

# **CODE OF CONDUCT AND PROFESSIONAL ETHICS**

## **1- FOR INSTITUTION**

One of the concepts of our institution is to generate and encourage the feelings of MAHAVIDHYALAYA PARIVAR based on The principles of Mutual Respect, Mutual Trust and Mutual Co-operation. Institution is already having its own Vision and Mission on the basis of which institutional ethics have been decided

### **1. Concept of Mahavidhyalaya Parivar**

Institution has, right from opening of the institution, introduced the concept of Mahavidhayalaya Parivar where in students, teaching and non-teaching staff, guardians and other stakeholders may feel comfortable as a family member and all of them may live with affection and respect for each other. Mutual trust, Mutual Respect and mutual Co-operation are basic principles of this concept.

### **2. Vision and Mission**

Institution has framed its own Vision and Mission not only for General Faculty but also for Teacher Education faculty. Our library department and BCA faculty are also having their own vision and mission based on institutional vision and mission. These vision and mission have been framed after series of discussion with various experts, academicians and also with community members. Vision and Mission may be difficult but are not impossible to achieve and institution is bound to carry on its responsibilities accordingly.

### **3. Students Charter**

UGC has prescribed a Student Charter which has been placed in the campus for the information of every stakeholder. Our students, teaching and non-teaching staff and management representatives are bound to honour the Students Charter.

### **4. Plan, planning and policy**

Institution has five year Plan, Planning and Policy on the basis of which teaching learning is to be conducted and infrastructural facilities are also supposed to be provided and used.

### **5. Assessment and evaluation-**

Institution has its own policy for internal assessment and evaluation which is well codified and is approved by Governing Body through IQAC. Teaching staff is committed for fair, transparent and regular assessment and evaluation. Any grievance of the students relating to assessment and evaluation is to be redressed honestly.

### **6. No commercialization-**

Educational institutional being a charitable one, is not supposed to run for commercial purpose. At no cost, donation is to be collected from students and their guardians. However, in case of any bonafide exigency, if donation is collected, proper receipt should be given and same should be shown in the books of accounts.

### **7. Tax Evasion-**

Institution will pay income tax or any other tax as per rule of the government and no part of the income will be hidden to avoid the payment of tax. Regular internal and external audit will be ensured.

### **8. Fair and Transparent Accounts-**

Institution will maintain fair and transparent accounts with proper evidences. Cash transactions would be done strictly as per rules. Periodical internal and external audit should be conducted and audited Balance Sheet should be got approved in Governing Body.

## **9. Academic Audit-**

To ensure that academic activities are being conducted as per vision and mission and also as per guidelines of statutory bodies, academic audit should be conducted periodically by impartial academicians and it should not be a mere record building process.

## **10. SWOC Analysis-**

Institution will conduct SWOC Analysis at the end of academic year and for this purpose, outside experts must be invited to analyse the things. Being a self-evaluation process, in no way, it should be permitted to be affected by biasness or prejudicial behavior.

## **11. Fairness in communication-**

Institution will not propagate any false things just to attract the admission or for image building. No information will be given which may deceive any stakeholders. No genuine information or detail relating to any student or guardian or teacher should be passed on without consent of the concerned party. Secrecy element must be owned at every cost. Any matter relating to policy and requiring secrecy must be kept confidential.

## **12. Compromising Attitude and Tolerance -**

Every member of Mahavidhyalaya Parivar must show decency and courtesy while dealing with each other or with students, teachers or any community member. No hardness or difficult situation should be created within the campus or institution and full degree of tolerance should be shown.

## **13. Cooperation to Every Stakeholder-**

Institution will co-operate to students, teaching and non-teaching staff and to community where ever so possible may be financially or otherwise.

## **14. National and Social Responsibilities-**

Institution is bound to work for social and national development and also to produce the students who are sensitized fully for social and national development, at their own willfully and enthusiastically.

## **15. Morning Assembly-**

Morning Assembly must be the priority of the institution where prayer for parents must be made compulsory next to Almighty. During morning assembly itself, all students must be encouraged to address by their own newly framed quotation and this way, students may be encouraged for the service of their parents, views expression during assembly will develop critical thinking and also scientific temper.

## **16. Over and above all, following other points are also decided as institutional ethics:-**

- Concern for safety and wellbeing of students.
- Respect and recognition for colleagues and other professionals.
- Build up and develop public trust and confidence in the teaching profession and create learning experiences which engage, motivate and challenge students in an inclusive setting with a lifelong learning perspective.
- Any malpractice or plagiarism in paper presented in a seminar, in Action Research, Research or Project Work would amount to misconduct.

Likewise Violation of any Professional Ethics would amount to misconduct and would be dealt as per service conditions of our institution.

