



BLDE Association's
New Arts College, Tikota
DIST VIJAYAPUR 586130



A HAND BOOK OF CODE OF CONDUCT

“Human Values and Professional Ethics”

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CODE OF PROFESSIONAL ETHICS

FACULTY AND THEIR DUTIES

“Teaching is a Profession that teaches all the other professions”

1. To Prepare the Academic Calendar in coordination with all faculty members before commencement of academic year.
2. To review advice on and develop policies for learning, teaching and learning quality.
3. To review and formulate policies to enhance students' learning motivation.
4. To introduce and promoting different teaching methods.
5. To set up academic reward systems.
6. To promote academic activities and create an atmosphere of learning.
7. To record student's personal data and other learning experience records systematically to help students pursue further studies or develop their career.
8. To enhance teachers' development through holding different professional development activities.
9. To enhance the teaching efficiency through perfecting the appraisal system.
10. To conduct meetings for syllabus distribution amongst the faculty.

Knowledge of the Subject

1. To have expert knowledge of the subject are
2. To pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area

Teaching

1. To plan and prepare appropriately the assigned courses and lectures.
2. To conduct assigned classes at the scheduled times.
3. To demonstrate competence in classroom instruction
4. To implement the designated curriculum completely and in due time
5. To plan and implement effective classroom management practices

6. To promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects
7. To engage students in active, hands-on, creative problem-based learning
8. To provide opportunities for students to access and use current technology, resources and information to solve problems
9. To provides opportunities for students to apply and practice what is learned
10. To engage students in creative thinking and integrated or interdisciplinary learning experiences
11. To build students' ability to work collaboratively with others
12. To adapt instruction/support to students' differences in development, learning styles, strengths and needs
13. To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs
14. To maintain a safe, orderly environment conducive to learning
15. To comply with requirements for the safety and supervision of students inside and outside the classroom.

Assessment

1. To define and communicate learning expectations to students
2. To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students
3. To assign reasonable assignments and seminars to students as per university rules
4. To evaluate students' performances in an objective, fair and timely manner
5. To record and report timely the results of quizzes, assignments, mid- and final semester exams.
6. To use student assessment data to guide changes in instruction and practice, and to improve student learning.

Professionalism

1. To be punctual and be available in the College during official working hours

2. To comply with policies, standards, rules, regulations and procedures of the university
3. To prepare and maintain course files
4. To take precautions to protect university records, equipment, materials, and facilities
5. To participate responsibly in university improvement initiatives
6. To attend and participate in faculty meetings and other assigned meetings and activities according to university policy
7. To demonstrate timeliness and attendance for assigned responsibilities
8. To work collaboratively with other professionals and staff
9. To participate in partnerships with other members of the university's community to support student learning and university-related activities
10. To demonstrate the ability to perform teaching or other responsibilities, including good work habits, reliability, punctuality and follow-through on commitments.
11. To provide and accept evaluative feedback in a professional manner
12. To create and maintain a positive and safe learning environment
13. To carry out any other related duties assigned by the department Hod

Good Behavior

1. To model honesty, fairness and ethical conduct.
2. To model a caring attitude and promote positive inter-personal relationships.
3. To model correct use of language, oral and written.
4. To foster student self-control, self-discipline and responsibility to others.
5. To model and promote empathy, compassion and respect for the gender, ethnic, religious, cultural and learning diversity of students.
6. To demonstrate skill when managing student behavior, intervening and resolving discipline problems
7. To model good social skills, leadership and civic responsibility

FACULTY AND STUDENTS

Ideal faculty students should:

1. Encourage students to improve their attainments, develop their personalities and at the same time contribute to the community welfare.
2. Positive student-faculty interactions have long been associated with positive outcomes for students, including increased effort, greater student engagement, and a higher level of content acquisition.
3. Student involvement with faculty in research projects and other aspects of the academic community contributes to academic achievement as well as psychosocial growth and development.
4. Treat both faculty students with dignity and not behave in a vindictive manner towards any of them for any reason.
5. Respect mutual dignity and rights.
6. Inculcate among students scientific temper, the spirit of enquiry, and ideals of democracy, patriotism, social justice, environmental protection and peace.

