



KHALSA COLLEGE OF EDUCATION GT ROAD AMRITSAR



Code of Professional Ethics

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. A teacher is constantly under the scrutiny of her/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 profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- **adhere to a responsible pattern of conduct and demeanor expected of them by the community;**
- **manage their private affairs in a manner consistent with the dignity of the profession;**
- **seek to make professional growth continuous through study and research;**
- **express free and frank opinions by participating in professional meetings, seminars, conferences etc., towards the contribution of knowledge;**
- **maintain active membership of professional organizations and strive to improve education and profession through them;**
- **perform their duties in the form of teaching, tutorial, practical, seminar, and research work, conscientiously and with dedication;**
- **discourage and not indulge in plagiarism and other non-ethical behaviours in teaching and research;**
- **abide by the Act, Statutes, and Ordinances of the University and college and respect its ideals, vision, mission, cultural practices and tradition;**

- **co-operate and assist in carrying out the 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 in the conduct of university and college examinations, including supervision, invigilation, and evaluation; and**
- **participate in extension, co-curricular, and extra-curricular activities, including community service.**



Teachers and The Students:

Teachers should:

- **respect the rights and dignity of the student in expressing their opinions;**
- **deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;**
- **recognize the differences in aptitude and capabilities among students and strive to meet their individual needs;**
- **encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;**
- **inculcate among students scientific outlook, and ideals of democracy, patriotism and peace;**



- **be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;**
- **pay attention to only the attainment of the student in the assessment of merit;**
- **make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;**
- **aid students to develop an understanding of our national heritage and national goals and**
- **refrain from inciting students against other students, colleagues or administration.**



Teachers and Colleagues:

Teachers should:

- **treat other members of the profession in the same manner as they themselves wish to be treated;**
- **speak respectfully of other teachers and render assistance for professional betterment;**
- **refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and**
- **refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.**



Teachers and Authorities:

Teachers should:

- **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 such rule detrimental to the professional interest;**
- **refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;**



- **co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;**
- **co-operate through their organizations in the formulation of policies of the other institutions and accept offices;**
- **co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;**
- **adhere to the terms of contract;**
- **give and expect due notice before a change of position is made**
- **refrain from availing themselves of leave except on an unavoidable ground and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.**

Teachers and Non-Teaching Staff

Teachers should:

- **treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;**
- **help in the functioning of joint-staff councils covering both teachers and non-teaching staff.**

TEACHERS AND GUARDIAN'S

Teachers should:

- **try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of 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.**



TEACHERS AND SOCIETY

Teachers should:

- **recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;**
- **work to improve education in the community and strengthen the community's moral and intellectual life;**
- **be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;**
- **perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;**
- **refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.**

OUR CODE OF CONDUCT: MORAL ORIENTATION

For students:

- **Read the Notice Board daily and carefully**
- **Be punctual and regular in their classes**
- **Do not miss the periods when present in the college.**
- **Always maintain discipline and decorum in the college campus**
- **Take care of college property**
- **Keep the campus clean**
- **Actively participate in all the activities of the college**
- **Do not hold any meeting without the permission of the Principal in the college campus**
- **Do not use mobile phones during working hours in the college except break**
- **Do not involve in any type of ragging activity in the college campus**



For Librarian:

- **Ensure discipline of the students in the library**
- **Prepare and issue Library cards to students**
- **Follow-up return of books issued to students and staff members.**
- **Maintain the fine collection register and instruct students to deposit the fine.**
- **Submit list of requirements of the books to the principal for further procurement.**
- **Display new arrivals by photocopy of the cover page of the books and journals.**
- **Receive international journals & magazines and circulate highlights of important articles & news.**
- **Compile back volumes of journals and periodicals and arrange for binding and Stacking.**
- **Display of cuttings of newspapers on education /social matters on notice board.**



For Laboratory Teacher Incharge :

