

# **CODE OF ETHICS AND CODE OF CONDUCT OF EMPLOYEES OF KALYANI MAHAVIDYALAYA**

## **1. INTRODUCTION**

1.1. This Code of Conduct is intended as a guide and a help to all College staff. It sets out standards of conduct which staff are expected to follow when within, or representing the College. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary.

1.2. The underlying purpose is to ensure that the College provides a high quality service to its pupils and stakeholders in accordance with the Mission Statement and to promote public confidence in the integrity of the Institution.

1.3. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the College, its staff and its stakeholders.

1.4. It has been drafted to comply with the College Policies and Procedures formulated under directives of the UGC, Government of West Bengal, the University of Kalyani, Governing Body of the College and Teachers' Council of the College..

1.5. Staff are expected to read this Code carefully and consider the issues which it raises.

1.6. The Principal ensures that all staff are aware of the Code's contents and are fully briefed on its implications.

1.7. Reference to this Code will be made in all contracts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.

1.8 Investigations of alleged breaches of this Code will be covered under Disciplinary procedures and related codes of practice as directed by the UGC, Government of West Bengal, University of Kalyani and the Governing Body of Kalyani Mahavidyalaya.

## **2. CODE OF CONDUCT**

### **2.1. EXCLUSIVITY OF SERVICE**

1. Staff's off-duty hours are their personal concern subject to provisions of Law, and they should avoid a position where duty and private interests conflict.

2. Any staff associated with the College must be exclusively dedicated to the service of the College subject to provisions of Law

3. No staff of the College should engage in Private Tuition or remunerative assignments not permitted by Law

### **2.2. SPECIFIC ASPECTS**

1. Discrimination in any form is a strict NO

2. **Health and Safety:** Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the State Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise.
3. **Fire:** Staff must familiarize themselves with the fire precautions and procedures.
5. **Business Practice:** Staff must maintain an impeccable standard of integrity in all their professional relationships.
6. **Media:** Other than on matters of publicity, only the Principal is authorized to speak or send any communication on behalf of the College to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorization may be extended by the Principal to other staff members. Staff should use Social Media responsibly.
7. **Copyright:** Staff shall observe copyright laws on computer software, audio-visual and printed material.
8. **Data Protection:** All staff should maintain the security of all Information in custody of the College, computerized databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Principal.

### **2.3. GENERAL POINTS**

1. Staff should display the highest possible standards of professional behaviour that is required in an educational establishment.
2. Staff should seek to co-operate with their colleagues, provide support, help and guidance as required by them, and enable effective communication throughout the College.
3. Staff should not use their position in the College for private advantage or gain.
4. Staff should avoid words and deeds that might bring the College into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).
5. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff should be aware of, and should follow College policies, systems and procedures. They should normally communicate through the management structure, and should ensure pupils do likewise.
7. Staff should attend their place of work punctually in accordance with their conditions of service.

### **2.4. PROFESSIONAL CODE OF ETHICS FOR TEACHERS**

The ancient *R̥ṣis* (Seers) of our nation teach us the value of *Śraddhā* (Faith/Respect). Teachers help students learn the academic basics, but they also teach valuable life lessons by setting a positive example. As role models, teachers must follow a professional code of ethics. This

ensures that students receive a fair, honest and uncompromising education. A professional code of ethics outlines teachers' main responsibilities to their students and defines their role in students' lives as also their responsibilities to the Institution, Workplace, Society and Nation at large. Above all, teachers must demonstrate integrity, impartiality and ethical behavior in the classroom and in their conduct with parents and coworkers. A Teacher being a social being and citizen of a nation has also the duty towards society, community and the country at large. A Teacher, being builder of the nation and future citizens of the country, therefore, is expected to follow and must follow **Code of Ethics, the main purpose of which is to foster positive attitude and a team-centered mindset that can make all the difference.**

#### **2.4.1. STUDENTS MATTER MOST**

1. Teachers must model strong character traits, such as perseverance, diligence, honesty, respect, lawfulness, patience, fairness, responsibility and unity.
2. Teachers must treat every student with kindness, equality and respect, without showing favoritism, prejudice or partiality.
3. Teachers must maintain confidentiality unless a situation warrants involvement from parents, College administration or law enforcement, and never use relationships with students for personal gain.

#### **2.4.2. COMMITMENT TO THE JOB**

1. Teachers must wholly commit to the teaching profession.
2. A Teacher's classroom should promote safety, security and acceptance, always avoiding any form of bullying, hostility, dishonesty, neglect or offensive conduct.
3. It's a Teacher's responsibility to design lesson plans to meet state standards and create a well-rounded education plan that appeals to a wide range of learners.
4. A Teacher must sincerely, honestly and diligently perform all works assigned to him/her by the Principal and the College Authority
5. A Teacher must accurately describe his/her qualifications and credentials to College Authority.
6. A Teacher must also fulfill all contracts; obey College policies; and account for all funds and resources at his/her disposal.

#### **2.4.3. SPIRIT OF LEARNING AND OPEN-MINDEDNESS**

1. A Teacher is also a student in the school of Life, therefore, he/she should be imbued with the spirit of lifelong learning
2. A professional code of conduct demands attentiveness to continuing education requirements and career development.
3. A Teacher must be open-minded to research and new teaching methods, attend classes to maintain his/her certifications, consult colleagues for professional advice, participate in curriculum improvements and stay up to date on technical advancements for the classroom.
4. It's a Teacher's duty to ensure that his/her teaching methods are fresh, relevant and comprehensive; he/she must engage in educational research to continuously improve teaching strategies.

#### **2.4.4. HEALTHY RELATIONSHIPS TOP THE LIST**

1. In addition to fostering healthy relationships with students, teachers must build strong relationships with parents, College staff, colleagues in the community, guidance counselors and administrators.
2. A Teacher must never discuss private information about colleagues unless disclosure is required by law.
3. A Teacher must avoid gossip, including false or mean-spirited comments about coworkers.
4. Part of the code of ethics requires a Teacher to cooperate with fellow teachers, parents and administrators to create an atmosphere conducive to learning.

#### **2.5. PROFESSIONAL CODE OF ETHICS FOR NON-TEACHING STAFF**

Non-Teaching Staff and Academic Helpers are inseparable to the Teaching-Learning Process and Decision Making of the College. The Non-Teaching Staff, being one of the pillars of the Institution, therefore, is expected to follow and must follow **Code of Ethics, the main purpose of which is to foster positive attitude and a team-centered mindset that can make all the difference.** This following Code of Ethics is not exhaustive, rather an outline. Non-Teaching Staff should

1. Be co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service;
2. Be endeavouring to assist the College achieve its corporate and strategic objectives – in particular, by adopting a positive attitude for the achievement of quality and equality;
3. Have respect for College property;
4. Be maintaining the image of the College through standards of dress, general courtesy, correct use of stationery, etc.;
5. Be familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
6. Be familiar with communication channels and School procedures applicable to both pupils and staff;
7. Ensure that all help and service is provided to all assessments/exams/tests in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
8. Have respect for the rights and opinions of others.