

Ref. No:

Date:

Shillong College Code of Conduct

For the Principal

The **Chair** of the **Principal** of a college is multifaceted-the roles she/he must play and the responsibilities they must shoulder are multiple-to act as a **patron, custodian, supervisor, administrator, adjudicator, protector and counsellor** besides a host of others incumbent with the changing times. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in her/his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Education, Government of India .

The Code of Conduct is applicable, in general, for the Administrative Head of the Institution as well as for the college teachers and Non –Teaching Staff.

Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by the institution are enumerated below:

1. To uphold and upkeep the ethos of **inclusiveness** in terms of imparting education in the institution;
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest to/for the institution building;
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the institution so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the institution;
4. To uphold and maintain the essence of social justice for all stakeholders irrespective of their caste, creed, race, sex, or religious identity as enshrined within the framework of the Indian Constitution;
5. To create and maintain an unbiased gender-free atmosphere within the campus and its periphery so that all the stakeholders enjoy equal opportunities;

6. To generate and maintain required alertness among all the stakeholders of the institution so that the chances of incidents of sexual harassment get minimized and ultimately eradicated.
(The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the institution and hence build mutual confidence amongst them.
8. To maintain and promote academic activities in the institution in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuits;
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool;
10. To uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics;
11. To promote and maintain the practice of co-curricular activities amongst the students and other human resources of the institution and thus add to the societal dynamism simile to the essence-of-life;
12. To endeavour for the upkeep of tranquility of the areas surrounding the institution so that academic practices come to gradual prevalence and eventually prevail;
13. To promote and maintain harmonious relationships of the institution with the adjoining society in order to ensure spontaneous flourishing and prosperity of all the students of the institution;
14. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish and enhance their capabilities;

As the Academic Head of the institution, the Principal should ensure the existence of an academic environment within the institution and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put in his/her best efforts to bring in adequate infrastructural and financial support for the institution. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

Code of Conduct for Governing Body

The Governing Body of the institution is responsible for ensuring the effective management of the institution and for planning its future development.

- a) The Governing Body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities and Government
- b) The Governing Body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- c) The Governing body should ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State Government and affiliating university.
- d) The Governing Body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- e) The Governing Body should actively monitor that the Institution implements the requirements of State and Central Governments for reservations of seats and staff positions and provide required support to minority groups.

Code of Conduct for Teachers

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/her 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 basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

[A] Professional Values

- (i) Be concerned and committed to the interest of the students, as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He/she should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- (ii) He/she shall not prevent any student from expressing his/her viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Amongst other things, a teacher should accept constructive criticism.
- (iii) He/she should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- (iv) His/her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- (v) The teacher should instill a scientific and a democratic outlook among his/her students, making them community oriented, patriotic and broad minded. This is a part of his/her social responsibility.
- (vi) Above all a teacher should conform to the ethos of his/her profession and act in a dignified manner. He/she should keep in mind that society has entrusted him/her with their children.

[B] Professional Development and Practices

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself/herself in his field and other related ones in order to upgrade himself/herself and the student community. He/she must also acquaint himself/herself with recent methodologies and other applications.
- (ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He/she should involve himself/herself in seminars and workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
- (iii) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his/her professional duties.
- (iv) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He/she should also participate in co-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

[C] Professional Integrity

- (i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.
- (iv) (iv)The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

[D] Professional Collaboration

- (i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner
- (ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- (iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- (iv) (iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.
- (v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before making any decision regarding the affairs of the College
- (vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of both the students and the Institution.
- (vii) Despite commuting distances, teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

Introduction: - *The College is providing the following Guidelines Of UGC For maintaining the Professional Ethics For The Teachers .These Guidelines Are Adopted From UGC Notification (New Delhi, The 18th July, 2018)*

Source:https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018

CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. The profession requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinions by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and the profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminars and research work conscientiously and with dedication;
- (vii) 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, counseling and mentoring students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and other activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the students in expressing their opinions;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate amongst students scientific outlook, dignity of labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our National heritage and National goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the institutions and to accept responsibilities assigned;
- (v) Co-operate with the authorities for the betterment of the institution keeping in view the interest of the institution and in conformity with the dignity of the profession;
- (vi) To adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedules.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the institution; and
- (ii) Teachers should help in the function of joint staff welfare covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) Try to see, through teachers' bodies and organizations, that the institution maintains 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.

VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and the country as a whole;
- (iv) Perform the duties of citizenship and participate in community activities;
- (v) 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, religions or linguistic groups but to actively work for National Integration.

Code of Conduct for Non-Teaching Staff

All the non-teaching staff of the institution should follow the code of conduct outlined below;

[A] Professional Conduct

- (i) The non-teaching staff should acquaint themselves with the institutional policies and adhere to them to the best of their ability.
- (ii) Each of them should perform the duties he/she has been assigned sincerely and diligently as well as with accountability.
- (iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the college authority.
- (iv) The non-teaching staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he/ she engage himself/herself in any trade or business within college premises.
- (v) They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- (vi) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

[B] Workplace Conduct

- (i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- (ii) They should also be responsible for the proper use and maintenance of college equipment and furniture.
- (iii) No non-teaching staff should be under the influence of drugs or alcohol during office hours.
- (iv) The non-teaching staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.

- (v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- (vi) The non-teaching staff should show no discrimination on basis of gender, caste or religion.

[C] Professional Relationship

- (i) Interactions between non-teaching staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with non-teaching staff in office counter, libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- (ii) The non-teaching staff should give due respect to the decisions made by the college authorities.
Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- (iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- (iv) (The office staff are the first to come into contact with the guardians of students during admission, examinations and counseling. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.

[D] Duties and Responsibilities

- (i) Non-Teaching staff working in the College office or departments should remain on Duty during College hours: 09:30 A.M. – 05:00 P.M.
- (ii) They should report for duty at least 30 minutes in advance – 09:00 AM
- (iii) Non-Teaching staff may always wear their identity badge during working hours.
- (iv) Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- (v) Any Loss or damage to any article in the Lab or Class Room should be reported to the Head of the Department in writing immediately.
- (vi) Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. It shall be submitted to the Head of the Department and the Principal.
- (vii) For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the Head of the Department, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- (viii) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- (ix) Non-Teaching staff shall not leave the College premises without permission during office hours.

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Principal

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