

Code of Ethics for the Faculty of Central University of Punjab, Bathinda

TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching 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 not 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:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out 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
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. PROFESSIONAL ETHICS*

This part of the code provides guiding principles of professional ethics of every member of the faculty of Central University of Punjab. It is the desire and purpose of the university to support and encourage scientific research and education, and to facilitate the creation and application of knowledge in the management of resources. Towards these ends, this Code is intended to further scientific understanding through the open and honest communication of research; to assure appropriate accessibility of accurate and reliable information to employers, policy makers, and the public; and to encourage effective education and training in every discipline. Teachers / scientists of the university are expected to follow this Code

(A) General: Each member of the faculty should observe the following principles in the conduct of their professional affairs:

1. Teachers / scientists will offer professional advice and guidance only on those subjects in which they are informed and qualified through professional training or experience. They will

strive to accurately represent scientific understanding and knowledge and to avoid and discourage dissemination of erroneous, biased, or exaggerated statements.

2. Teachers / scientists will not represent themselves as spokespersons for the university without express authorization by the Dean University Instructions / Vice-chancellor.
3. Teachers / scientists will cooperate with other researchers whenever possible and appropriate to assure rapid interchange and dissemination of scientific knowledge.
4. Teachers / scientists will not plagiarize in verbal or written communication, instead will give full and proper credit to the works and ideas of others, and make every effort to avoid misrepresentation.
5. Teachers / scientists will not fabricate, falsify, or suppress results, deliberately misrepresent research findings, or otherwise commit scientific fraud.
6. Teachers / scientists will conduct their research so as to avoid or minimize adverse environmental effects of their presence and activities, and in compliance with legal requirements for protection of researchers, human subjects, or research organisms and systems.
7. Teachers / scientists will not discriminate against others, in the course of their work on the basis of gender, sexual orientation, marital status, creed, religion, race, color, national origin, age, economic status, disability, or organizational affiliation.
8. Teachers / scientists will not practice or condone harassment in any form in any professional context.
9. In communications, teachers / scientists should clearly differentiate facts, opinions, and hypotheses.
10. Teachers / scientists will neither seek employment, grants, gains, nor attempt to injure the reputation or professional opportunities of another teacher / scientist by false, biased, or undocumented claims, by offers of gifts or favors, or by any other malicious action.
11. Teachers / scientists will not publish work done by others or their students they have guided in their own name(s) and without the co-authorship of the student(s) / other collaborators

(B) Specific: Teachers of the university are expected to adhere to all sections of the Code; the following principles apply particularly to such individuals.

1. Teachers will present evidence of their qualifications, including professional training, publications, and experience, when required.
2. Before accepting offer of temporary appointment from any outside private agency, teachers should weigh the harm caused to the University in the event of accepting the short-term personal gain.
3. Teachers will respect requests for confidentiality from their employers or clients, provided that such confidentiality does not require violation of this Code or of legal statutes. Should conflicts arise between maintenance of confidentiality and legal or ethical standards, teachers should advise clients or employers of the conflict in writing.
4. In seeking employment through bids, teachers will describe salaries and fees and the extent and kinds of service to be rendered as accurately and fully as possible.

5. Teachers should use the university resources available to them, in performance of work contracted independently from other institutions, only with the full knowledge and consent of the university. Inappropriate use of access to the university resources should be avoided.
6. Teachers will accept compensation for a particular service or report from one source only, except with the full knowledge and consent of all concerned parties. It should be brought to the notice of the University as well.
7. University will utilize, or recommend utilization of appropriate experts whenever such action is essential to solving a problem.
8. Teachers will not knowingly associate professionally with, or allow the use of their names, reports, maps, or other technical materials by any enterprise known to be illegal or fraudulent.

(C) Publication: The following principles of ethical professional conduct apply to the faculty of Central University of Punjab for reviewing, editing, or publishing grant proposals and papers in the professional literature in general.

1. Researchers will claim authorship of a paper only if they have made a substantial contribution. Authorship may legitimately be claimed if researcher(s)
 - a. conceived the ideas or experimental design;
 - b. participated actively in execution of the study;
 - c. analyzed and interpreted the data; or
 - d. Wrote the manuscript.
2. Researchers will not add or delete author(s) from a manuscript submitted for publication without consent of those author(s).
3. Researchers will not include as coauthor(s) any individual who has not agreed to the content of the final version of the manuscript.
4. Researchers will not submit for publication any manuscript containing data they are not authorized to use. The University assumes that the Principal Investigator(s) of a research project retain the right to control the use of unpublished data resulting from the project unless otherwise specified by contract or explicit agreement.
5. Researchers will not represent research results as new if they have been published or submitted elsewhere, or submit a manuscript for publication while it is under review for possible publication elsewhere.
6. When using ideas or results of others in manuscripts submitted for publication, researchers will give full attribution of sources. If the ideas or results have not been published, they may not be used without permission of the original researcher. Illustrations or tables from other publications or manuscripts may be used only with permission of the copyright owner. Likewise the guides / supervisors will not publish the work done by their students under their authorship and denying the credit to the student
7. Researchers will not purposefully delay publication of another person's manuscript or that of the student they have guided to gain advantage over that person or to punish the person.

8. Researchers submitting manuscripts for publication will promptly report to editors any errors in research results or interpretations discovered after submission of manuscript or its publication.
9. All the authors should put their signatures on the manuscript before submitting for publication. This will ensure that none of the authors was ignorant as regards the content of the paper. This will ensure equal responsibility of each author.
10. In terms of the order of authorship, it is proposed that students should be given authorship depending upon their contribution.
11. For success in science, interest in the subject is foremost. It is followed by the team-spirit and mutual confidence among the team-mates. Therefore, for allotment of students to various faculty members subject to the availability of the seat and specialization as well as willingness of the teacher, choice of the students should be the foremost criterion.

(D) Erratic Marking:

1. If the other university/Institute brings to our notice any case or erratic marking by the Central University of Punjab employee then an Expert Committee should be constituted to establish the truth. If the Expert Committee also confirms that erratic marking has been done, the concerned employee should be issued a warning to remain cautious in future.
2. If a case of erratic marking is found against an outside employee doing examination work of Central University of Punjab, then he should be debarred from doing the University's examination work in future. The matter may also be brought to the notice of the concerned University/Institute for taking action against the concerned employee as per rules.
3. If a case of erratic marking is found against an employee of Central University of Punjab for doing own university's examination work then as Expert Committee should be constituted based on whose findings a regular enquiry may be instituted. Competent authority could then decide appropriate punishment as provided in the university's regulations.

III. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the students in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and

10. Refrain from inciting students against other students, colleagues or administration.

IV. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

V. TEACHERS AND AUTHORITIES

Teachers should:

1. 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;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. 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.

VI. TEACHERS AND NON-TEACHING STAFF:

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

VII. TEACHERS AND SOCIETY

Teachers should:

1. 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.

VIII. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. 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;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. 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.

Certificate from the Faculty Member joining to serve the University

This is to state that I have carefully read and understood the contents of the above "Code of Ethics for the Faculty of Central University of Punjab, Bathinda". I promise to observe, in letter and spirit, this Code of Ethics.

As a mark of above promise I put my hand on it and submit it to the Registrar with my joining report. A copy of it is being retained for my use.

Place : Bathinda
Date :

(Signatures of the teacher)
Name:

*modified from the code of ethics adopted by ESA, USA and Panjab University for its accredited scientists