



# National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

## **Professional Ethics: Faculties**

Professional behaviour expected from all faculty members. It aims to create a respectful, inclusive and productive academic environment. Adherence to this Code is crucial for maintaining the institution's integrity and reputation.

1. Uphold Academic Integrity: Maintain the highest standards of honesty and integrity in teaching, research and service.
2. Demonstrate Professionalism: Exhibit ethical behaviour both on and off campus.
3. Enhance Student Success: Foster a supportive and inclusive classroom atmosphere focused on student learning and development.
4. Collaborate Respectfully: Show respect towards colleagues and work together to strengthen the academic community.
5. Follow Institutional Guidelines: Adhere to all institutional policies, procedures and guidelines.
6. Commit to Professional Growth: Engage in continuous professional development to enhance teaching and research skills.
7. Protect Privacy: Safeguard the confidentiality of students, colleagues and institutional data. Disclose confidential information only with proper authorisation.
8. Promote Academic Excellence: Set high standards for coursework, assessments and scholarly activities to encourage a culture of excellence.
9. Conduct Research Ethically: Ensure research activities are ethical, including proper citation of sources, avoiding plagiarism and securing approvals for research involving human subjects.
10. Utilise Technology Responsibly: Use technology and digital tools to enhance teaching and learning, while ensuring security and preventing misuse.
11. Engage Students Actively: Develop strategies to involve students in their learning process and support their academic and personal growth.
12. Provide Constructive Feedback: Offer timely, specific and constructive feedback to aid student learning and development.
13. Set a Positive Example: Demonstrate behaviours and attitudes that reflect well on both students and colleagues.



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14. **Use Resources Wisely:** Handle institutional resources, including time, equipment and materials, responsibly and for their intended educational purposes.
15. **Address Conflicts Professionally:** Resolve conflicts or grievances through appropriate institutional channels, maintaining professionalism and respect.
16. **Support Institutional Goals:** Engage with and contribute to institutional initiatives and strategic goals, aligning with the college's mission and vision.
17. **Exercise Academic Freedom:** Utilize academic freedom within institutional policies while respecting fair treatment and due process.
18. **Prepare Thoroughly:** Develop lesson plans and teaching materials well before classes begin and adhere to schedules for activities and events.
19. **Promote Inclusivity and Diversity:** Actively support and promote an inclusive and diverse learning environment, respecting and valuing differences among students, colleagues and staff.
20. **Pursue Continuous Learning:** Engage in ongoing study and research to support professional growth and actively participate in professional development opportunities.
21. **Commit to Transparency:** Be transparent in academic and administrative processes, providing clear and honest communication with students, colleagues and the institution.
22. **Respect Opinions:** Acknowledge and respect students' rights to express their opinions, fostering a scientific outlook and promoting democratic values.
23. **Avoid Discrimination:** Ensure interactions are free from unlawful discrimination based on gender, sexuality, age or marital status.

**Disciplinary Actions:** Violations of this Code may lead to disciplinary measures such as warnings, probation, restitution, suspension, or termination of employment. Adhering to this Code helps maintain a positive and thriving academic community and serves as a guide for professional behaviour and ethical conduct.



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## **Professional Ethics: Administrative Staff**

Professional standards expected of all administrative staff. It aims to foster a respectful, efficient and ethical work environment that supports the institution's mission and goals.

1. Uphold Professionalism and Integrity: Conduct oneself in a professional and ethical manner, maintaining the institution's reputation.
2. Perform Duties Efficiently: Execute job responsibilities with accuracy, commitment to quality and efficiency.
3. Maintain Confidentiality: Safeguard sensitive information and institutional data with the utmost confidentiality.
4. Provide Excellent Support: Offer exceptional support to students, faculty, staff, stakeholders and visitors.
5. Collaborate Effectively: Work cooperatively with colleagues to achieve institutional goals.
6. Adhere to Policies: Follow all institutional policies, procedures and regulations.
7. Show Respect: Treat colleagues, students and visitors with dignity and respect.
8. Demonstrate Honesty and Fairness: Act with integrity and fairness in all interactions.
9. Avoid Conflicts of Interest: Maintain ethical standards and avoid situations that may present a conflict of interest.
10. Communicate Professionally: Engage in clear, professional and effective communication, both verbally and in writing.
11. Manage Time Wisely: Prioritize tasks and manage time efficiently.
12. Exhibit Problem-Solving Skills: Apply effective problem-solving and decision-making skills.
13. Be Punctual and Disciplined: Adhere to punctuality and discipline in all tasks.
14. Promote Inclusivity: Actively contribute to an inclusive and supportive environment for individuals from diverse backgrounds.



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15. Respond Promptly: Address inquiries and concerns in a timely and responsive manner.
16. Use Resources Responsibly: Utilize institutional resources responsibly and for their intended purposes.
17. Engage in Professional Development: Pursue opportunities for professional growth and skill enhancement relevant to your role.
18. Follow Health and Safety Regulations: Adhere to health and safety guidelines to ensure a safe working environment.
19. Handle Conflicts Professionally: Resolve conflicts through appropriate channels while maintaining professionalism.
20. Welcome Feedback: Be open to receiving and providing constructive feedback for personal and institutional growth.
21. Represent the Institution Positively: Maintain a positive representation of the institution in all external interactions including on social media and public forums.
22. Be Accountable: Take responsibility for your actions and decisions and fulfil your commitments and obligations.
23. Support Sustainability: Contribute to the institution's sustainability efforts by following environmental policies and practices.

Disciplinary Actions: Breaches of this Code of Conduct may result in disciplinary measures, including verbal or written warnings, suspension, or termination of employment. Adhering to these guidelines is essential for fostering a positive and effective workplace.