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UNIVERSITY OF MYSORE

Estd. 1916

CODE OF ETHICS AND CONDUCT FOR TEACHERS



The Internal Quality Assurance Cell (IQAC)
University of Mysore
Manasagangothri
Mysuru-570006



UNIVERSITY OF MYSORE

VICE-CHANCELLOR'S MESSAGE

The University of Mysore is one of the oldest Universities in India established in 1916 and presently governed by the Karnataka State Universities Act, 2000. Government work is God's work. Public service is a public trust, requiring all stakeholders, especially the employees, to place loyalty to the Constitution, the Laws and Ethical Principles above any personal or private gain. It is a service intended and oriented to serve all the members of a community. For most of us, Education is a necessary public good and is pivotal to the task of nation building. Like a fresh breeze, Education is crucial and necessary to make our communities come alive. The mission of the University of Mysore is to contribute to the society through the pursuit of Higher Education, Learning and Research, reaching the zenith of international excellence. "Nothing is equal to knowledge" is the Motto of the University. The Government, University Authorities, Teachers, Non-teaching Staff, Students, Alumni, Parents and the Public are the major stakeholders of the University.

Teaching undoubtedly is a noble profession throughout the world which shapes the character, caliber and future of an individual. In any Educational Institution, a Teacher, whether He or She can inspire, hope, ignite and instill a zest and love for learning among the students. Besides, the Teachers are expected to uphold the honor and dignity of the teaching profession, provide an innovative and quality education to their wards, be impartial and discriminative with students, interact with the students in a friendly manner, and abide by the procedures, rules and regulations of the Institution to ensure students' safety. Moreover, Teachers should collaborate with fellow Teachers, be responsible and interact positively with parents and other stakeholders in educating the students. Foremost, Teachers should be good Counselors and Facilitators helping, guiding, encouraging and assisting the students in their learning process.

In order to maintain absolute integrity at all times, a total devotion to duty is absolutely essential. Independence and impartiality are to be practiced while discharging the duties. In order to render prompt and courteous service to the Public, the University of Mysore has prepared this "Handbook of Code of Ethics and Conduct for Teachers". The employees of the University are governed by The Government Servants Conduct Rules 1960, Central Civil Services (Conduct) Rules, 1964, Karnataka Civil Service (Conduct) Rules, 1966, and the UGC's code of ethics which advocates the Teachers to work as agents of social change as it has been since time immemorial. In addition, the specific codes given in this Handbook should be mandatorily followed by the Teachers who are the backbone of the Academic System in the University of Mysore.

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INTRODUCTION

The set of practices that outlines the general norms, rules, and responsibilities of an individual or an organization are termed as *Code of Conduct*. Essentially, these practices are an important part but not a comprehensive solution on its own, in establishing an inclusive culture. An organization's values and proper behavioral standards that accord with aforesaid values are fundamentally stated by most organizations. The purpose of the code of conduct is to define and promote crucial ethical principles important and relevant to the organization whereby identifies and disallows aspects of behavior that summons legal liability.

Principles that deem helpful for professionals to function with honesty and integrity are termed as *Code of Ethics*. This outlines the manner professionals are to approach the problems drawn through ethical principles on basis of core values of the organization and the professional standards that are to be adhered thereby upholding the mission of the organization.

Ethical codes are meant to assist the members in comprehending right and wrong and ensuing decisions and actions. To regulate and streamline the academic profession is the core objective of these codes.

Ethical codes are usually structured at three levels of codes: business ethics, employee conduct, and professional practice.

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Integrity, objectivity, professional competence, confidentiality, and behavior are major aspects of ethical codes that essentially for a teacher to adhere to.

This Handbook outlines all the roles and responsibilities of a Teacher vis-a-vis maintaining the code of ethics and conduct during his/her service at the University.

1. PRACTICE INCLUSIVITY/BE INCLUSIVE

University and in turn the teachers shall welcome, accept and mentor people from all walks of life not barring demography, socio-class, economic status, Culture, Nationality, Educational Level, Colour, Immigrant Status, Sex, Age, Physical Features, Family Status, Political Ideology, Religion, Mental and Physical prowess, and ability.

2. BE CONSIDERATE

The stakeholders depend on each other to produce the best-talented students in a University. Wrong decisions will affect Colleagues and all others, and one must keep in mind and take into account all those consequences when making crucial decisions.