FACULTY AND AUTHORITY

An ideal teaching Faculty should:

- Discharges their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
- Adhere to the terms of the contract.
- Co-operate in the formulation of politics of the institution by accepting various offices and discharge responsibilities.
- Co-operate through their organizations in the formulation of policies of the other institution.
- Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.
- Give and expect due notice before a change of position takes place.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior information. Keeping in views their particular responsibility for completion of the academic schedule.

FACULTY AND COLLEAGUES

An ideal teaching faculty should:

- Teach other members of the profession in the same manner as they wish to be treated.
- Speak respectfully with other teachers and render assistance for professional betterment.
- Refrain from making unsubstantiated allegation against colleagues to higher authorities.
- Refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavor.

FACULTY AND GUARDIANS

An ideal Teaching Faculty should:

Try to see through teacher's 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 meeting convened from mutual exchange of ideas and the benefit of the institution.

TEACHERS AND SOCIETY

An ideal teaching Faculty should:

- Recognize that education is a public service 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 a 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's activities. And shoulder responsibilities of the 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 deferent communities, religious, or linguistic groups but actively work for national integration.

OPEN MINDNESS:

"The optimist turns the impossible into the possible; the pessimist turns the possible into the impossible" – *William Arthur Ward*.

For any learner, keeping an open mind is an important part of education. Why education should promote it, and how the current education with its assessment system makes people close-minded and obstinate.

What is open-mindedness?

Open-mindedness is the willingness to expose oneself to new beliefs, values, experiences, etc. that differ from one's own. Having an open mind involves being receptive to diverse ideas, arguments, and information. This then allows a person to rethink assumptions, identify misinformation, and consider alternative options to make informed decisions.

Open-mindedness is a positive character quality which allows a person to think critically and rationally. Having an open mind helps a person in many ways such as:

- Gains fresh insights as a person challenges ones' existing beliefs and considers new ideas. This teaches new things about one and the surroundings; hence, allows the learner to imagine several possibilities about any situation.
- Gains new experiences as new ideas open you up to new exposures and viewpoints.
- Provides new learning opportunities from your day-to-day life experiences about the world and the people around you.
- Provides personal development opportunities as you become receptive, mentally strong, confident, and optimistic. This is as a result of continuing learning from new information, diverse viewpoints, and several life experiences.

DISCIPLINE:

Some rules regulate the activities. A disciplined student understands this and follows the rules and that the system he/she is attached to believe in the discipline that he/she has been practicing would keep his/her on a high pedestal wherever he goes. This would mould her to become a good person, reliable employee and revered employer.

1. Students are requested to maintain the highest standard of behavior and discipline both inside and outside the College.
2. Students are required to improve and maintain consistency in their performance in the College examinations in order to get promotions to the subsequent Semester.
3. They shall strictly observe the disciplinary rules framed by the College. Violation of which will be dealt with by the Principal in the manner she/he considers fit and her/his decision will be final.
4. No student shall enter the class or leave the class without the permission of the lecturer.
5. Irregular attendance, indifference in regard to classroom and examination, discourtesy towards teachers, insubordination, obscenity in word and act, willful damage to College property, anti-social activities, etc are liable for disciplinary action which includes expulsion from the College.

TOLERANCE

Tolerance and acceptance in every aspect are important for student's effective learning. The values of tolerance, acceptance and respect are the grounds for the lucrative progress of a person. Therefore, properly shaping the attitude towards differences among students during

their time in university is important. This can help in building character as well as making students who leave for the working world better in terms of mentality and being emotionally relatable to social and cultural diversity.

All classrooms are heterogeneous. Encouraging students to understand the diversity of our Multicultural society and learn peacefully with one another is an important responsibility of any educational institution.

