

# L–13: Code of Conduct: Academic Ethics and its Implementation



## Contributors

**Prof. Prakash W. Dandekar**

(Evangelist & Visiting Professor, IIT Gandhinagar& Bombay, Member, Heartfulness Institute)

**Prof. N. V. Deshpande**

(Former Professor, Devi Ahilya University, Indore)

**Mrs. V. Deshpande**

(Member, Heartfulness Institute, Indore)

**Editor:** Dr. Joshua Earnest, Professor of Electrical Engineering



**National Institute of Technical Teachers' Training and Research**  
Shamla Hills, Bhopal M.P. - INDIA 462002

## Lesson–13

### Code of Conduct: Academic Ethics and Its Implementation

**Learning outcomes:** At the end of this lesson, you will be able to:

- LO 1. Plan for the implementation of the code of conduct for technical teachers.
- LO 2. Interpret the code of conduct as applicable in your institution.
- LO 3. Plan to implement code of conduct for the students.

### Contents

1.0	INTRODUCTION .....	3
2.0	CODE OF CONDUCT FOR TEACHERS.....	3
2.1	Expected Conduct of Teachers.....	3
2.2	Improper Conduct of Teachers .....	4
2.3	Teachers’ Conduct with Administration .....	4
2.4	Teachers’ Conduct with Guardians .....	5
2.5	Teachers’ Conduct with the Community/Society .....	5
3.0	CODE OF CONDUCT FOR PRINCIPAL/DIRECTOR OF THE INSTITUTE .....	5
3.1	Code of Conduct of Principal/Director of Institute .....	6
4.0	CODE OF CONDUCT FOR GOVERNING BODY MEMBERS OF THE INSTITUTE .....	6
4.1	Code of Conduct Governing Body Members of the Institute .....	7
5.0	CODE OF ETHICS REGARDING PUBLISHING AND COPYRIGHT .....	7
6.0	SUMMARY .....	8
	BIBLIOGRAPHY .....	8

## Lesson –13

### Code of Conduct: Academic Ethics and its Implementation

#### 1.0 INTRODUCTION

Academic ethics is an umbrella concept which encompasses many issues. The code of conduct for ethical practice in teaching institutions is highly prevalent and most of them publish it widely for the benefit of stakeholders. Many institute websites prominently display the rules of conduct for the benefit of all incoming students and teachers. Based on some of them, one can categorize rules for different group of persons engaged in different activities in the institution. There are some basic guiding practices which are common to all groups and there are some which are profession-specific. The code of conduct for teachers with different types of transactions in each category is discussed in this lesson.

#### 2.0 CODE OF CONDUCT FOR TEACHERS

The code of conduct for teachers normally addresses the matters to relate the conduct of the teachers such as teaching, learning, evaluation, relationship with the students, associated staff, management, parents, duties and responsibilities with moral and professional ethics, human values, external services, devotion, dedication and integrity of the teacher towards the college.

#### 2.1 Expected Conduct of Teachers

The following are some of the code of conduct expected from faculty members as professionals in higher education:

- a) Seek to make professional growth continuous through study and research.
- b) Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
- c) Maintain active membership of professional organizations and strive to improve education and profession through them.
- d) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- e) Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation; and
- f) Participate in extension, co-curricular and extra-curricular activities including community service.
- g) Manage their private affairs in a manner consistent with the dignity of the profession.
- h) Adhere to a responsible pattern of conduct and demeanor (outlook) expected of them by the community.

## 2.2 Improper Conduct of Teachers

The teacher shall perform all his/her duties faithfully and should not avoid responsibility.

However, following lapses would constitute improper conduct on the part of the teacher:

- a) Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation and others
- b) Gross partiality assessment of students, deliberately over/under making an attempt of victimization on flimsy grounds.
- c) Inciting or instigating students against other students, colleagues, administration, (This does not interfere with teacher's right to express the differences on principles in seminars other places where students are present.)
- d) Raising questions of castes, creed or religion, race or sex in his relationship with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
- e) Refusal to carry out the decisions of competent authorities, officers, administrative and academic bodies of the college. (This will not inhibit his right to express his difference with their policies or decisions, provided that he will not use the facilities or forum of the Institute to propagate his own ideas or beliefs for or against particular party of alignment of political or religious activities.)
- f) Involvement in the activities that are unethical to good academics directly or indirectly, such as:
  - Writing of questions-answers guides, keys, likely questions, and such others.
  - Undertaking of any office of profit, agency. The teacher shall not avoid any work related to the University/Institute examinations without reasonable grounds.
- g) Immodest behaviour with male and female students and other employees.'
- h) Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly
- i) Drunken and substance abuse.

### ACTIVITY 1

List any five acts of teaching that you follow as good conduct of teacher.

## 2.3 Teachers' Conduct with Administration

Following are some of the code of conduct for the teachers of the institute/college with the college administration personnel

- a) 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 organizations for change of any such rule detrimental to the professional interest
- b) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

- c) Co-operate in the formulation of policies or the institution by accepting various offices and discharge responsibilities which such offices may demand.
- d) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- e) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- f) Should adhere to the conditions of contract.
- g) 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.

## 2.4 Teachers' Conduct with Guardians

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 they meet the guardians in meeting convened for the purpose, they mutually exchange ideas for the benefit of the students and the Institution.

