be:**

- Delivering a competent leadership to ensure the optimum and effective utilisation of the resources of the College so as to facilitate a conducive workplace culture and learning environment.
- Maintaining honesty, integrity, impartiality, fairness, transparency and a great sense of responsibility in all dealings and transactions in order to serve the best interests of the college as an institution of public service.
- Undertaking need and value-based policy making in academic and executive matters to ensure overall sustainable growth keeping in mind the special concerns of the local environment and its human resources with a global perspective.
- Providing safe and free environment for the students to make their mind enquire about any knowledge that helps the humanity.
- Fostering a spirit of collaboration among all stakeholders of the institution and pave the way for beneficial liaison within them and also beyond.
- Motivating and promoting innovative thoughts, ideas and action in teaching- learning, research as well as in community service.
- Displaying exemplary behaviour at all times in keeping with the dignity of the office and the expectations of society.
- Encouraging and participates in extension, co-curricular and extra-curricular activities.
- Striving for impartiality in all dealings by disallowing considerations of religion, race, community, gender etc. to interfere in the administration of the College.
- Endeavouring to achieve excellence in services of the College and make these equipped to deliver optimum service and satisfaction to the community, country and humanity.

### **The professional duties and responsibilities that the Principal has to execute as the administrative head of the institution are:**

- Undertaking suitable action to realise the vision and mission of the institution.
- Ensuring quality enhancement and capacity building of the college in collaboration with the IQAC and other in-house Cells and Committees.
- Monitoring continuously the performance indicators of various academic and administrative procedures/regulations and their up-gradation/modification as and when the need arises.
- Constituting, nominating, monitoring and mentoring various in-house subcommittees that are assigned with any aspect of administrative matters of the College.
- Presenting before the Governing Body for approval, various policy matters and proposals as suggested by different stakeholders of the institution including the IQAC.
- Ensuring smooth implementation of various policy matters and projects approved by the Governing Body within stipulated budget, time and objectives.



- Appointing/Nominating various officers-in-charge to act on his/her behalf, and acting as Officer-in-charge of various academic and non-academic programmes held in the College.
- Planning and executing various welfare measures for all the stakeholders of the institution.
- Ensuring the maintenance of a harmonious and efficient academic environment in the institution.
- Taking measures to liaise with external agencies for quality maintenance and enhancement within the College.
- Exploring various local resources for the augmentation of the institution as well as the benefit of the society
- Acting as the bridge between the local community and the college community for better interaction of mutual knowledge and experiences.
- Working towards developing institutional fringe areas by judicious utilization of institutional resources and striving for strengthening the financial and influential position of the institution.

### CODE OF PROFESSIONAL CONDUCT AND FUNCTIONING GUIDELINES FOR INTERNAL QUALITY ASSURANCE CELL

(Based on NAAC Guidelines)

#### The functions of the IQAC are:

- Striving towards capacity building of the Institution by undertaking measures for quality improvement in the learners, the teachers and in the delivery of teaching – learning experience.
- Facilitating the development of participatory, experiential and problem-solving teaching and learning process by taking steps for preparing both learners and teachers for adopting latest knowledge and technologies in Higher Education.
- Envisioning and introducing quality benchmark for various academic and administrative activities of the college.
- Monitoring and mentoring the practices and performance of the in-house Cells and Committees.
- Organisation of inter and intra institutional workshops, seminars, work-shops on quality enhancement topics.
- Contriving for feedback response from learners, parents and other stakeholders on quality related issues within the institutional processes.
- Dissemination of information on various quality parameters of higher education to the college community including adoption and out-come of best practices.
- Development and maintenance of institutional database for enhancing and maintaining quality.
- Documentation of various programmes and activities organised by various departments, cells, committees and the administration of the college for quality improvement and showcasing.



- Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC as per NAAC Guidelines.
- Acting as a nodal agency for liaising with various external agencies in the matter of accreditation and support.

#### Strategies to be adopted by IQAC:

- Well timed and efficient performance of academic, administrative and financial tasks.
- Ensuring the relevance and quality of academic and research programmes.
- Monitoring equal and affordable access to academic programmes for the beneficiaries from different sections of society.
- Monitoring the adequacy, maintenance and functioning of the support structures and services.
- Promoting collaboration and networking in research with other institutions in India and abroad.

### CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR THE FACULTY

(Based upon UGC regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standard in Higher Education, 2018.)

#### TEACHERS AND THEIR PROFESSION

##### It is the responsibility of the teachers to:

- Conduct themselves in a manner consistent with the ideals of the profession and in keeping with the expectations of the society so as to emerge as universal role models.
- Engage in sustained and multi-dimensional professional up-gradation through study, research and net-working.
- Put-up to the creation and dissemination of new knowledge by active participation in academic events eg.- seminars, conferences, workshops and professional meetings.
- Perform daily teaching duties eg.- classes, practical, tutorials and evaluations with dedication and diligence.
- Execute every academic and co-curricular task prescribed in the respective syllabus and curriculum within the stipulated time.
- Strive to incorporate innovative methods and materials for imparting knowledge.
- Discourage and not indulge in plagiarism or other non-ethical practices in teaching, examination, evaluation and research work.
- Maintain active membership of professional organizations through which improvements in education and profession may be derived.
- Keep abreast of latest government legislations, rules and policies on Education.



- Abide by the Acts, Statutes and Ordinances of the University and UGC and respect its ideals, vision, mission and traditions.
- Co-operate and assist in the smooth operation of related duties like admission, examination and evaluation procedure of the college and the affiliating University.
- Undertake corporate responsibilities and participate in co-curricular, extra-curricular and extension activities including community service.

## **TEACHERS AND STUDENTS**

### **Teachers should:**

- Serve as mentors and facilitators to awaken enthusiasm and aspiration in the learning experience.
- Behave with amiability and accessibility towards the students and guide them in a holistic manner.
- Motivate and inspire the students to aim for excellence in academic and extra-curricular activities, to achieve their goals and contribute to their all-round welfare.
- Support students in inculcating a sound personality by broadening their horizons and updating them about the latest developments in the sphere of knowledge and technology.
- Inculcate within the students a spirit of independent thought, innovative ideas and scientific temper.
- Protect and sensitise students against all adverse elements and practices that might hamper their physical, intellectual and moral well being.
- Promote among the students the ideals of humanism, patriotism, social justice, democracy, world peace and preservation of the environment.
- Assist students to appreciate local and national heritage and goals.
- Value the differences in the socio-economic-cultural backgrounds of the students, by realising the worth of individual students and treat them with fairness, and appreciate their unique needs.
- Treat students with dignity and impartiality regardless of their community, religion, gender and political affiliation.
- Educate about and respect the rights and freedom of the students and not deal with them in a vindictive manner.
- Maintain impartiality in the assessment of the merit of the students, without any other considerations.
- Refrain from misdirecting or inciting students against other students, colleagues or the administration.
- Be the friend, philosopher and the guide to the students in a holistic manner.



## **TEACHERS AND AUTHORITIES**

### **Teachers should be:**

- Sincere in adhering to existing rules and regulations of the institution and comply with any relevant order or instruction that might be issued from time to time by the college administration or by higher authorities.
- Ardently participating in all policy making for the institution by accepting various offices and discharging the responsibilities as deemed fit by the authority.
- Executing sincerely every academic or administrative task assigned by the authorities.
- Extending all possible co-operations to the authorities in bringing to realise the developmental plans of the institution.
- Genuinely maintaining the confidentiality of required official documents.
- Respecting the professional ethics by not accepting any other gainful employment that may interfere with the professional responsibilities.
- Providing all necessary information about any absence or change in position or plan or duties.
- Avoiding any undesirable behaviour against the authorities and only abiding by legal and civilised means of redressal of grievances if any.
- Cooperating with the authority in all academic and administrative responsibilities with a mutual sense of confidence and responsibility.

## **TEACHERS AND COLLEAGUES**

### **Teachers should be:**

- Cultivate a spirit of co-operation and a supportive, and democratic attitude towards all colleagues.
- Restrain from any defamatory activity against colleagues and treat them with utmost respect and dignity.
- Refrain from allowing considerations of religion, caste, creed, race or gender in their professional dealing.
- Refrain from lodging any unsubstantiated allegations against and indulging in any types of harassment.
- Mutually develop a relationship of ideal personal and professional being both in and beyond the campus.