TEAM SPIRIT

Class is the main carrier of student's growth as the basic organization of the students. In the construction of class of the new period, we should integrate the team consciousness gradually into traditional concept of collectivism on the basis of learning organization of the five elements, leading college students to learn , think and create independently, to achieve common progress of team and individual. The group projects that the students do encourage team spirit in them. They learn to listen to each other. Share their ideals and give constructive criticism.

RESPONSIBILITY

A responsible student will be a responsible employee and they will become a responsible employer. A person with high sence of responsibility will always win the trust of others. Punctuality, meeting deadline and accountability also help them to become more trustworthy.

B.L.D.E.Associations New Arts College, Tikota believes in nurturing human values and professional ethics in the students as they are the future leaders. The college strongly endorses the view that imparting values is as important as imparting knowledge. Value based education doesn't just produce a complete individual but it produces a society charged with human values. The college also focuses on skill based learning in them professional ethics which would help them make informed, value based decisions in the future.

ETHICS AND HUMAN VALUES

Human Values

Values are our guidelines for our success - our paradigm about what is acceptable. Human behavior depends on the characters defining the identity, choosing the values and establishing the beliefs. Human values includes morals, integrity, peaceful life, respecting others, honesty Truthfulness and trustworthiness, caring, kindness, courage, sharing, time management, adjustment, self confidence, commitment, spirituality and Service-learning a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility.

Professional Ethics:

Ethics is an activity which concerns with the investigation of moral values in moral issues. As for as an Arts and Social science is concern he/she should have an ethical as well as a social responsibility to himself, to his subordinates and to his society. The set of standards adopted by professionals is called as Professional ethics. Every profession like teaching, medicine, law etc has its own professional ethics. The set of ethical standards that are applicable for Arts, Humanities profession is known as Socio-Political and Economic ethics. Social science ethics is about balancing Social Justice, Liberty, Equality, Human Rights and Constitutional values.

Professional ethics promotes equality, non-partiality, and a collaborative mindset within a workplace environment. Maintaining ethical standards ensures that all people at the workplace are treated equally and respectfully, and is a must for the prosperity of organization as well as the development of a person's personality. Good ethics will help maintain the honest image of the organization as well. It will help refrain from such activities that would discredit the profession and as a result, the institution as a whole. Hence, adherence to ethics is to let conscience take the lead at all times.

INTEGRITY

As a student, academic integrity means making ethical decisions, asking questions, and following instructions - even when faced with difficult situations. All members of the BLDE New arts college are expected to follow the six core values of Integrity: Honesty, Trust, Fairness, Respect, Responsibility, and courage.

Students demonstrate **Honesty** by:

- following their instructor's guidelines and expectations for assignments and tests
- submitting original work and completing individual assessments independently

Students demonstrate **Trust** by:

- being dependable and reliable in their work, commitments and actions
- following their instructor's directions and completing work by the set deadline

Students show **Respect** by:

- consistently and accurately citing the work of others in their assignments
- keeping academic materials and instructor's intellectual property private (e.g., class slides, assignments, tests, etc.), and not sharing these without the teachers permission

Students demonstrate **Fairness** by:

- treating others equally without self-interest or prejudice
- Following the College rules and not trying to gain unfair advantages in assessments, mid-terms or tests (e.g., copying someone else's answers, using their phone to look up information during an exam etc.)

Students demonstrate **Responsibility** by:

- completing their individual and group work to the best of their abilities and being accountable to themselves, their instructors, their classmates, and the University
- Seeking help If they are struggling or are not sure of expectations

Students demonstrate **courage** by:

- Being brave and standing up for what is right, even in challenging situations. If they think someone has committed an academic offense or is violating a rule - they alert their faculty, HOD, or a Principal.

Moreover, academic integrity skills, like citing, paraphrasing, or summarizing, **take practice**, and students should ask for help along the way.


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