3. BE RESPECTFUL

It is fruitful to find a respectful fashion or attitude to deal with disagreement that ensues from frustration from time to time. Disagreement must not be allowed to transform into personal attacks in any circumstances. For people to be productive and create a professional ambiance that people feel comfortable and safe in is essential. University deemed temple of education shall hence provide such an ambiance.

4. CHOOSE YOUR WORDS CAREFULLY AND CAUTIOUSLY

Kind words do not cost much yet they accomplish much. Usage of words that potentiates suppression must be averted in all circumstances since their implications are unacceptable. This includes, but is not limited to:

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via Electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.

5. DO NOT HARASS ANYONE

Differences of opinion and disagreements in most instances are unavoidable. What is important is that one should resolve the disagreements and differing views constructively. In

general, if one is asked by someone to stop something, then one should stop. When one disagrees, one should try to understand why and reason it out.

6. TRANSFORM DIFFERENCES INTO STRENGTHS

Academic strength is multi-faceted and multi-layered. Every individual from the differing and dis-similar path offers something unique and if culminated can potentially lead to all-encompassing solutions. Hence, barring someone's views and opinions due to a lack of openness is a lost opportunity. As well, blame games and pointing others is a serious lack of professionalism.

Work Environment Code of Conduct in a University includes providing equal opportunity, avoiding discrimination and harassment, maintain safety, prevent substance abuse, stop gambling, and maintain privacy and good manners.

7. AVOID CONFLICT OF INTEREST

The repute of the university is built upon the reputations of all its stakeholders and thus showcasing integrity is essentially the cornerstone of the university. Conflict of interests, however prevalent must be harnessed through open discussion that contributes to aforesaid integrity.

8. PROTECTING THE ASSETS OF THE UNIVERSITY

The resources of the university in all its facets must be secured and kept fully functional by the stakeholders for the benefit of the stakeholders. Resources include physical, intellectual, electronic or digital, information, ICT systems, and IPRs.

9. ANTI-BRIBERY AND ANTI-CORRUPTION

The repute of the university lies in the trust worthiness of all its stakeholders in upholding the integrity in all spectra of functionality. Employees should always do their work fairly, honestly, and legally. University employees should avoid accepting bribes and corrupt practices. Kickbacks and gifts in exchange for favors are also considered as indirect methods of corrupt practices.

A teacher shall abhor from a) facilitating selling agents or canvass for publishing business enterprise or traders b) asking for or accepting any contribution or otherwise associating

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himself with the raising of any fund or making any other collections, whether in cash or kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers; c) financial acquaintances with students or custodian; d) influencing for personal gains or coordinating matters that incur debt beyond means to repay; e) facilitating acceptance by any member of his family or societal comrade of his behalf to receive or demand gifts and the like from any student or his custodian or any person with whom he has come into a contract under his position in the University.

10. ATTENDANCE AND PUNCTUALITY

Reporting to the office on time and avoiding absenteeism is habitually good. This implies that every employee should be arriving well before time in the office, be ready to work beyond office hours during essential periods, and even on holidays. Absenteeism and tardiness by an Employee will burden other employees and the University too.

Teachers must a) report at least 15 minutes before the commencement of office hours; b) must be present at the campus and on the job during the entirety of working hours unless duties are assigned elsewhere by the hierarchical authority; c) obtain written permission for reporting to duty beyond schedule or leaving early before schedule; d) abhor from seeking permission during the allotted schedule of class; e) be aware of 40 hours workload per week with a maximum class hour of 16 hours in a week.

11. ABSENCE WITHOUT NOTICE

Staff members who are unable to work due to illness or an accident should notify their Superiors. This allows the Superiors to make alternate arrangements for covering the work allotment of the person who is absent and facilitate others to continue the academic work in their absence.

12. GENERAL HARASSMENT AND SEXUAL HARASSMENT

The University diligently facilitates a work culture free from any kind of discrimination and harassment. Explicit expressions or comments on an individual or community on basis of legally protected characteristics or traits are forbidden and hence not tolerated by the university.

13. RESTRICTED CELL PHONE USE AT WORK

Personal Cell Phone usage during Work Hours, Official Meetings, Seminars, Council

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Meetings, is fully discouraged, except in extreme cases such as an emergency or offer service during hazards and disasters.

14. DRESS CODE

A Professional appearance and outlook are very important for all the Teachers who work with the Students and the Public. All the employees of the University should be well-groomed and dressed appropriately for their dignified position.