## **TEACHERS AND NON-TEACHING STAFF**

### **Teachers should:**

- Treat the office staff as respectfully as colleague's equals.
- Co-operate in the joint activities of maintaining both academic and non-academic responsibilities.
- Mutually help each other to acquire efficiency and excellence in providing service to the beneficiaries.





## **TEACHERS AND GUARDIANS**

### **Teachers should:**

- Establish a relationship of trust and partnership with guardians for the benefit of the student.
- Keep contact with guardians through parent-teacher meets and beyond.
- Report to guardians about the academic and co-curricular performance of their wards whenever necessary.
- Encourage the guardians to take interest in the affairs of his/her wards and his/her academic and personality development.

## **TEACHER'S SOCIAL RESPONSIBILITY**

### **Teachers should:**

- Ascertain that a teacher is the universal role model and is constantly under the scrutiny of society.
- Behave in appropriation with the ethics and values of the society and environment and simultaneously confirming to the ideals of universal humanism.
- Identify that education is a public service and hence strive to keep the public informed about educational programmes delivered by the institution.
- Endeavouring towards developing a relationship of trust, collaboration and service with society.
- Attempt to improve the standards of education and morals in society by inculcating in the spirit of enquiry and ethics.
- Cooperate in community welfare activities for addressing the social problems and participate in responsibilities of public offices.
- Desist from inciting or assisting any activity that amounts to hate mongering among different communities, religion or linguistic groups.
- Work towards communal harmony and national integration.
- Refrain from involvement in any political activities that may spoil the neutrality of a teacher's identity.

## **TEACHER'S ACADEMIC RESPONSIBILITY**

### **Teachers should:**

- Sincerely attend to daily routine classes with punctuality and preparation.
- Complete allotted topics of the syllabus for each semester within the stipulated time.
- Prepare lesson plan and teaching plan and adhere to it.
- Evaluate the students with appropriate tools and methods.
- Discuss the evaluated answer scripts/assignments with students to highlight the mistakes committed and the remedies thereof and scopes for improvement.
- Create repository of e-learning resources and utilise these for the benefit of students.
- Restrain from physically or mentally abusing any student for any reason.
- Encourage the students to use library and peer learning.
- Engage in self-study, research, academic participation and other experiential experiences.



## TEACHER WITH ADMINISTRATION

- Ensure daily entries in the Log Book/Attendance for teachers.
- Abide by the rules/advisories/instructions from the authority in all service-related matters.
- Co-operate with the HOD in executing various departmental works.
- Respond to any academic instructions from or via Authority.
- Assist in and abide by all admission and examination duties with laid down norms.
- Attend promptly to any instruction received from administrative authority regarding management, service or corporate responsibilities.
- Assist the administration in student related issues.
- Ensure co-ordination among alumni, guardians and other stakeholders for all- round growth of the department and institution.
- Provide different qualitative and quantitative data/feedback to the IQAC promptly as and when required.

## GUIDELINES FOR HEAD OF DEPARTMENTS

### HODs of all academic departments must ensure:

- A healthy and free atmosphere in the department that is conducive to growth.
- Friendly co-ordination among the members of the department and regular reviewing of the progress in teaching, learning, evaluation, co-curricular, extra-curricular and extension services through departmental meetings.
- Timely and judicious distribution of syllabus contents among the faculty members of the department to enable course completion within the stipulated time and preparation of departmental class routine.
- Systematic maintenance of the departmental records and files such as
  - (i) Incoming and outgoing memos
  - (ii) Stock register
  - (iii) Departmental meetings and proceedings register
  - (iv) Copies of home assignments, classwork/tests, field study reports
  - (v) Students' exam and result records
  - (vi) Documents related to extension activities
  - (vii) Student progression records
  - (viii) Stock of records as soft copies.
- Regular and timely holding of classes and oversee that no class is left unattended due to the absence of any teacher by making alternative arrangements to hold the same.
- Day-to day updating of daily class records and activity records of the faculty members in the Log Book.
- Execution of all co-curricular activities of the department such as project works, student seminars, home assignment and field trips or any other.
- Ensure the departmental publications and the wall-magazine.



