



## **Metric: 7.1.10**

**‘Handbook on Code of Professional Ethics for Teachers’  
*Academic Session: 2023-2024***



# **DON BOSCO COLLEGE**

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**ARUNACHAL PRADESH -791 111**



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**CODE OF PROFESSIONAL ETHICS FOR TEACHERS,  
DON BOSCO COLLEGE, JOLLANG, ITANAGAR,  
ARUNACHAL PRADESH**

**I. PREAMBLE:**

This Manual specifies the standard procedures and practices of Don Bosco College, Jollang, Itanagar for all Teaching Faculty of the College. All teachers must know that it is mandatory upon them to abide by this Code of Professional Ethics and the rights, responsibilities including the restrictions flowing from it.

Don Bosco College, Jollang, Itanagar, endeavours by means of enforcing this Code of Ethics and Conduct, to assist and administer a discipline process that is democratic, reliable, effective and prompt; and providing a system which promotes growth through individual and collective responsibility.

All the Faculty of the College are requested to be well acquainted with this Code, which can be also reviewed on the official website of the College.

**II. TEACHERS AND THEIR RESPONSIBILITIES:**

Teachers at Don Bosco College, Itanagar who have adopted teaching as a profession accepts the commitment to conduct himself/ herself in accordance with the ideal of the profession. Teaching profession is constantly under the scrutiny of his/her students and the society at large. Thus, every teacher should have the compatibility between his/her principles and practice. Further, as a teacher at Don Bosco Institute, the profession requires that the teacher should act like caring parents; always be gentle and prudent; allow for the thoughtlessness of youth; be alert for hidden motives; speak kindly; give timely advice; be, calm, patient and communicative by temperament and amiable in disposition.

**A) Teaching Faculty should:**

- Adhere to a responsible pattern of conduct and demeanour 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 opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;

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- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, diligently and with dedication;
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Give assistance and cooperation 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 the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

### **III. TEACHERS AND STUDENTS:**

#### **A) Teaching Faculty should:**

- Treat students justly and equally regardless of religion, caste, gender, political, economic, social and physical characteristics;
- Acknowledge the difference in aptitude and capabilities among students and endeavour to meet their individual needs;
- Give encouragement to students to improve their achievements, develop their personalities and at the same time contribute to community welfare;
- Instil among students a scientific temper, spirit of inquiry, ideals of democracy, patriotism, social justice, environmental protection and peace;
- Respect the students with dignity and not behave in an implacable manner towards any of them for any reason;
- Respect the rights and dignity of the student in expressing her/his opinion;
- Pay attention to the attainment of the student in the assessment of merit;
- Make oneself available to the students even beyond their class hours to help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Desist from instigating students against other students, colleagues or administration.

**IV. TEACHERS AND COLLEAGUES:**

**A) Teaching Faculty should:**

- Treat everyone equally respectful to the profession in the same manner as they themselves wish to be treated;
- Speak respectfully to other teachers and render assistance for professional betterment;
- Refrain from making uncorroborated allegations against colleagues to higher authorities; and
- Refrain from making considerations based on caste, creed, religion, race or sex in their professional endeavour.

**V. TEACHERS AND AUTHORITIES:**

**A) Teaching Faculty 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 organisations 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 organisations 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 the dignity of the profession;
- Adhere to the terms of contract;
- Give and expect due notice before a change of position takes place; and
- 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 schedule.

**V. TEACHERS AND NON-TEACHING STAFF:**

**A) Teaching Faculty should:**

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

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- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

### **VI. TEACHERS AND GUARDIANS:**

#### **A) Teaching Faculty should:**

- Try to see through teachers' bodies and organisations, that institutions maintain 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:**

#### **A) Teaching Faculty should:**

- Recognise that education is a public service and strive to keep the public informed of the educational programmes 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 feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration. The seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.



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