

Scott Christian College (Autonomous),

Nagercoil – 629 003



**TEACHER'S MANUAL AND BROCHURE ON
HUMAN VALUES AND PROFESSIONAL ETHICS**

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1. Introduction

Teaching is the noblest profession of the world. A teacher plays a highly significant role in the development of a country. A teacher plays with human minds, imparts knowledge and shapes the youngsters as worthy citizens of the country. Scott Christian College, a college established by pioneering Christian missionaries gives paramount importance to the value patterns and the professional ethics of teaching and non-teaching staff of the college. In order to maintain the moral standards and the dignity of the calling, the college expects certain values and ethics in the staff members.

2. Aims and Motto of the College

Scott Christian College aims at giving a liberal Christian education which develops the total personality of the students so that they become worthy citizens of this country with

- Understanding and tolerance
- Brotherly love and the
- Highest standards of integrity

The motto of the college “The truth shall make you free” makes possible the study of the sciences, the human sciences and the social sciences, objectively for the sake of truth.

3. Essential Values of the College

Scott Christian College stands on the foundation laid by the dedication and sacrifice of Christian Missionaries. Thus, the thoughts and actions of each and every member of this premier institution is driven by six core values with CHRIST as its underpinning.

Commitment : we have the highest levels of commitment towards the holistic development of the marginalized and downtrodden community in our neighbourhood.

Honesty : We remain honest in our occupation, activity and every endeavour we undertake thereby setting examples to the learning fraternity and contributing to the greater good.

Responsibility : We hold in high esteem our responsibility and accountability towards our stakeholders and God in whom we trust.

Integrity : We appreciate and adore the level of integrity and trust we should uphold to sustain the nobility of the service we have opted for.

Sincerity : We shall be sincere in striving towards achieving excellence in our academic pursuit and towards the betterment of the community as a whole.

Truth : As envisaged by the motto of our college, we shall be true in all our endeavours in creating not only a knowledge society but also truly responsible citizens.

4. Professional Ethics

Professional ethics encompass the personal, organizational, and corporate standards of behavior expected by professionals. Professionals and those working in acknowledged professions exercise specialist knowledge and skill. The use of this knowledge when providing a service to the public is governed by certain moral issue and is termed as professional ethics. Typically these include:

Honesty

Honesty refers to a facet of moral character and connotes positive and virtuous attributes such as integrity, truthfulness, straightforwardness, including straightforwardness of conduct, along with the absence of lying, cheating, theft, etc. Scott Christian college expects its staff members to be honest, trustworthy, loyal, fair, and sincere.

Integrity

Integrity is the qualifications of being honest and having strong moral principles and moral uprightness. The college enforces its staff members to have moral integrity.

Transparency

For the welfare of the college and its smooth functioning, each member of the staff is expected to be transparent in their activities and discharge of duties.

Accountability

In ethics and governance, accountability is answerability, blameworthiness, liability, and the expectation of account-giving. The employees are expected to be sincere sincere in the discharge of duties and accountable to the conscience.

Confidentiality

In teaching and evaluation, confidentiality is one of the essential qualities of an employee. A teacher is supposed to be a parent of the student at the college. It is quite natural that the students who are under stress or depressed state due to personal, family and social factors may seek the help of the teachers for counseling and guidance. On these occasions and in the evaluation process the teachers are expected to maintain confidentiality.

Objectivity

The teachers have to be fair to all the students. They should render equal treatment to the students without considering their socio-religious background.

Respect

For the maintenance of the friendly atmosphere, mutual respect is very important as such the staff of the college should respect the individuality of each other.

Obedience to the Law

To serve as a role model to the students, the teacher should obey the norms of the college and the laws of the government.

5. Interpersonal Relationships

Interpersonal relationships are the foundation for learning and human development. Three critical aspects of interpersonal relationships are to be followed :

Respect for Diversity

The staff members of Scott Christian College are expected to have mutual respect for individual differences (e.g. gender, race, culture, etc.) and overall norms of tolerance.

Social Support – Adults

The staff members of Scott Christian College are expected to follow supportive and caring adult relationships for students. This include the nature of expectations for students' success, willingness to listen to students and to get to know them as individuals, and personal concern for students' problems.

Social Support – Students

The staff members of Scott Christian College are expected to follow supportive peer relationships for students. (e.g. friendships for socializing, for problems and for academic help).

6. Dress Code

1. As a general principle, staff should be able to dress according to their professional judgement and wishes, unless this is detrimental to their capacity to do their job or is deemed unsafe or inappropriate for some other good reason;
2. Facial coverings should be avoided while on duty, to optimise good communication and to help identify individual teachers.
3. No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive.
4. Jewellery and piercings should not be worn excessively nor amount to an unacceptable risk either to the employee or to the pupil.
5. Hair should be kept tidy and out of an employee's face and nails should be kept at a length where they are unlikely to amount to a risk or cause harm to pupils.
6. If visible, tattoos must not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst on duty.
7. Dress codes may be relaxed in certain circumstances such as outdoor/adventure visits, training days etc. – in these circumstances, common sense should prevail at the head teacher's discretion.
8. Staff have a responsibility to familiarise themselves with a Dress Code and to comply with it; head teachers have the final say in all circumstances. Serious or persistent breaches of the Dress Code are likely to invoke the disciplinary policy.

7. Code of professional Ethics for Teachers (Teachers and their responsibilities towards students and society)

Teachers are professionals who possess dignity and reputation with high moral values as well as technical and professional competence in the practice of their noble profession, and they adhere to, observe, and practice this set of ethical and moral principles, standards, and values.

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as 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 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:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;

- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) 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
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals;
and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

(i) 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;

(ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(vi) Should adhere to the conditions of contract;

(vii) Give and expect due notice before a change of position is made; and

(viii) 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. TEACHERS AND NON-TEACHING STAFF:

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

VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) 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:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) 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.

8. Conclusion

A teacher plays a highly significant role in the development of a country. Scott Christian college established by pioneering Christian Missionaries gives paramount importance to the value patterns and the professional ethics of the teaching and non-teaching staff of the college. In order to maintain the moral standards and the dignity of the calling, the college arranges several programmes.