## 2.5 Teachers' Conduct with the Community/Society

Following are some of the code of conduct for the teachers of the institute/college with the community/society. The teacher should recognise that education is a public service which decides their conduct.

- a) Keep the public informed of the educational programmes which are being offered
- b) Work to improve education in the community and strengthen the community's moral and intellectual life.
- c) Address the social problems conducive to the progress of society and hence the country as a whole.
- d) Participate in community activities and shoulder responsibilities of public offices as the duties of a citizen.
- e) Refrain from taking part in or subscribing to or assisting in activities which tend to promote feeling or hatred or enmity among different communities, religions or linguistic groups, but actively work for National Integration.

### ACTIVITY 2

Explain at least two examples of good conduct of a teacher in society.

## 3.0 CODE OF CONDUCT FOR PRINCIPAL/DIRECTOR OF THE INSTITUTE

Principal/Director as the head of an Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of the institution.

### 3.1 Code of Conduct of Principal/Director of Institute

Subject to the supervision and general control of the management, the Principals/Directors as the Principal Executive and Academic Head of the Institute/college, is responsible for the following:

- a) Academic growth of the college/institute.
- b) Provide equal opportunities to all employees/staff
- c) Academic growth in spite of resistance to change
- d) Must be unbiased and fair to all
- e) Take decisions based on criteria
- f) Transparency in admission of students
- g) Administration, cultural activities using optimum resources
- h) Fair conduction of university examinations
- i) Teaching, research and training programmes of the college/institute.
- j) Planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University/ Institute for academic competence of the faculty member.
- k) Admission of students, maintenance of discipline in the Institute.
- l) Receipts, expenditure and maintenance of true and correct accounts.
- m) Overall administration of the Institute and Hostels.
- n) Correspondence relating to the administration of the Institute.
- o) Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, student's welfare activities of the Institute and maintenance of records.
- p) Observance of the Acts, Statutes, Ordinances, Regulations, Rules and other Orders issued by the University authorities and bodies, from time-to-time.
- q) Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institutions.
- r) Overall supervision of the University Examinations.
- s) Observance of provisions of Accounts Code.
- t) Maintenance of Self –Assessment Reports of teachers and their Service Books.
- u) Any other work pertaining to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time-to-time.

### 4.0 CODE OF CONDUCT FOR GOVERNING BODY MEMBERS OF THE INSTITUTE

The Institute may be managed by a regularly constituted Governing Body. The composition, functions and other condition pertaining to the Governing Body shall be as prescribed in the 'Directive of Principals' made and accepted by the Management.

#### 4.1 Code of Conduct Governing Body Members of the Institute

Following are some of the code of conduct for the governing body members of the institute/college:

- a) Decisions and resolutions made by the Governing Body, Executive Body and all the Trust Units are obligatory.
- b) The members of Governing Body shall maintain their character, transparency, mannerisms and good image.
- c) No property of Trust will be used for personal benefits.
- d) The members of the Governing Body can obtain service from the Trust employee as and when required.
- e) Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body. It will be discussed or expressed in the meeting only. One must respect majority taking the decisions.
- f) If any member of Governing Body needs any primary information from the Institute, s/he will communicate to the Principal and will not have any oral or written communication with the employee.
- g) If any misbehavior and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
- h) All shall mind that no person is greater than the Institute.
- i) The Governing Body will receive all communication in writing only from the Principal. In the same way the Governing Body will reciprocate their decision through principal.
- j) Respect other member's opinion and give them a chance to express, if necessary permit to register their differences of opinion.

#### 5.0 CODE OF ETHICS REGARDING PUBLISHING AND COPYRIGHT

No project report, dissertation or a thesis, should contain plagiarized work including third-party copyright material without permission, or with insufficient acknowledgement, or authorship of the document, whether intentional or unintentional.

#### 5.1 Code of Ethics for Students Regarding Publishing and Copyright

Students shall not violate the trust of the teacher by:

- a) Cheating
- b) Fabricating information or citations
- c) Falsifying documents
- d) Falsifying information about test material
- e) Forgery
- f) Gaining unauthorized access to examinations
- g) Making up or changing data for a research project
- h) Plagiarizing
- i) Submitting credentials that are false or altered in any way
- j) Tampering with the academic work of other students

- k) Using words or ideas from others without appropriate attribution
- l) Facilitating another student's academic misconduct
- m) Submitting course work or taking an exam for another student
- n) Buying or selling of course materials, including exams, test answers and course papers.

## 6.0 SUMMARY

This lesson has discussed the desired values required in the teaching profession to fulfill the multiple roles of being a good teacher, a good engineer/an ethical professional and above all as a good citizen of the country. Even the students' code of ethics is also highlighted and all of which should be implemented in a judiciously, tactfully, strictly and lovingly.

\*\*\*\*\*

## BIBLIOGRAPHY

- [1] <https://www.aateachers.org/index.php/about-us/aae-code-of-ethics> Code of Professional Ethics for School Teachers by National Council for Teacher Education]
- [2] [http://kilyos.ee.bilkent.edu.tr/~ge301/NSPE\\_CodeOfEthics.pdf](http://kilyos.ee.bilkent.edu.tr/~ge301/NSPE_CodeOfEthics.pdf) Code of Professional Ethics for Engineers



### **Discussion Forum**

- a) Discuss examples of violation of code of conduct by teacher and principal.
- b) Discuss the effect of such violations on students and employers.