

### 7.1.5 Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

## THOUBAL COLLEGE, THOUBAL, MANIPUR

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### **I. CODE OF CONDUCT –PRINCIPAL**

1. Treat the faculty members and students from various socioeconomic groups equally.
2. Carry out unprejudiced decision-making strategies with members of the staff and students.
3. Decentralization of power and function in the institution to smoothly administer.
4. Maintain tolerance while dealing with burning issues among students and subordinates.
5. Allow liberal participation of faculty in the affairs of the organization.
6. Conduct accurate and unbiased evaluation of colleagues.
7. Work towards the upliftment of the institution into a centre of excellence through good governance.
8. Prepare basic financial plan and blueprint for the institution; communicate the same with a basic format, to colleagues.
9. Promote a culture of research among faculty and students and inculcate investigative and analytical learning, through sufficient incentives.
10. Manifest integrity, dignity, decorum and efficiency at all levels.

### **.CODE OF CONDUCT - TEACHERS**

#### **A. Commitment to the Profession**

1. Devote working hours to teaching, preparation and research works.
2. Refrain from engaging in external jobs that might hamper teaching quality in the modern education.
3. Continuous efforts should be made for professional development, especially by involving in research activities and keeping oneself updated in their area of expertise.
4. Create a firm culture in the institution that encourages useful collaboration and discourse among colleagues and stakeholders.
5. Employ latest techniques of education in classrooms by using Information and Communication Technology (ICT) to improve the quality education.

### **B. Commitment to Colleagues**

1. Treat colleagues as professional equals, regardless of their status and respect each other.
2. Open confrontations unsuitable in professional environment should be avoided.
3. Professional opinions and suggestions from other colleagues should be cooperating, respected and given consideration.
4. Maintain active membership in professional organizations and strive to attain the objectives that justify such organized groups.
5. Maintain a free education zone in order to work together for the common interest of the institution.
6. Support the noble ventures of the colleagues that are useful for the institution, students and the society.

### **C. Commitment to the Institution**

1. Be regular and punctual and should report on time for classes. Teachers should be available in campus from 9:00 a.m to 4:00 p.m unless they are assigned duties elsewhere.
2. Teachers can leave the campus during their working hours only with the permission of the Principal.
3. Teachers should be present in all the programmes/activities organized for the students to maintain the discipline and encourage students.
4. Prior approval in writing should be obtained before taking leave. In case of illness or emergency, inform the Principal and the Head of the Department without delay.

### **D. Commitment to Students**

1. Teachers should be available to the students as far as possible, especially on week days.
2. Teachers should demonstrate to students, their commitment to excellence in work, manners and achievements.
3. Help students in Physically weakness disabled (PWD),
4. Teachers should uphold human dignity and promote equality of gender, religion and ethnicity.
5. Encourage students to maintain discipline
6. Help students to develop a sense of responsibility, self-reliance and independence, through skill development practices.
7. Encourage students to show respect to teachers, parents and authorities
8. Help students to develop democratic and constitutional values.
9. Inculcate patriotic spirit among the students.
10. Help students to differentiate right from wrong and justice from injustice.
11. Assist students to exercise tolerance as they strive for understanding other's ideas and beliefs, which will equip them to survive in a multicultural society.
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13. Instill a feeling of pride in self, institution and the community, in students
14. Initiate a mutual courtesy and respect between teachers and students.

15. Work towards developing and promoting good human relations and qualities.
16. Poor students should be provided special attention and support for their betterment.
17. Do not encourage undue familiarity with students.
18. Do not smoke, drink or eat during teaching sessions in the presence of students.
19. Do not involve in any activities that are likely to corrupt students.
20. Students shouldn't be exploited, in any means, for the personal interest of the faculty.
21. Encourage the students to balance their academic and co-curricular involvement.
22. Promote and develop anti-narcotic attitude in students.
23. Make responsible efforts to protect students from conditions harmful to their health and safety.

**E. Commitment to the Community**

1. Perform the duties of citizenship, and participate in community activities with due consideration.
2. Discussions on controversial issues should be encouraged to instill critical analysis in the classrooms.
3. Encourage the involvement of students in social service activities
4. Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
5. Develop respect for the cultural diversity of India among students.
6. Avoid taking part in such activities that hamper democratic ideals.
7. Promote collaboration with external agencies that help social interaction.

**F. Commitment to Women Empowerment**

1. Work to improve education of women, especially by encouraging post secondary education among girl children.
2. Encourage participation of girl students in co curricular activities at intra and inter college levels.
3. Enrich women students with skills, self confidence and knowledge through awareness classes and workshops.
4. Promote soft skill training programs for girls in college, to make them competent in their respective careers, in the future.
5. Expose students to latest technology by installing latest softwares and hardwares, Wi-Fi facilities, smart class rooms etc.
6. Conduct of debates, quiz competitions, extempore etc to help girl students articulate the concerns and needs of womanhood.
7. Promote activities of women cell, entrepreneur club and other associations towards making girl students self reliant.
8. Promote students to work for disadvantaged sections of women in the society for their upliftment, through community projects and similar endeavors.

## **G. Commitment to Environment**

1. Follow sustainable building practices and promote waste recycling and management.
2. Plant more trees in the campus.
3. Train students to generate zero waste from activities they undertake.
4. Conduct seminars and workshops on sustainable development and conservation of environment.
5. Preserve rare herbal plant species as a part of botanical garden.
6. Monitor the activities towards maintenance of the eco friendly campus.

## **II. CAMPUS CODE OF CONDUCT**

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 4.10 p.m.
3. All the students are expected to be present in the class well-within time and late coming will result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hour.
5. Teachers shall be greeted appropriately with “ Good Morning Sir/Madam/ Miss” or “Good Afternoon Sir/Madam/ Miss” and a “Thank you Sir/ Madam/ Miss” when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the classroom.
8. In the events of Students seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. All students shall leave the class immediately after 4.15 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
10. All leave application (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned teachers. Valid medical certificates shall accompany application for medical leave.
11. Students shall come to the college in approved uniforms with formal white shirts tucked into black trousers with black belt and black shoes. Hawai type rubber or plastic chappals are not permitted. In addition, woman students will have a phanek & white shirt.
12. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.

13. Any dress code violation noticed within the campus will attract a fine of Rs. 300 and could initiate further disciplinary actions.
14. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste basket kept. Any violation of this shall invite a minimum fine of Rs. 100.
15. Consumption of intoxicants/psychotropic substances in any form or smoking or using chewing-gum, panmasala etc. are strictly prohibited.
16. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
17. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No. 6.2.4 of Lyngdoh Committee recommendations.
18. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the College.
19. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
20. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
21. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the college.

### **III CODE OF CONDUCT - ADMINISTRATIVE STAFF**

1. The administrative staff must be present in the office from 9:00 a.m to 4:30 p.m. There is no provision to leave the campus during office hours.
2. They should work orderly and incorrupt, for the effective administration of the institution.
3. They should indulge in effective communication and interpersonal interaction while at the college.
4. They should be welcoming to the visitors of the institution, while maintaining professionalism in their dealings.
5. Their behavior towards students, teachers and other staff of the institution should be accommodative.
6. They should bear commitment to their duties and maintain confidentiality whenever required.
7. They should be good team players who are able to cooperate with different departments for the completion of assignments on time.
8. Technical and non-technical staff, in-charge of the tidiness, maintenance and repair should always monitor and work towards the adherence of college facilities to quality standards.

9. Kind and considerate behavior is expected in their dealings with the students and alumnae of the institution.
10. Discrepancies in dealings should be avoided and if found, should be reported to the higher authorities for timely intervention.

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