

# **Barkatullah University Bhopal**

## **CODE OF PROFESSIONAL ETHICS**

**Barkatullah University follows Code of Professional Ethics (Source: UGC)**

### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct him/her 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 no 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 counseling 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. TEACHERS AND THE STUDENTS**

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly 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 student's scientific outlook and respect for physical labor 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 student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

### **III. 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 Endeavour;

### **IV. 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
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.

### **V. TEACHING 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
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### **VI. TEACHERS AND GUARDIANS**

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.

## VII. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs 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.



(Registrar)



REGISTRAR  
SARKATULLAH UNIVERSITY  
BHOPAL (M. P.)

# **Barkatullah University, Bhopal**

## **Code of Conduct- Safety of Students on Campus**

**Barkatullah University Bhopal follows UGC Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions**

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### **1. Preamble**

Barkatullah University believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education and research in HEIs.

### **2. Safety of Students on Campus:**

HEIs can play a significant role in ensuring the safety of the students by putting in place foolproof mechanisms and impregnable standards of safety.

- Hostels are secured by a boundary wall of such height that it cannot be scaled over easily. In order to further fortify it, a lady guard is posted on the gates of hostels so that unauthorized access to the infrastructure is prevented effectively. The entry points to such housing units/ should be restricted CC TV cameras, identity verification mechanism and register of unknown entrants/visitors with their identity proofs and contact details. At least one woman security personnel is deployed at such entry points so that physical security check of girl students or visitor can be undertaken. The bags and other belongings of students/visitors can also be examined, manually, in order to secure a weapon-free and violence-free campus.
- Biometric way of marking student attendance, both in HEI as well as hostels, can be an effective way to overcome proxy. Such digital mechanism can enable HEIs to keep an eye on a student's movement and whereabouts in failsafe manner.
- Students and staff are provided easily identifiable and authentic ID cards and wearing of such cards in the institutional premises is advisable by administration.
- BU has committees against ragging, sexual harassment, accidents, calamities and so on developed by UGC, State Govts. or HEIs so that students can record and use them as and when required. It is mandatory for all HEIs to abide by and implement all the provisions contained in UGC (Curbing the Menace of Ragging in Higher educational Institutions) Regulations, 2009.
- BU follows provisions contained in UGC (Promotion of Equity in Higher Education Institutions) Regulations. Discrimination, verbal or behavioral, based on the caste, religion, colour, nationality sex, gender, sexual orientation and social status is strictly prohibited and BU ensures that such practices are nipped in the bud.

- BU follows Mentor/Mentee system for Students Counseling for the effective management of problems and challenges faced by students. It should be a unique, interactive and target-oriented system, involving students and teachers, resolved to address common student concerns ranging from anxiety, stress, fear of change and failure to homesickness and a slew of academic worries. It should bridge the formal as well as communicative gaps between the students and the institution at large. Teacher mentors and students at the Department level, should remain in close touch with the students allotted to them (generally batch of 15 students) through out the year, cater to their emotional and intellectual needs and convey their growth report and feedback on attendance, examination results etc. Teacher counselors can coordinate with wardens of hostels and exchange personal details of students, academic record and behavior patterns for prompt pre-emptive or corrective action.
- On-campus medical facilities should be made available to student and at least one ambulance can be kept in ready mode for attending emergency and crisis situations. BU has a health centre in campus for this purpose.
- Talks by officials of police and public administration departments and informative audio-video lectures should be arranged at least once in a semester covering issues related to the safety of personal belongings, vehicles, personal information, ATM, special event safety, defensive sprays and so on.
- Self-defense training for women studying and working on campus through tie-ups with training institutions / NGOs should be made a mandatory component of extra-curricular activities undertaken in HEIs. Physical defense training can follow instructions on rape aggression defense model that focuses on strategies like awareness, risk reduction and risk avoidance and hands-on self-defense techniques.
- In the face of the increasing cases of sexual harassment and violence against women, it is incumbent upon HEIs to institute a thoroughgoing support and education mechanism. HEIs can organized preventions programs in collaboration with student groups to:
  - Educate the campus community about sexual violence in the context of a university setting and engage people in a commitment to get involved when they observe risky situations.
  - Confront the oppressive stereotypes that are the basis for the disrespect that leads to interpersonal violence.
  - Talk about healthy relationships and healthy sexuality, emphasizing the importance of communication and respecting personal boundaries
  - Coordinate campus-wide awareness efforts, such as town hall meetings, lectures, and other open spaces for dialogue on sexual violence

### **3. Safety of Students while they are on Excursion/ Tours/ Academic trips etc.**

- HEI should make sure that expedition activities are undertaken under the guidance and supervision of at least two trained teachers, of whom one is a lady teacher. The number of students who can collectively embark on such expedition can be adjusted in accordance with the multiple factors like duration of the journey, the weather conditions, type of the route and manageability. In case number of students exceeds fifty, a qualified doctor with adequate supplies of medicines should be included in the entourage.
- Institutions should work out the itinerary and travel plan well in advance and circulate them amongst the parents/guardians of the students who are setting out on journey. Any

representation or suggestions made by parents in these regards can be taken into consideration in the interest of the successful and safe organization of expedition.

- It is mandatory for institutions to elicit consent letters from the parents/guardians of the students who are embarking on tour. Further, no excursion/ tours shall be undertaken without such insurance as would indemnify students against the various emergencies and risks.
- Before proceeding on tour all the students should be properly briefed by the way of "training session" about the geography, climate, hazardous locations and risk zones existing in the proposed destination, codes on environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.
- The institutions should ensure that each student is medically fit to be a part of the excursion tour.
- Students should be allowed to carry personal communication devices such as mobile phones and should be instructed to remain in constant touch with their parents / guardians. This would also facilitate casualty handling and communication in the event of an emergency.



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