

ALVA'S COLLEGE

MOODUBIDIRE, D.K.

HANDBOOK FOR HUMAN VALUES & PROFESSIONAL ETHICS AND CODE OF CONDUCT HANDBOOK FOR STUDENTS, TEACHERS, PRINCIPAL AND NON-TEACHING STAFF

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Handbook for Human Values & Professional Ethics

Whoever adopts teaching as a profession assumes the obligations 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 admirable in disposition.

“The term value stands for ‘efficacy’. Education is capable of developing individuality and worthiness. At all times, education has built

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on value-system, conducive to the development of physical, intellectual, moral life. In activates the latent capacities of the individual enabling him or her to recognize ‘truth’, ‘duty’ and ‘goodness’.

Teachers should:

1. Adhere to a responsible pattern of conduct expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with the dedication;

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7. Co-operate and assist in carrying out function 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: and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. PROFESSIONAL CODE OF BEHAVIOUR WITH STUDENTS

Teachers should:

1. Respect the right and dignity of the students in expressing his/her opinion;
2. Deal justly and impartially with students

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regardless of their religion, caste, political, economic, social and gender;

3. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
4. Recognize the difference in aptitude and capabilities among students and strive to meet their individual need;
5. Inculcate among students scientific outlook and respect for physical labour 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 students 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;

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III. PROFESSIONAL CODE OF BEHAVIOUR WITH COLLEAGUES

Teachers should:

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 consideration of caste, creed, religion, race or gender in their professional Endeavour.

IV. PROFESSIONAL CODE OF BEHAVIOUR WITH NON-TEACHING STAFF:

Teachers should:

1. Teachers should treat the non-teaching staff as

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colleagues and equal partners in a cooperative undertaking, in the educational institution; and

2. Teachers should help in the function or join staff-council covering both teachers and the non-teaching staff.

V. PROFESSIONAL CODE OF BEHAVIOUR WITH GUARDIANS

Teachers should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send report 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.

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VI. PROFESSIONAL CODE OF BEHAVIOUR WITH SOCIETY

Teachers should :

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the society and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the county as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to

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promote feeling of hatred or enmity among different communities, religions or linguistic group but actively work for national integration.

CODE OF CONDUCT HANDBOOK FOR STUDENTS, TEACHERS, PRINCIPAL AND NON-TEACHING STAFF

1. DUTIES AND OBLIGATIONS OF THE ALVA'S COLLEGE EMPLOYEES:

1. Every employee shall carry out the work for which he / she has been employed consistently and to the best of his / her ability and observe the rules, regulations, orders, directions, instructions, which are or will be issued from time to time by the Management or persons authorized by the Management.
2. No employee shall reveal to any one confidential matter regarding the Establishment's services / matters which has

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become known to the employee in the course of his / her employment in the Establishment.

3. An employee of the Establishment shall not undertake any assignment, employment or business directly outside his / her employment in the Establishment without the Management's specific approval in writing.
4. All employees shall be courteous to their superiors, colleagues and visitors of the Establishment.
5. Each employee shall be responsible for and shall take proper care of the equipment, instruments, tools, articles, stationary etc... generally and specifically entrusted, to him / her. Employees shall not take out of the premises any articles, documents, tools, instruments etc... belonging to the Establishment without the written permission of the Management.
6. Employees shall take all necessary precautions to safeguard the Establishment's

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property and prevent accident or damage to it.

7. All work in the Establishment shall be considered dignified. Every employee shall be prepared and agreeable to perform even a lower classified job when asked by the Management in the interest of the uninterrupted and productive working of the Establishment.
8. Every employee is liable to perform all jobs which are ancillary to or incidental to or connected with or preliminary to his / her main duties.
9. Employees shall attend to their work without delay or demur.
10. No employee shall defame his / her Employer / Management and / or any of the superiors of the Establishment for any reason whatsoever.
11. The employees assure and render full co-operation with the Management in

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maintaining good discipline, smooth and continuous work of the Establishment and increased productivity in their work.