15. SUBSTANCE ABUSE

The university prohibits possession, sale, manufacture, distribution, or purchase of controlled substances as well as being or working under the influence of illegal drugs, alcohol, or substances of abuse on life is prohibited.

16. TOBACCO PRODUCTS

The use of Tobacco Products within and outside the campus areas is explicitly prohibited.

17. INTERNET USE IN THE WORKPLACE

Faculties may use the Internet when appropriate to access the Academic information needed to conduct classes and carry out research. The use of the Internet must not disrupt or injure the Computer network of the University. The use of the Internet must not interfere with any other employee's productivity or the University's progress.

18. COMMITMENT TO PROFESSIONAL VALUES

Teachers should;

- a) Diligent to the academic interests of the students; extend academic support to the students wherein the students' academic progress and prosperity are potentiated notwithstanding time limitation.
- b) Allow students to express their views and opinions even if it differs from that of his own. If students are encouraged constructively the teacher is also benefitted by accepting criticism openly.
- c) Develop and sustain a conducive environment for learning; barring socio-economic status and partiality or vindictive attitude towards any scholar.

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- d) Inspire more interest and develop a sense of exploration and greater learning in students.
- e) Instill a scientific and independent outlook among students, making them community-oriented, patriotic, and broad-minded; very social responsibility of a teacher.

Above all, a Teacher should conform to the ethos of his/her profession and act in a dignified manner, to uphold the morale and status of the University, which is 102 years old.

19. DISSEMINATION OF KNOWLEDGE

Fundamentally, as a teacher, one must advance and disseminate knowledge through various activities professionally, perform to the best for bettering the students, and in turn the university. Honesty, sincerity, and fair play are the essence of a teacher. However, a teacher shall express his/her opinion and ventilate differences in the principality in meetings, seminars, or formal assemblies.

20. PUBLICATION OF RESEARCH OUTPUT AND PARTICIPATION IN PROFESSIONAL DEVELOPMENT EVENTS:

To facilitate dissemination and up-gradation of the knowledge base of the faculty, the university encourages faculty;

- a) To author textbooks, publish scholarly papers in reputed journals, seminars, and conferences.
- b) To venture research projects.
- c) To attend Faculty Development Programs (FDP) and Quality Improvement Programs (QIP).
- d) To upgrade hands-on skills by training in industries and provide consultancy services as part of Industry – Institute –University interaction.

Attending the afore-cited Academic matters will be treated as On Duty and may be suitably rewarded by the discretion of the university either monetarily or by Way of consideration during a promotion.

Teachers should follow the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 while publishing their Research findings or Academic contributions. (UGC Gazette Notification

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New Delhi, dated, 23rd July 2018 is to be referred for this purpose).

21. PROFESSIONAL DEVELOPMENT PRACTICES

Setting benchmarks as a teacher needs introspection, exploration, and expansion of ways and means adopted to enhance the effectiveness of teaching-learning. The university thus proposes that a teacher;

- a) Must stay relevant to the current technology and its adaptation in teaching-learning.
- b) Must acquaint with recent pedagogy in teaching-learning and other latest applications.
- c) Must pursue research, as it contributes to the progression and development of subjects.
- d) Must adopt novel teaching strategies and updated curriculum as well as plan for the upgraded academic system each year.

In addition to the above, every teacher shall carry out the University's academic responsibilities such as conducting Admissions, Entrance Tests, Session Assessments, Terminal End Exams, Evaluating/Valuing Answer Scripts, conducting University Seminars, and so on. He/she should also be participating in Extra-Curricular activities of the University such as Sports, Extension Activities, and Cultural Programmes. This will generate a **holistic** development and a congenial relationship with the students.

22. PROFESSIONAL INTEGRITY

It is the practice of maintaining ethical behavior at an expected level and showcasing adherence to moral and ethical principles and values of honesty, honor, dependability, and trustworthiness. The faculty of the university shall;

- a) Not accept plagiarism and hence shall not compromise in research activities.
- b) Not entice or be enticed through the pros and cons that exist between professional and private practice.
- c) Not encourage private tuitions.
- d) Respect confidentiality of all information about university exams as well as matters of students and colleagues unless legally or legitimately demanded.

