

GARGAON COLLEGE



Employee Code of Ethics

HAND BOOK

SIMALUGURI, SIVASAGAR, ASSAM, PIN 785686

TEL : 03772-252251

E-MAIL : gargaoncollege@rediffmail.com

WEBSITE: www.gargaoncollege.org

Employee Code of Ethics

Ethics mean moral principles. The employee code of ethics is required for the overall academic discipline in the College. The College seeks to provide and sustain an environment conducive to collaboration, mutual respect and trust, critical examination of knowledge and values, furthering the search for knowledge and successfully allowing all employees to work towards the common purpose of achieving the College's mission. A collaborative environment requires that all employees be responsible in the performance of their duties within their respective areas of competence and educate or assist students and colleagues using appropriate standards of conduct that support the principles of diversity, collegiality and academic freedom.

In particular, the Faculty's privileges and protections, including that of tenure, rest on the relationship between the Faculty's professional competence and expertise, academic freedom, and the programs and services of the College. These relationships generally drive the expectations and professional responsibilities for faculty members and, in many cases, those of staff members. Many of these expectations and responsibilities derive from accepted standards and practices for professional conduct, such as those expressed in the Assam College Employees (Provincialisation) Act, 2005 and the Assam College Employees (Provincialisation) Rules, 2010 and the Education Department, Government of Assam guidelines for the professional conduct of financial aid. This document establishes goals, standards of responsibility and main principles which the college regards as best practices for its employees. This document applies to all full time employees of college in Assam.

Commitment to Employees

This portion of the Code specifies the commitment of the College to maintain conditions that support each employee's ability to fulfil their duties in working towards the common purpose for achieving the College's mission, especially related to providing excellence in postsecondary learning. In order to support the main functions and mission of the College, as an institution of higher learning, the Governing Body, Principal and its administrative staff will have to promote a collaborative and supportive working

environment and to protect, encourage and recognize faculty and staff in the performance of their duties related to teaching, learning, student and institutional support, professional development, scholarly work/research and community service.

All employees can expect the Governing Body and administration to support:

- Free inquiry and collegial exchange of ideas;
- Academic freedom when acting as a faculty member, including the right to present controversial material when it is relevant to a course of instruction;
- Enjoyment of responsible freedom of expression including the freedom to address, in an open and constructive fashion, any matter of institutional policy or practice, whether or not as a member of an established committee of institutional governance;
- Freedom to question the action(s) of an individual, if done with respect and following appropriate due process for that individual, with the understanding that only the individual's supervisor or executive administrators can take any disciplinary action;
- Participation of employees in the shared governance of the College, as provided for in official College statements related to shared governance and in any other related policies and practices; and

- The establishment of fair procedures, policies, and due process, that allow for the voice of one's colleagues to be heard as recommendations in matters of promotion, faculty tenure, and discipline, with the understanding that such recommendations should be based on the employee's professional qualifications, professional contributions and accomplishments, and professional conduct.

Professional Responsibilities

The principles driving the professional responsibilities of faculty and staff encompass major areas traditionally found and reflecting best practices in higher education. The responsibilities listed below are organized around an employee's responsibilities to colleagues (both faculty and staff) and the College community, and to students in teaching and support services. The general standards of responsibility listed below are not exhaustive. The Employee Code of Ethics assert that all college employees have certain key responsibilities as professionals and as members of the college community which include the following:

- Observe and follow all duly established local, state and federal laws;
- Respect the rights, opinions, privacy, and property of individuals, groups, the College, and the neighbouring community;

- Be knowledgeable of and follow all published College policies;
- Carry out one's responsibilities and duties and understand the need for accountability;
- Recognize that, as an employee of the College, one's primary focus should be on achieving the College's mission and goals, and that secondary employment should be limited, particularly if it interferes with one's primary responsibilities and duties or is contrary to the best interests of the institution ;
- Collaborate and cooperate with and assist other institution's employees acting within the scope of their employment and duties as appropriate;
- Promote a collaborative culture, and participate and be proactive in consensus-building, problem solving within the institution's shared governance structure;
- When disagreeing with a decision, do so in an open and constructive manner, and understand that not all decisions will have full agreement;
- Exhibit appropriate behaviour both on and off campus when acting as a College representative; and

Towards Students in Teaching and Support Services

The employee-student relationship is very essential for the smooth running of an institution. The integrity of the employee-

student relationship serves as the foundation of the College's educational and service mission. For teaching members, these relationships require responsible behaviour from those who have authority and accountability as educators, mentors, and evaluators. For staff members, these relationships also require responsible conduct from employees who frequently serve as facilitators and evaluators.

The unequal authority inherent in these relationships can heighten the vulnerability of the student and the potential for coercion or other inappropriate conduct by employees. The teaching relationship between a faculty member and student, and the support relationship between a staff member and a student, must be protected from influences or activities that can interfere with learning or with the services and mission of the College. The student is the main resource of the college. In this part, the term "student" refers to all individuals under academic supervision by members of the faculty, or under student support supervision/guidance by members of the staff.

Members of the College faculty and staff will:

- Encourage the free pursuit of learning and promote the principles of academic and intellectual honesty;
- Encourage students to study varying points of view and respect the rights of students to form their own views;

- Deal justly with each student and demonstrate respect for the student as an individual and adhere to the proper role as an educator, counsellor, mentor, or facilitator;
- Respect the confidential nature of the relationship between teaching staff member and student;
- Avoid exploitation of students for private advantage;
- Recognize and avoid situations with students where conflicts of interest may arise;
- Give recognition and acknowledgement of significant contributions by students to the faculty or staff member's work and research;
- When necessary, share with appropriate individuals information about students' educational needs; and
- Seek constantly to improve learning, services, and the opportunities for learning and services.

Possible Disciplinary Action

Disciplinary action is urgent need for employee's college level education. The need and authority to discipline employees for misconduct in appropriate cases derives from the shared recognition by employees and the administration that the purpose of discipline is to preserve conditions that support the common purpose of achieving the College's mission and vision. In some instances, conduct

that is contrary to the aforementioned standards and responsibilities may be considered unacceptable, and may result in disciplinary action where the alleged misconduct is investigated and resolved in a fair, responsible and timely manner. Official College-level discipline and sanctions, as distinguished from mentoring, reprimand, or action at the department/area level, should be reserved for employee misconduct that is either serious in itself or is made serious through its repetition including its consequences. Employees may be subject to disciplinary action for conduct which, while not specifically contrary to one of the standards or responsibilities listed above, meets commonly recognized standards for unacceptable behaviour.

Responsibility for this Document

As part of the initial approval of this document by the Principal and subsequent to its initial dissemination, the Principal remains the owner for the ongoing evaluation, review, and approval of this document. Subsequent reviews and revisions to this document must be approved by the Principal. The Principal has assigned the responsibility for the day-to-day oversight concerning the provisions of this document to the Director of Higher Education, under the direction of the higher authority.