12. Every employee shall be liable to make good any loss or damage sustained by the Establishment as a result of any negligence or carelessness on his / her part in performance of his / her duties. Amount of loss or damage will be recovered as per the provisions of Law after giving full opportunity of being heard to the concerned employee. Employees shall be liable to be sued for any loss or damage caused to the property of the Establishment or in respect of the amount misappropriated apart from the punishment under these service rules.
13. No employee shall eat or smoke in places other than those specifically assigned for the purpose.
14. No employee shall bring liquor or other intoxicants to the Establishment premises,

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consume any intoxicants on the Establishment's premises or report for duty in an unfit condition because of previous indulgence or under the influence of any intoxicant.

15. No employee shall interfere with other employees work, disturb them or cause any annoyance to them at work
16. The staff members are expected to be at their work place during the prescribed working hours. No employee shall be allowed to leave the work spot during working hours without prior permission of his superior.
17. If, for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Principal through their HOD and Dean.
18. The periods and hours of work for all employees shall be fixed and shall be notified by the management.
19. The management reserves the right to

change the periods of hours of duty at its discretion subject to the provisions of related Laws applicable to it.

20. The staff members shall not involve themselves in activities, not conducive to their work during the working hours.
 21. Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the college.
 22. The staff members shall not involve in political activities.
 23. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
 24. Any breach /violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.
- Duties and Responsibilities of the Principal

and other Staff: Each and every staff in the college has some responsibilities and should carry all the tasks assigned to him/her in good spirit.

1. Principal:

He should be a visionary who works for the overall development of the college. The responsibilities of the Principal are as follows:

1. To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Heads of Departments.
2. To take institute and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of college results and academics.
4. To promote industry institution interaction and

research & development activity.

5. To conduct the periodical meetings with the Deans and HODs and faculties for effective administration of the college.
6. To make the employee and students aware of the rules, policies, and procedures laid down by the college and see to it that they are enforced.
7. To maintain good rapport with the public.
8. To give more attention to the grievances of students and staff.
9. To monitor campus drives to help the meritorious students in their job search

2. Head of the Department:

The responsibilities of the HOD are as follows:

1. To monitor and conduct academic activities of the department under the guidance of the

Principal.

2. To take department and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of department results and academic performance.
4. To maintain discipline and enforce rules as laid down by the institute, in the department.
5. To maintain necessary academic records.
6. To monitor the day to day activities of the department.
7. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc., for the benefit of the student and faculty.
8. To conduct regular meetings with teaching staff and students.
9. To prepare the department requirements and budget needed.
10. To oversee the purchase and deployment of any resource allotted for the department.

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11. To execute any other work assigned by the management / Principal.

3. Teacher:

Teacher includes all cadre categories as Professor, Associate Professor, and Assistant Professor. He/She shall discharge the following responsibilities:

1. To follow all rules and regulations as prescribed by the college.
2. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical's, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.
3. To use innovative teaching aids and adopt innovative teaching – learning methodologies.
4. To counsel students and conduct extra

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lectures / revision lectures for students requiring help.

5. To organize/co-ordinate/attend various seminar/workshops/conference/faculty developments program/training programs.
6. To participate proactively in any research and development activities conducted in the department.
7. To complete the work assigned to him/her in time
8. To perform other academic/administrative duties assigned by Head of the Department / Principal / Management.

4. Non teaching :

1. Maintain and manage all the records and documents necessary for teaching, learning, evaluation, administration, finance management, plan budget reporting, and all other official transaction between the college

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and various other bodies.

2. Perform duties and responsibilities assigned to them by the principal / management through office superintendent.
3. To function as link between students, teachers, and college administration.
4. To maintain and manage all the equipment, instruments provided to them for performance of the office duties.
5. To assist students in all official requirement.
6. To confidentiality of all the official process, unless permitted to disclose by the management/principal.
7. Timely completion of all the work assigned to them with respective of college/university or any applications of parents, guardians, and students.

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