



**Dev Sangha Institute of Professional Studies & Educational Research (DIPSER)  
College of Education (For Women), Deoghar**

**CODE OF PROFESSIONAL ETHICS FOR TEACHERS**

**I. 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 his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) 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 the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service

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Secretary 17/10/2019  
DIPSER College of Education  
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## II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals: and
- (x) Refrain from inciting students against other students, colleagues or administration.

## III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

## IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) 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
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

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- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) adhere to the terms of contract
- (vii) Give and expect due notice before a change of position is made;
- (viii) 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:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### VI. TEACHERS AND GUARDIANS

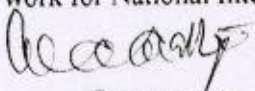
Teachers should:

- (i) 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

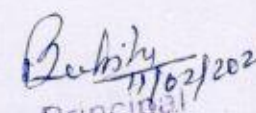
#### VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) 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.

  
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**Dev Sangha Institute of Professional Studies & Educational Research (DIPSER)  
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**Code of Conduct for Administrative/ Professional Staff**

This code shall specify the rules of conduct of the Administrative/ Professional Personnel of Dev Sangha Institute of Professional Studies & Educational Research (DIPSER) and shall aim at increasing public confidence in their professionalism and morals as well as at enhancing the prestige of the civil service.

**Applicability**

The Code of Conduct shall apply to:

- Librarian
- Asst. Librarian
- Chief Accountant/ Manager
- Accountant
- Public Relation Officer
- IT In-charge
- Any other Administrative/ Professional in-charge of any department/ function (Other than Faculty)

The Code of Conduct for the Administrative/ Professional Personnel is as follows:

- All Administrative/ Professional Personnel shall act in accordance with the highest standards of honesty, integrity, fairness and ethical conduct while working for the DIPSER as well as representing the Institute.
- He/ She shall not involve themselves in making any decision on a subject matter in which a conflict of interest arises or could arise, between their personal interest and the interest of the Institute.
- He/ She shall avoid conducting any financial transaction/ contract with a relative/ acquaintance or with private company in which the relative/ acquaintance is a member/partner or directly or indirectly associated with it.
- He/ She shall avoid having any personal and/or financial interest in works or contracts or any business dealing concerning the Institute.

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17/10/19

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11/02/2022  
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- He/ She shall avoid any relationship with a contractor or supplier that could compromise the ability to transact business on a professional, impartial and competitive basis or influence decision to be made by the Institute.
- He/ She shall not hold any positions or jobs or engage in outside businesses or other interests that adversely affect the performance of duties of the Institute. All Administrative/ Professional Personnel are expected to devote their full attention to the business interest of the DIPSER.
- He/ She shall not exploit for their own personal gain, opportunities that are discovered through DIPSER's activities, information or position, unless the opportunity is disclosed fully in writing to the Governing Body of DIPSER as the case may be.
- He/ She shall not seek or accept or offer directly or indirectly any gifts, donations, remuneration, hospitality, illegal payments, favour in whatsoever form howsoever described by the vendors, consultants, etc., that is perceived as intended, directly or indirectly, to influence any decision of the Institute.
- He/ She shall protect the Institute's assets, labour and information including intellectual assets and may not use these for personal use, unless authorized to do so.
- He/ She shall strive to achieve highest quality, effectiveness and dignity in both processes and output of professional work and shall acquire and maintain professional competence continuously.
- He/ She shall always keep in mind that they are accountable to DIPSER's stake holders viz. DSSP, vendors, employees and the society at large to which the DIPSER is responsible for its actions.
- He/ She shall not divulge any information regarding the DIPSER's activities, its students, suppliers, etc. to which they have access or which is possessed by them, must be considered privileged and confidential and should be held in confidence at all times and should not be disclosed to any person any person, unless (i) authorized by the Chairman, DSSP & DIPSER, Secretary, DSSP & DIPSER or Executive Committee, DSSP. (ii) The same is part of the public domain at the time of disclosure; or (iii) is required to be disclosed in accordance with applicable laws of the land.
- No Administrative/ Professional Personnel shall provide any information either formally or informally, to the press or any other publicity media, unless specifically authorized.

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11/04/2022  
Principal  
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**Code of Conduct for Students**

**Introduction**

The Code of Conduct for students of Dev Sangha Institute of Professional Studies & Educational Research (DIPSER) sets out the standards of conduct expected of students. The Code of Conduct aims to establish standards of personal conduct for all students that should enable them to nurture the core values of the Institute, foster an academic environment and ensure safety and security in the campus. All Students of DIPSER are advised to read the Code intently and follow it strictly.

**Applicability**

This Code shall apply to all kinds of conduct of students that occurs in the Institute premises including the Institute sponsored activities, functions hosted by other academic institutions/ other recognized bodies and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

The Code applies to:

- The Code is applicable to all students pursuing courses at DIPSER.
- All students in the campus as well as at all locations while academic course requirements such as internships, field trips, practice Teaching student exchange or/ and any such activity;
- Any activity sponsored, conducted, or authorized by DIPSER or any student body recognized by the Institute
- Any activity that causes destruction of property of DIPSER or members of the Institute or causes serious harm to the health or safety of members of the Institute
- Any activity which involves violation of any law of the land and will constitute violations of the code.

**Code of Conduct**

The code of conduct for students of DIPSER is as follows:

- Students must exhibit a disciplined conduct in the campus. Any behaviour obstructing teaching, research, administration, other proceedings or activities in the campus is liable for punishment.
- Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline of the Institute.
- Students are required to maintain punctuality w.r.t. attending classes and participating in all activities of DIPSER.
- Students are expected to be polite and respectful towards the Principal, Faculty members, non-academic officials and staff within the campus or outside.
- Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for her suspension or dismissal.

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6. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., shall be treated as a breach of discipline and would entail necessary disciplinary action as deemed appropriate.
7. Food and beverages are not permitted in the classrooms, computer lab or public places and must be consumed in designated areas only.
8. The institute prohibits all political activities in the campus and forbids students from conducting and attending political meetings within the institute campus
9. Student are advised to desist from communicating/ forwarding/ write information/ write about matters concerning the Institute to the Press
1. Smoking and/ or consumption of alcohol in the Institute premises or entering the institute premises after consuming alcoholic drinks is strictly prohibited.
2. No Society or Association shall be formed by the students in the Institute and no person will be invited to address a meeting without the Principal, DIPSER's prior permission.
3. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal, DIPSER.
4. Prior permission is essential from Principal, DIPSER to take part in any inter – collegiate or other competitions
5. Disciplinary action will be taken against students found carrying and/or using cell phones, iPods etc. in the classrooms/ labs/ auditorium.
6. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
7. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
8. Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
9. It is the responsibility of the students to read the notice boards and/ or see the DIPSER Website regularly for important announcements made by the Institute from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
10. Honesty: Malpractices/Cheating during test/examination or knowingly furnishing false information are prohibited and strictly dealt with at the same time things like plagiarism are prohibited for faculty also.
11. Conservation of Natural resources, Energy and Environment: Every student and Staff are expected to be aware of these things and maintain the conduct accordingly.
12. Cleanliness: Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

Any student found to have committed or to have attempted to commit misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked.

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