- Mentoring and guidance of students to create a learner-centred approach through mentoring sessions, tutorials, remedial classes, orientation programmes.
- Periodical conducting of departmental parent-teacher meet and alumni meet.
- Safe custody of confidential documents.
- Proper communication of academic and administrative matters to relevant authorities through institutional email ID or WhatsApp group.
- Prompt response to relevant instruction or directive issued by any administrative authority.
- Submission of required data or feedback, as and when required by the IQAC.

### **CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR THE LIBRARIAN**

(Extract from UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018)

#### **Librarian should:**

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
2. Manage the logbook of user-entry, borrower and reader in a manner consistent with the practice and dignity of the profession.
3. Adhere to punctuality, sincerity and fairness in dealing with the users of the library.
4. Creating an atmosphere of friendliness and fairness with other employees.
5. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
6. Participate in extension, co-curricular and extra-curricular activities, including the community service.
7. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in the professional endeavour.
8. Encourage and instruct the students in optimum use of library resources.
9. Ensure most possible up-dating of stocks (reading materials) and technology.
10. Create a friendly and free but academic environment in the library.
11. Respond to both administrative and academic communications.



## CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR NON-TEACHING

### STAFF:

Non-teaching staff of the college should imbibe the values like responsibility, loyalty, impartiality, diligence, commitment, integrity and morality in various day to day official matters and duties outside the college.

Moreover, the non-teaching staffs is expected to conduct themselves sincerely in the following--

- Commitment to the College through punctuality, reliability and dedication in all duties and developing a sense of belongingness.
- Inculcating integrity by being honest in words and actions.
- Ensuring a healthy relationship with students and all staff.
  1. Maintaining decent interaction with students.
  2. Abiding by professional boundaries with students, staff and guardians.
- Assuring diligence of office by treating students with care and kindness.
- Being supportive and co-operative with other staff members.
- Discharging responsibilities by meeting the required standards for every assigned task.
- Practicing justice by being committed to the well-being of students, the college community and the common good of the society.
- Respecting and maintaining the hierarchy in the Administration.
- Adhering strictly to the official resumption and closing time and must dress decently & appropriately.
- Never using unauthorised persons to perform his/her own duties.
- Responding appropriately to the authority, teaching staff and other non-teaching staff.
- Ensure dignity of office as it represents the Principal in every matter.

### GUIDELINE FOR STUDENTS:

1. The Dress Code (college uniforms prescribed in the college prospectus) and display of authenticated, updated ID Cards are mandatory for all bonafide students to enter the college campus. The entry to the campus is not allowed beyond Routine Hours except for in campus boarders and on special occasions.
2. Students must abide by the College Rules (specified in the College Prospectus, Library Rules, Departmental Rules, Office Rules, Hostel Rules, Parking & Driving Rules and the College Constitution).in their pursuance of academic goals.
3. Should ensure regularity & sincerity in their pursuance of academic goals.
4. Assure all co-operations to the authority, teaching staff, and non-teaching staff in enjoying own rights and upholding the dignity of the college in dispensing of own responsibilities.
5. Commit to keep the college campus free of politicisation, discrimination, intolerance, ragging, all types of harassments, drugs, intoxicants and any type of violence.



6. Ensure helping in maintaining a clean, beautiful and eco-friendly campus for healthy mind and body.
7. Refrain from any harm to the college property as it belongs to the larger society.
8. Must not bring any disrepute to the college by any unruly/irresponsible behaviour, in any platform, media, campus or occasion.
9. Strive for self-development and excellence through participation in all designated campus experiences both academic and co-curricular.
10. Endeavouring to inculcate leadership through all activities and fostering the broader humanism through all interactions within the campus.
11. Cherish the good memories of the class-mates, college-mates, teachers, service staff and authority.
12. Must adhere to all the instructions from the authorities concerned from time to time.

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