

CODE OF PROFESSIONAL ETHICS

TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct him / her 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

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
Seek to make professional growth continuous through study and research;
3. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
4. Maintain active membership of professional organizations and strive to improve education and profession through them.
5. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
6. 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 counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
7. Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals and imbibe ethics, human values and sense of social responsibilities among students.
8. Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

TEACHERS AND NON-TEACHING STAFF

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution.
2. Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

1. Try to see through teacher's 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.

TEACHERS AND SOCIETY

2. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
3. Work to improve education in the community and strengthen the community's moral and intellectual life.
4. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country.
5. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
6. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

TEACHERS AND AUTHORITIES

Teacher should:

1. Discharge their responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating their steps

through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

2. Refrain from undertaking and other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various office order and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions e and accept office orders.
5. Cooperate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Should adhere to the conditions of contract.
7. Give and expect due notice before a change of position is made.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as Practicable responsibilities of academic schedule.

1.7. UNIVERSAL DECLARATION OF HUMAN RIGHTS

Preamble

Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice, and peace in the world, Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people, Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against tyranny and oppression, that human rights should be protected by the rule of law, Whereas it is essential to promote the development of friendly relations between nations, Whereas the peoples of the United Nations have in the Charter reaffirmed their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women and have determined to promote social progress and better standards of life in larger freedom, Whereas Member States have pledged themselves to achieve, in cooperation with

the United Nations, the promotion of universal respect for and observance of human rights and fundamental freedoms, Whereas a common understanding of these rights and freedoms is of the greatest importance for the full realization of this pledge, Now, therefore, The General Assembly, Proclaims this Universal Declaration of Human Rights as a common standard of achievement for all peoples and all nations, to the end that every individual and every organ of society, keeping this Declaration constantly in mind, shall strive by teaching and education to promote respect for these rights and freedoms and by progressive measures, national and international, to secure their universal and effective recognition and observance, both among the peoples of Member States themselves and among the peoples of territories under their jurisdiction.

Article I

All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.

Article 2

Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth, or other status. Furthermore, no distinction shall be made based on the political, jurisdictional or international status of the country or territory to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty.

Article 3

Everyone has the right to life, liberty and security of person.

Article 4

No one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms.

Article 5

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Article 6

Everyone has the right to recognition everywhere as a person before the law.

Article 7

All are equal before the law and are entitled without any discrimination to equal protection of the law. All are entitled to equal protection against any discrimination in violation of this Declaration and against any incitement to such discrimination.

Article 8

Everyone has the right to an effective remedy by the competent national tribunals for acts violating the fundamental rights granted him by the constitution or by law.

Article 9

10

No one shall be subjected to arbitrary arrest, detention or exile.

Article 10

Everyone is entitled in full equality to a fair and public hearing by an independent and impartial tribunal, in the determination of his rights and obligations and of any criminal charge against him.

Article 11

1. Everyone charged with a penal offence has the right to be presumed innocent until proved guilty according to law in a public trial at which he has had all the guarantees necessary for his defense.

2. No one shall be held guilty of any penal offence on account of any act or omission which did not constitute a penal offence, under national or international law, at the time when it was committed. Nor shall a heavier penalty be imposed than the one that was applicable at the time the penal offence was committed.

Article 12

No one shall be subjected to arbitrary interference with his privacy, family, home, or correspondence, nor to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks.

Article 13

Everyone has the right to freedom of movement and residence within the borders of each State. Everyone has the right to leave any country, including his own, and to return to his country.

Article 14

Everyone has the right to seek and to enjoy in other countries asylum from persecution. This right may not be invoked in the case of prosecutions genuinely arising from non-political crimes or from acts contrary to the purposes and principles of the United Nations.

Article 15

Everyone has the right to a nationality. No one shall be arbitrarily deprived of his nationality nor denied the right to change his nationality.

Article 16

Men and women of full age, without any limitation due to race, nationality or religion, have the right to marry and to found a family. They are entitled to equal rights as to marriage, during marriage and at its dissolution. Marriage shall be entered into only with the free and full consent of the intending spouses. The family is the natural and fundamental group unit of society and is entitled to protection by society and the State.

Article 17

11

Everyone has the right to own property alone as well as in association with others. No one shall be arbitrarily deprived of his property.

Article 18

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

Article 19

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

Article 20

Everyone has the right to freedom of peaceful assembly and association. No one may be compelled to belong to an association.

Article 21

Everyone has the right to take part in the government of his country, directly or through freely chosen representatives. Everyone has the right to equal access to public service in his country. The will of the people shall be the basis of the authority of government; this shall be expressed in periodic and genuine elections which shall be by universal and equal suffrage and shall be held by secret vote or by equivalent free voting procedures.

Article 22

Everyone, as a member of society, has the right to social security and is entitled to realization, through national effort and international cooperation and in accordance with the organization and resources of each State, of the economic, social and cultural rights indispensable for his dignity and the free development of his personality.