## **FOR STUDENT:-**

All students of the institution irrespective of caste, creed and place are required to:-

- 1- be fully aware with the text of Students Charter already provided in prospectus, explained during Induction Programme and also placed on campus board.
- 2- show courtesy to all teaching and non-teaching staff.
- 3- behave decently with head of the institution, representatives of management, staff and mentor teachers of practice teaching schools if applicable
- 4- behave properly with community members during field assignment, survey and tour period etc.
- 5- remain courteous with peers and all students of other classes.
- 6- exhibit soberity in dress and address.
- 7- behave as a responsible student, a responsible family and social member.
- 8- concentrate in classroom activities and not to create any disturbance in smooth teaching-learning and other activities.
- 9- remain punctual in classroom attendance and in every activity within and outside campus.
- 10- attend internal and external assessment and evaluation process honestly and with full preparation.
- 11- put up any grievance relating to evaluation or relating to any matter as per procedure.
- 12- pay dues of institution in time regularly.
- 13- get leave sanctioned whenever it is not possible to attend the class.
- 14- pay full respect to every guideline of library rules.
- 15- not to indulge in any act of ragging or misbehaving with girl students.
- 16- keep class-room, campus both inside and outside clean, green and pollution free.
- 17- keep drinking water clean and not to misuse energy power.
- 18- protect every property of the institution from damage and destroy.
- 19- keep away from any fake complaint against any one.
- 20- show full respect to own reputation and also to reputation of the institution.
- 21- keep away from smoking and drugs.
- 22- avoid every act which is not expected from a student.
- 23- not to read newspaper or talk with others while teaching is in process.
- 24- avoid to check e-mail, mobile message or busy in facebook while in teaching
- 25- remain away from cheating and teasing.

## **PENALTY PROVISIONS-**

While determining the punishment, institution would see that no future/career of any student is adversely affected. However, following provisions are laid down:-

- 1- guidance and counselling.
- 2- head of the department to call and do counselling.
- 3- head of the institution to call and to deal in a little tough manners.
- 4- to call the parents in whose presence, matter to be dealt suitably.
- 5- issuance of cautioning and warning letter.
- 6- to recover cost of damaged property after providing privilege of natural justice. In case of proved ragging or in the case of sexual harassment, restitution for reasonable period. While deciding any punishment, any kind of disability must be considered. Right of appeal to the aggrieved must be given and process of appeal should be informed to concerned aggrieved in writing by punishing authority.

## **FOR TEACHERS**

Teachers are the mirrors and pillars of any institution. Institution has its own staff service conditions which are applicable to all teachers. However, over and above, teachers should :-

- 1- show decency, leniency while within and outside the campus.
- 2- Note that they are architect of future of youth who are the future of our nation.
- 3- demonstrate full commitment, respect and loyalty to their profession and its continuous development.
- 4- show anxiety to acquire knowledge and experience of latest changes in ICT and in educational field.
- 5- not to avoid to gain and learn much more through attending seminars and workshops.
- 6- be excited for attending training programmes particularly recognised by UGC.
- 7- feel proud in transferring his knowledge and experience by his own publication of books and research work which would be for the benefit of society and country.
- 8- worry to gain prizes and awards for their contribution in education and in teaching-learning.
- 9- feel responsibility to identify deficiencies and to improve in any student.
- 10- be punctual in attending class-room and beyond class-room activities.
- 11- not to discriminate amongst students on the basis of caste, creed and religion.
- 12- bring improvements in diversity.
- 13- not to encourage the use of unfair means during internal and external assessment and evaluation process.
- 14- feel moral duty to follow policy and procedure of assessment and evaluation and also to provide feedback immediately , clearly and without being biased.
- 15- feel responsible for overall development of students may be physical, moral,cultural and social.
- 16- give assignment to every student, check sincerely and give feedback promptly.
- 17- not to have employment simultaneously in any other institute.
- 18- not to enter into any money or business dealings either with any student or with any teaching and non-teaching staff.
- 19- to lead teaching process as per curriculum implementation plan like academic calendar time-table, Annual Plan, Unit Plan etc.
- 20- not to use or allow the use of mobile during teaching-learning period.
- 21- follow provisions of copy right Act and regulation.
- 22- not to be victim of plagiarism.
- 23- be sober in dress and address.
- 24- be courteous and co-operative while dealing with any community member or with staff of institution of Practice-teaching schools and internship if applicable.