23. PROFESSIONAL COLLABORATION

Collaboration is exhibiting interdependence and accountability for one's learning while

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encouraging the learning of others. Collaborative learning could benefit the university as the team is better than an individual. Therefore teachers must;

- a) Refrain from lodging unsubstantiated allegations against their Colleagues to satisfy vested interests;
- b) Discharge their responsibilities following the established rules outlined by the higher authorities and adhere to the conditions of the contract;
- c) Refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an Educational Institution;
- d) Should accord the same respect and treatment to the Non-teaching Staff as they do to their fellow Teachers.

24. MAINTAINING A GOOD RELATIONSHIP WITH STUDENTS

The student-teacher relationship is one that transcends great minds. There lies at the heart of the relationship the aspects like mutual trust and respect, impartiality, human dignity, and the right to equity and knowledge. This relationship is beneficial to both the parties in the wholeness of education. Therefore, a teacher shall deal with students diligently and impartially barring all socio-economic classes, sectors, and characteristics; meet the individual needs of the students not abstracted by students abilities; facilitate improvement in a students attainment, develop personalities, in turn, contribute to society; inculcate scientific temper, the spirit of inquiry, ideals of democracy, Patriotism, Social Justice, Environmental Protection and Peace; develop an understanding of our National Heritage and National Goals; and Refrain from inciting students against other Students, Colleagues or University Administration

25. MAINTAINING CORDIAL RELATIONSHIPS WITH OTHERS

An ambiance of cordial culture that potentiates life long constructive association is at the very core of the university. Hence, teachers are expected to a) treat and interact with each other cordially and respectfully; b) Refrain from making unsubstantiated allegations against Colleagues to higher authorities, and c) Refrain from allowing considerations of Caste, Creed, Religion, Race or Sex in their professional endeavor.

26. TEACHERS' RELATIONSHIP WITH AUTHORITIES

Teachers should:

- (i) Adhere to the university rules, regulations, procedures, and methods to discharge their professional responsibility with professional reliability.
- (ii) Be collaborative and co-operative in the formulation of policies of the Institution by accepting various offices and discharge responsibilities which such offices may demand.
- (iii) Be collaborative and co-operative through their departments in the formulation of policies of the University's offices.

27. ACTS OF MISCONDUCT

A teacher must manifest inspirational conduct to be a role model for students and misconduct of any kind, therefore, is never acceptable under any circumstances, if exhibited by teaching personnel.

Short falls will constitute misconduct not limited to the following situations and actions:

1. Conscious failure to carry out the academic activities and duties assigned.
2. Victimization and discrimination of Students, Colleagues, and other staff.
3. Provocating any stakeholders that may disrupt the functionality of the university.
4. Raising questions of Caste, Creed, Religion, Race, or Sex in his/her relationships with Students, Colleagues, and other staff, to further prospects for self-gain and selfish agendas.
5. Refusal to accept/carry out the decisions/directions of superiors, competent authorities/bodies, and Officers of the University in the due exercise of their rights in the functional hierarchy.

28. COMPLIANCE WITH THE CODE OF ETHICS AND CONDUCT

It is the responsibility of the Teacher to comply with this code and in the process, uphold the reputation and honor of the University and the noble profession of education.

29. DISCIPLINARY ACTION

Non-compliance and violation of the regular duties, Service Rules and the Code of Ethics and conduct will invite punishment either in the form of censure or deferment of Increment or Suspension or Termination from Service after a due inquiry by the discretion of the University Authorities.

The Authorities of the University of Mysore appeal to all Staff members to work as a team in Institution-building and in upgrading the reputation of the University into one of the best Institutions of Excellence in Higher Education in India.

CONCLUSION:

It is fundamentally assumed that a teacher possesses the content competence inclusive of basic and professional ability to use various pedagogy to effectively teach. Maintenance of a high level of subject knowledge is essential to the concrete trust of the students in the teacher. Attitude exhibited by students during graduating education or later is most often the reflection of the teacher. Therefore, if the students are expected to be learning-oriented, the Teacher has to demonstrate a high inclination towards continuous learning. Demonstrating Learning Orientation by continuously keeping the course content relevant, accurate, authoritative, and appropriate to the level of the student's program of studies is mandatory for every Teacher; going beyond the curriculum so that the student gets a comprehensive understanding of the subject; creating a learning experience that makes various aspects of subject matter meaningful to students; carrying out research and developing important and original thoughts on the subject; pondering about the Discipline, analyzing its nature and evaluating its quality; taking a strong interest in broader issues and building intellectual strength; and interacting periodically with the subject experts to build up the knowledge are the major tasks to be concentrated by every teacher of the University of Mysore.

Prepared by

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