Article 23

Everyone has the right to work, to free choice of employment, to just and favourable conditions of work and to protection against unemployment. Everyone, without any discrimination, has the right to equal pay for equal work. Everyone who works has the right to just and favourable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection. Everyone has the right to form and to join trade unions for the protection of his interests.

Article 24

Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay.

Article 25

Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control. Motherhood and childhood are entitled to special care and assistance. All children, whether born in or out of wedlock, shall enjoy the same social protection.

Article 26

Everyone has the right to education. Education shall be free, at least in the elementary and fundamental stages. Elementary education shall be compulsory. Technical and professional education shall be made generally available and higher education shall be equally accessible to all based on merit. Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote understanding, tolerance and friendship among all nations, racial or religious groups, and shall further the activities of the United Nations for the maintenance of peace. Parents have a prior right to choose the kind of education that shall be given to their children.

Article 27

Everyone has the right freely to participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits. Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary, or artistic production of which he is the author.

Article 28

Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized.

Article 29

Everyone has duties to the community in which alone the free and full development of his personality is possible. In the exercise of his rights and freedoms, everyone shall be subject only to such limitations as are determined by law solely for the purpose of securing due recognition and respect for the rights and freedoms of others and of meeting the just requirements of morality, public order, and the general welfare in a democratic society. These rights and freedoms may in no case be exercised contrary to the purposes and principles of the United Nations.

Article 30

Nothing in this Declaration may be interpreted as implying for any State, group or person any right to engage in any activity or to perform any act aimed at the destruction of any of the rights and freedoms set forth herein.

1.8 FACULTY (Teaching and Nonteaching) RIGHTS AND OBLIGATIONS

1. Expression

Employees have the right to express themselves within their work areas if the Expression does not disrupt the vision, mission, and objectives of the Institute.

2. Professional development

Employees have the right to seek training and additional work-related skills. The college will pursue training and staff development strategies within its resources.

3. Problem Resolution

Employees have access to problem resolution in procedures. Procedures for such disputes are contained in various appropriate policy documents available.

4. Safety

Employees have the right to a safe and healthy workplace and to be informed of any hazardous working conditions.

5. Civility

Employees have the right to be treated with civility by all authorities, colleagues and subordinates. The College will pursue available strategies within its resources for reducing tensions that may cause incivility.

6. Freedom from violence

Employees have the right to be protected from violent behaviour. Violent behaviour toward faculty, staff, students, or visitors to the College is neither condone nor acceptable. Such behaviour may provide immediate grounds for dismissal for cause and legal action.

7. Freedom from sexual harassment

The employee has the right to work without sexual harassment. The College has a responsibility to educate its staff about the procedures used to protect accused and accuser.

8. Freedom from discrimination

The employee has the right to be treated without bias. The College has the responsibility to treat with equal concern and fairness all persons without regard to their race, colour, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by central, state or local laws.

1.9. UNIVERSAL/MORAL VALUES OF LIFE

Moral values are important in life because: Moral values reflect an individual's character and spirituality. They help in building good relationships in personal as well as professional lives. They can help in eradicating problems like dishonesty, violence, cheating and jealousy

from one's life. It would serve society well if the following seven moral values were followed:

- Unconditional Love and Kindness
- Honesty
- Hard Work
- Respect for others
- Co-operation
- Compassion
- Forgiveness

Code of Ethics to check malpractices and plagiarism in Research

Preamble

Ethics and honesty are the two most important components of the academic activities be it teaching or research. Teaching & research is a novel profession based on extremely high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times, it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Such acts will affect the healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual.

Definition of Plagiarism

Plagiarism is defined as presenting another person’s work as one’s own work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of: Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. Plagiarism could be intentional (dishonest plagiarism) or unintentional (negligent plagiarism).

Negligent Plagiarism

Negligent plagiarism means innocently or carelessly presenting another person's work as one's own without acknowledging the Source. It arises from one's inadequate knowledge and competency in writing. It is also due to careless attitude resulting into non-compliance of standard verification procedures. In this type of plagiarism, the degree of copying is not substantial.

Dishonest Plagiarism

Dishonest plagiarism means knowingly and deliberately presenting another person's work as one's own work without acknowledging the Source. It involves intentional copying of substantial proportions of the other's work without written or unwritten permission and without acknowledging the source.

Process of Implementation

The College will inform all learners of its policy on assessment malpractice and plagiarism during the induction programme. Learners should be asked to declare that their work is their own when submitting assessments. Incidents of learner assessment malpractice should be reported to the Program Leader. Incidents of staff assessment malpractice should be reported to the College Principal.

Detection of Plagiarism

It is the prime responsibility of college or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such people should also be aware of the tools available to detect plagiarism. All learners and teaching communities' research work like Student's assignments, project reports, Industrial visit report, articles in college magazines, research papers written by the teaching community, presented papers in the seminars/conferences or workshops should be their own work. College will be checking plagiarism by check tools available through Centralized Library. If checked works find out plagiarized without acknowledgment of original research author's in percentage of or above then this research work will be defined as plagiarism.