## **FOR PRINCIPAL**

Principal is the Head of the Institution. He is expected to see that:-

- 1- congenial environment suitable for the teaching learning be created and developed within and outside campus.
- 2- clear planning is prepared for implementation of curriculum of every faculty at the starting of the session.
- 3- Annual unit plan are prepared by all faculty members and academic calendar and time -table is ready well in advance before session starts.
- 4- all essential Committees are formed, meetings of all committees are conducted properly and minutes recording and proper follow-up is done.
- 5- IQAC composition, minutes recording and follow-up is done properly.
- 6- committees are not merely record building.
- 7- induction programmes are conducted and necessary informations including course programmes communicated to students to their satisfaction.
- 8- admission process and internal/external examinations are well managed and conducted fairly and in a transparent manner.
- 9- Assessment and Evaluation is done continually as per internal policy of the institution.
- 10- Student Council is formed at the starting of the session and council is working to meet its objectives.
- 11- alumni association is active and alumni members are encouraged to contribute for the development of the institution.
- 12- student grievances may be relating to raging or sexual harassment are delt as per process and policy of statutory body and internal policy of the institution.
- 13- discipline and decency in dress and address are maintained by students, faculty members and non-teaching staff.
- 14- per day, atleast two hours time should be spared to attend the grievances /complaint of community , students, teachers and non-teaching staff.
- 15- total behaviour is like a guardian of family.
- 16- fundamentals of the institution like “MAHAVIDYALYA PARIWAR, MUTUAL TRUST,MUTUAL RESPECT AND MUTUAL CO-OPRATION” are translated into action.
- 17- threats should not form a part of the habit but a tool to meet any serious situation.
- 18- be punctual in attending to the office and meetings of various committees.
- 19- should deal without favour and fear.
- 20- encourage the faculty members for professional development by training, orientation programme and participation in seminars and workshop.
- 21- organise various activities relating to government policies and instructions.
- 22- cordial relations are developed amongst students and teachers.
- 23- community relationship to the necessary extent is developed.
- 24- no illegal activities, moving presentation or use of drugs etc.
- 25- mobile use during teaching-learning and meetings of committee must be prohibited.
- 26- ensure that students are meeting their expectations from the institution.
- 27- minimum requirement like drinking water supply proper power supply, peaceful atmosphere, water and waste management and cleanliness are honoured properly.

## **FOR NON-TEACHING**

Institution has introduced its own Staff Service Condition and all non-teaching staff members are governed by guidelines provided there in also. However, they are further expected to:-

- 1- demonstrate full commitment, respect and loyalty to their profession and its continuous development.
- 2- show anxiety to acquire knowledge and experience of latest changes in ICT and in educational field.
- 3- excited for attending training programmes.
- 4- worry to gain prizes and awards for their contribution in institution.
- 5- be punctual in attending office and beyond office activities.
- 6- not to encourage the use of unfair means during internal and external assessment and evaluation process.
- 7- not to enter into any money or business dealings either with any student or with any teaching and non-teaching staff.
- 8- not to use or allow the use of mobile during working period.
- 9- show courtesy to all stakeholders.
- 10- behave decently with head of the institution, representatives of management, staff and mentor teachers of practice teaching schools if applicable
- 11- behave properly with community members during field visit.
- 12- remain courteous with colleagues with peers and all students of other classes.
- 13- exhibit soberity in dress and address.
- 14- put up any grievance relating to any matter as per procedure.
- 15- keep class-room, campus both inside and outside clean, green and pollution free.
- 16- keep drinking water clean and not to misuse energy power.
- 17- keep away from any fake complaint against any one.
- 18- keep away from smoking and drugs.

## HUMAN VALUE

Man is a unique creature of God. Though many other living creatures are also available on the earth but degree of level of capacity to use the brain distinguishes a man from other living creatures. For example, capacity to tolerate is one element which we find in a man upto extreme level whereas in animal and birds, crawling creatures, level of tolerance is quite low. Human value is the measurement of any or many qualities present internally in the heart and mind of a man and also externally. The element of tolerance is though present in mind but is fully connected with the heart. Degree of availability of tolerance is measurement of value of that particular man which is called human value.

Other factors constituting human value are :--

Truth, non-violence, passion, co-operation, loyalty, affection, fearlessness, seriousness, emotions, no hesitation, frankness, compromising, sense of responsibility, honesty, helping attitude, hard working, caring, self-evaluation, spirituality, leadership, self-confidence, character, commitment, time bond, actions, boldness, peace, man of principle, politeness, sentimental, feelings of living together, working together and enjoying together , brotherhood, humanity.

Our concern is only those human values which are related to academic field. For generating and encouraging these human values, institution conducts various co/extra-curricular activities. Community is social laboratory which is used for the encouragement of these human values. Some of the activities conducted in the institution are given below :-

1 **INTER-FACE SESSION** :- This activity is one of the best practices of the institution. Details are enclosed for information. This exercise provides the capacity in the students to listen to the question, its reply and also compromising with students asking and replying wrong and irrelevant questions. This is the exercise which develops the trend of “win or loose”. Blood donation camp develops the sprit of boldness, sacrifice, feeling of service to others.

2 **NCC/NSS** provides strength to the students to develop the affection and loyalty for nation and society, sense of responsibility, hard working, caring for others, helping to others, humanity and brotherhood.

3 **AVAILABILITY OF SELF-EVALUATION** Process generates the element to search of merits and demerits discretely and develops the capacity of judgment.

4- **GAMES AND SPORTS GENERATE** and develop the emotional feeling of self-confidence, leadership, commitment, boldness and also the principle of “live together, work together and enjoy together”.

5- **MORNING ASSEMBLY:-** College activities will start after morning assembly and participating in morning assembly with full honour and trust.

Likewise, there are other activities like project work, field work, social service, seminar and debate etc. which develop so many other qualities which contribute human values.