

Modern Education Society's  
COLLEGE OF EDUCATION, VITA  
Code of Conduct

<p style="text-align: center;"><b>Human values &amp; professional ethics for Management</b></p>	<ol style="list-style-type: none"> <li>1. 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, professional organizations for change of any such rule detrimental to the professional interest.</li> <li>2. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.</li> <li>3. 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.</li> <li>4. Give and expect due notice before a change of position takes place.</li> </ol>
<p style="text-align: center;"><b>Human values &amp; professional ethics for principal</b></p>	<ol style="list-style-type: none"> <li>1. Provide inspirational and motivational value-based academic, executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.</li> <li>2. Conduct him/herself with transparency, honesty, highest degree of ethics and decision making that is in the best interest of the college.</li> <li>3. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.</li> <li>4. Manage their private affairs in a manner consistent with the dignity of the profession.</li> <li>5. Discourage and not to indulge in plagiarism and other non-ethical behavior in teaching, research.</li> </ol>
<p style="text-align: center;"><b>Human values &amp; professional ethics for HOD</b></p>	<ol style="list-style-type: none"> <li>1. To prepare Annual Departmental Academic Calendar at commencement of the session and one copy of it should be submitted to the principal and organize the planned events accordingly.</li> <li>2. To prepare the Semester wise Time Table of the faculty Department.</li> <li>3. To guide the faculties of the department to prepare semester/ subject wise teaching plan and keep one copy of this plan with departmental file and submit one hard copy to the principal.</li> <li>4. To manage the lectures &amp; keep watching for smooth</li> </ol>

	<p>conducting.</p> <p>5. No program should be organized by any department without permission of the principal.</p>
<p><b>Human values &amp; professional ethics for Teachers</b></p>	<ol style="list-style-type: none"> <li>1. Four points from Eleven-point oath for teachers by Hon. Ex-President Late Dr. A.P.J. Abdul kalam. First and foremost, I will love teaching. Teaching will be my soul.</li> <li>2. I realize that am responsible for shaping not just students but ignited youth who are the most powerful resource. On the earth and above the earth. I will be fully committed for the great mission of teaching.</li> <li>3. As a teacher, it will give me great happiness. Student of the class to perform exceedingly well.</li> <li>4. All my actions with my students will be with kindness and affection, like a mother sister, father or brother.</li> </ol>
<p><b>Human values &amp; professional ethics for Librarian</b></p>	<ol style="list-style-type: none"> <li>1. Their behavior should be in a manner consistent with the dignity of the profession.</li> <li>2. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.</li> <li>3. Participate in extension, co-curricular and extra-curricular activities, including the community service.</li> <li>4. All final year students should return their library token and library book based an library circular and obtain “NO DUE CERTIFICATE” from the library for getting Hall ticket of University Examination.</li> <li>5. Students can use well equipped Library study room from 12:00 to 5:00 pm with the permission of the principal/ Librarian.</li> </ol>
<p><b>Human values &amp; professional ethics for Non Teaching</b></p>	<ol style="list-style-type: none"> <li>1. Every one of non-teaching staff of the college shall discharge duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C. University/ College/ Management from time to time.</li> <li>2. Maintain their professional knowledge &amp; skills updated professionally for the proper discharge of duties assigned to faculty.</li> <li>3. Must join the duty punctually every day.</li> <li>4. Asist in carrying out functions relating to the administrative responsibilities of the college and the university such assisting in appraising applications for admission.</li> <li>5. Advising and counseling students as well as assisting the conduct of university and college examination. Including in all types of Examination works.</li> </ol>

<p style="text-align: center;"><b>Human values &amp; professional ethics for Colleagues</b></p>	<ol style="list-style-type: none"> <li>1. Treat other members of the profession in the same manner as they themselves wish to be treated.</li> <li>2. Speak respectfully of the other teachers and render assistance for professional betterment.</li> <li>3. Refrain from making unsubstantiated allegations against colleagues to higher Authorities.</li> <li>4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.</li> </ol>
<p style="text-align: center;"><b>Human values &amp; professional ethics for Students</b></p>	<ol style="list-style-type: none"> <li>1. Respect the rights and dignity of the student in expressing his/her opinion.</li> <li>2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.</li> <li>3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.</li> <li>4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.</li> <li>5. Inculcate among student's scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.</li> </ol>
<p style="text-align: center;"><b>Human values &amp; professional ethics for Parents</b></p>	<ol style="list-style-type: none"> <li>1. Try to see through teachers' bodies and organizations, 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.</li> </ol>
<p style="text-align: center;"><b>Human values &amp; professional ethics for Alumni</b></p>	<p>The following tenets of our code of conduct when engaging with any college offering activity or communication.</p> <ol style="list-style-type: none"> <li>1. College values integrity, diversity, respect, freedom of inquiry and expression, trust, honesty and fairness and strives to integrate.</li> <li>2. These values into its education, research, health care and its business practices.</li> <li>3. We hope that all members of the college community take responsibility in sustaining the high ethical standards of the college.</li> <li>4. That all students and alumni feel they are welcome at all college activities in any way in which they choose to participate.</li> </ol>

## Human values & professional ethics for Society

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Perform the duties of citizenship; participate in community activities and shoulder responsibilities of public offices.
4. 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.

  
Co-ordinator,  
I.Q.A.C.  
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