

A Handbook on Code of Professional Ethics

Kakojan College, Jorhat, Assam

29-06-2019

Code of Professional Conduct for Teaching and non teaching staff serving in Higher Education (Except Guest Faculties and contractual non-teaching staff)

KAKOJAN COLLEGE, JORHAT, ASSAM

The code of professional conduct for all teaching and non-teaching staff applied to all permanent teachers and non teaching staff. Its purpose is three fold:

- 1) It will serve as a guiding compass as teachers seek to steer on ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.
- 2) It may be used by the educational institution and the wider public viz stakeholders about the understanding and expectations from the teaching professionals.
- 3) It will serve as guiding compass as non-teaching staff seek to steer an ethical and respectful course through their service as non-teaching staff and to uphold the honour and dignity of the service of the employees.
- 4) If and when necessary it may be used as an important guideline and will be used by the College Management in exercising its investigative and disciplinary function.
- 5) The teacher agrees to execute all the work assigned to him/her by the Head of the Institution from time to time honestly and sincerely and carry out all the orders of the concerned authority.
- 6) The non-teaching staff agrees to execute all the work assigned to him/her by the authority/Head of the Institution and the Authority from time to time honestly and sincerely carry out all the orders of the concerned authority.
- 7) The teachers/non-teaching staffs undertakes to fully abide by the leave rules and the code of conduct, copies of which are given to him/her and to which she/he is fully committed as an integral part of the service rules of the Government and Management.

- 8) The college management (Governing Body) has the full authority to take decision as per rules by virtue of its authority and discretion, thereof in respect of all teachers and non teaching staff who are not found to be compatible with the mission of the college.
- 9) The teachers and non teaching staff undertake to fully abide by the leave rules.
- 10) The teachers and non-teaching staff undertake any other trade, business or activity which goes against the service rules. He/she shall not accept any work outside the institution without the permission of the authority nor conduct any trade, business or like activity which may tarnish the name and goodwill of the college.
- 11) The teachers will not confine his/her activities to the classroom teaching alone but involve him/her in all the efforts of the college to make the students not only academically brilliant but also confident, competent and fully developed personality.
- 12) The teachers and non teaching staff shall not indulge in any organised anti-institutional activity nor promote assist or motivate any unhealthy activity.
- 13) The teachers and non-teaching staff shall not directly apply for or seek another job except through proper government formalities.
- 14) The teacher and non-teaching staff shall report to the management if there is any criminal complaint action/proceeding lodged against him/her in any police station, court or Forum.
- 15) No teacher and non-teaching staff shall associate with any political party or take part in any other political activity which is not in line with the duties and ethics of the teaching and non-teaching profession.
- 16) No teacher and non-teaching staff shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.

- 17) No teacher and non-teaching shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the college campus.
- 18) No teacher and non-teaching staff shall by act or deed harass or insult any other person for any reason what so ever or act in a manner unbecoming of the teaching profession and service of the non-teaching staff.
- 19) Every teacher in the service of the college shall at all times strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model.
- 20) Every teacher and non-teaching staff shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students.

Signature :

Name :

Residential Address:

Telephone no. :

Principal
Kakojan College, Jorhat, Assam