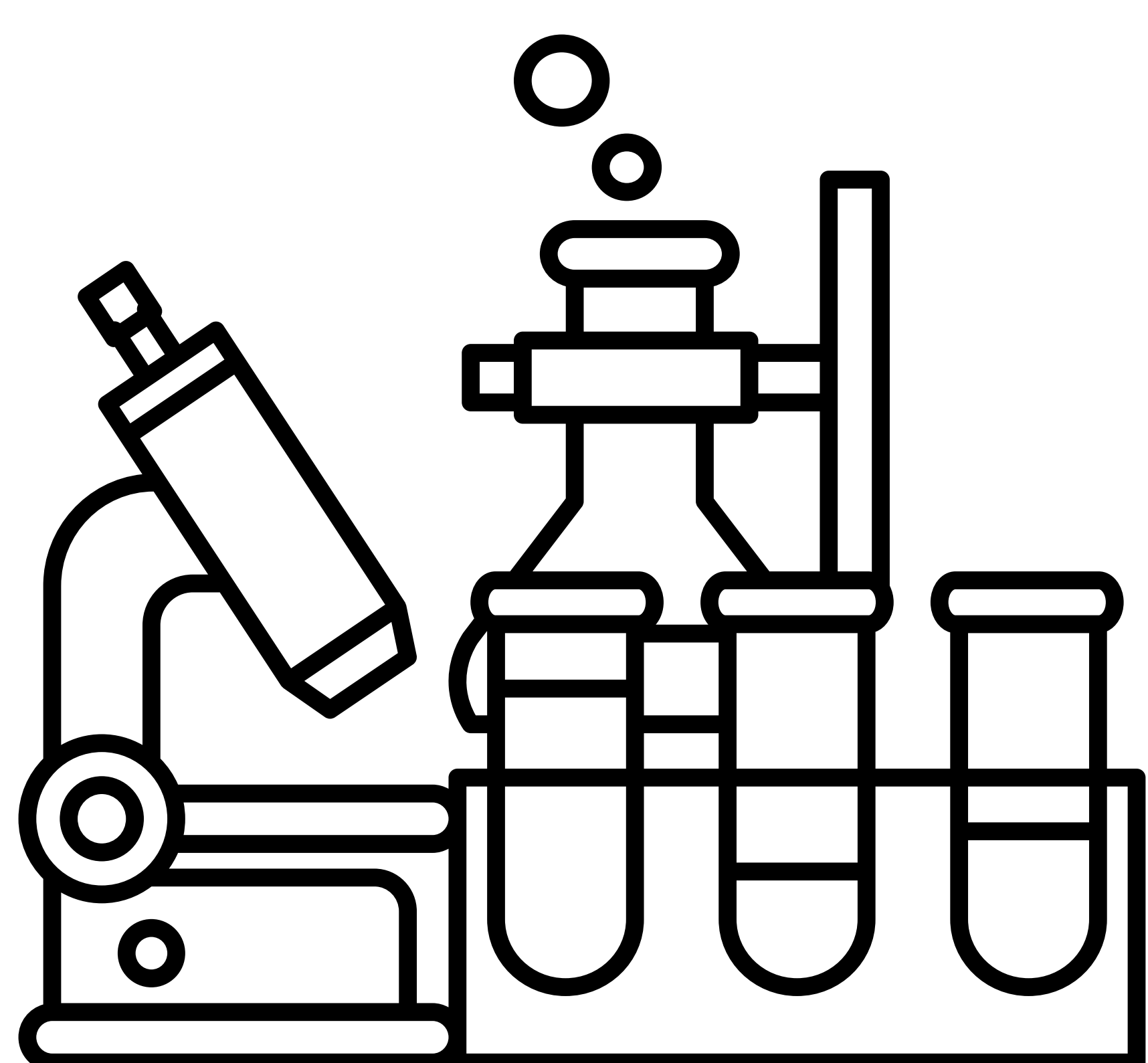
Teacher Incharge with the help of helping staff

- shall maintain a stock register for all the articles, equipments, chemicals, etc
- from time to time inform the Principal of the latest requirements of the labs
- shall maintain an issuing register for the issue and return of lab material
- maintain all the logistics year wise for the college audit

For Non-Teaching Staff:

The Non-Teaching Staff Should:

- remain on duty during college hours
- keep the assigned labs clean
- any Loss or damage to any article in the lab or class room should be reported to the Principal or Teacher in-charge in writing immediately
- carry out their duties as instructed by the authorities to whom they are attached



For Parents:

- **All the parents and visitors to the college be aware of their responsibilities and contribute their best in the college affairs in order to maintain an orderly, respectful and secure educational environment for the students and the staff.**
- **Help their children to understand that in a democratic society, appropriate rules are required to be maintained for a safe and orderly environment in the college.**
- **Ensure that children bring only those items appropriate and related to the instructional program at college.**
- **Aware of the rules and regulations of the institution themselves and help their children to understand the same.**
- **Help their children to develop a supportive attitude towards education.**
- **Convince their children to build good relationships with teachers**

- **Help their children to deal effectively with peer pressure**
- **Inform college officials of changes in the home situation that may affect student's conduct or performance.**
- **Check their children be dressed and groomed in a manner consistent with the students' dress code abiding by the rules and regulations of the college.**

This Code of Professional Ethics demonstrates our dedication to integrity, respect, and ethics in all our operations. It shows our commitment to honesty, transparency, and responsibility, guaranteeing that we exceed legal obligations in our pursuit of excellence.

