



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

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NAAC Grade A (CGPA: 3.12)

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CODE OF PROFESSIONAL ETHICS

The Code of Professional Ethics shall be called the College Penal Code and shall extend to then Authorities, staff, students and employees.

1. TEACHERS AND RESPONSIBILITIES

- 1.1 As per the Code of Professional Ethics from UGC, whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession.
- 1.2 A teacher is constantly under the scrutiny of the students and the society at large. Therefore every teacher should see that there is no incompatibility between one's precepts and practices. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students than his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative and amiable in disposition.
- 1.3 Teachers should adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- 1.4 The teachers should manage their private affairs in a manner consistent with the dignity of the profession. Seek to make professional growth continuous through study and research.
- 1.5 Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- 1.6 Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- 1.7 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.
- 1.8 Participate in extension, co-curricular and extra-curricular activities including community service.

2. TEACHERS AND STUDENTS

Teachers should:

- 2.1 Respect the right and dignity of the student in expressing his/her opinion.
- 2.2 Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- 2.3 Recognize the difference in aptitude and capacities among students and strive to meet their individual needs.
- 2.4 Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

- 2.5 Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, secularism, patriotism and peace.
- 2.6 Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- 2.7 Make themselves available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- 2.8 Aid students to develop an understanding of national heritage and national ideals.
- 2.9 Refrain from inciting students against other students, colleagues or administration.

3. TEACHERS AND COLLEAGUES

Teachers should:

- 3.1 At all time treat other colleagues of the profession in the same manner as they themselves wish to be treated.
- 3.2 Speak respectfully of other teachers and staff, render assistance for professional betterment.
- 3.3 Refrain from discriminating colleagues based on caste, religion, race or sex in their professional endeavour.
- 3.4 Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

4. TEACHER AND AUTHORITIES

Teachers should:

- 4.1 Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession and initiate steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- 4.2 Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- 4.3 Co-operate with the authorities in the formulation of the policies of the institution by accepting various offices and discharge responsibilities which may demand.
- 4.4 Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- 4.5 Should adhere to the conditions of contract.
- 4.6 Refrain from availing themselves of leave except on unavoidable grounds. Provide prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5. TEACHERS AND NON-TEACHING STAFF

- 5.1 Teachers should treat the non-teaching colleagues and equal partners in a cooperative undertaking within educational institution.
- 5.2 Teachers should help in the function of joint store councils covering both teachers and non-teach staff.

6. TEACHERS AND GUARDIANS

Teachers should try to see through and help the institutions to maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians to share the possibilities to help the students and for the betterment of the institution.

7. TEACHERS AND SOCIETY

Teachers should:

- 7.1 Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- 7.2 Work to improve education in the community and strengthen the communities' moral and intellectual life.
- 7.3 Be aware of social problems and take part in such activities as would be conducive to the progress of society.
- 7.4 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, religion or linguistic groups but actively work for unity and national integration.

8. CRIMINAL PROCEEDINGS

- 8.1 Every employee shall be liable to punishment under this code of Service Rules and for every act or omission contrary to the terms and norms laid down in the Service Rules if found to be guilty.
- 8.2 Criminal proceedings shall be initiated against all employees who write seditious and subversive posts on social and other media platforms.
- 8.3 The Management Board shall without any form of correction or warning issue letter of dismissal to employees from service, on grave disciplinary grounds, and breach of code of professional ethics.
- 8.4 Strict action shall be implemented against the College employee(s) whose writings challenge the coordination, integrity, sovereignty of the College, harm college interest, and hamper development activities of the College.
- 8.5 The Management Board shall initiate appropriate legal and disciplinary action against the delinquent College employee when the Board gets serious cognizance and report of misconduct and transgression.
- 8.6 Misconduct and transgression such as inciting and seditious movement(s) shall constitute serious offence(s) and be treated under the College Code of penal law and UGC Code of Professional Ethics. Gross misconduct under the service conduct rules shall invite criminal prosecution and disciplinary action including immediate dismissal from the service.



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