



**JESUS & MARY COLLEGE**  
NEW DELHI

## **HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS**

An institution run by the Religious Sisters of the Congregation of Jesus and Mary, the College upholds the values and ideals of Saint Claudine Thevenet, the foundress of the Congregation. Saint Claudine lived through the troubled times of the French Revolution and was deeply moved by the atrocities and miseries that she witnessed. Convinced that only knowledge and the love of God could transform the society, her aim was to make God known and loved through Christian education of the young, especially the poor. Jesus and Mary College, partnering in the vision of Christ, makes its contribution to the creation of a just, humane and inclusive society on earth through providing transformative education. We accompany and mentor our students so that they develop as women of competence, compassion and conscience, and empowered with ignited minds and hearts, pursue the goal of transformation of our society.

### **Core Human Values**

Jesus and Mary College is not merely confined to imparting knowledge in the classroom, but is a means of reinforcing values of love, compassion, equality and justice. The College aspires to produce academically-oriented, sensitive and responsible citizens who will contribute towards making the world a better place. This vision of the College defines its educational policy and has been one of its major strengths and characteristic features from the time of its inception till date. JMC provides a caring and nurturing environment where our students come into their own, blossoming into confident young women ready to face the world. We appreciate, respect and promote the perspectives, rights and dignity of each individual.

### **Core Professional Ethics**

The success of an institution's mission and vision is driven by value-based ethical behaviour of its committed faculty members, staff and students. The College believes that all aspects of education focus on the core values of contributing to national development while keeping in view the philosophy of having professional ethics and a sound uniform ethical conduct.

Untiring efforts are made to instill the values of mutual trust, team work, and promotion of social capital, easy sharing of knowledge, skills and resources to create a vibrant society.

Codes of professional ethics guide the stakeholders of the College about the desirable acts including integrity, accountability, inclusiveness, commitment and sustainability.

### **Code of Conduct for Teaching Staff**

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Code of Conduct for teaching is mainly governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.



## JESUS & MARY COLLEGE NEW DELHI

- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Mentor-Ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.
- All Faculty members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, non-teaching staff and students.

### **Code of Conduct for Non-Teaching/Administrative Staff**

- Code of Conduct for non-teaching staff is mainly governed by the University of Delhi Acts, Statutes, Ordinances and Service Rules.
- The normal working period for those in the category of non-teaching staff shall be from 9.30 to 4.30 p.m. with one-hour lunch break on all working days.



## JESUS & MARY COLLEGE NEW DELHI

- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.

### **Code of Conduct for Students**

- Students are expected to adhere to the timetable for attending lectures/ tutorials/ practicals and other extra-curricular activities.
- The University rules require a student to have a minimum of two thirds 66.66% of the total lectures, tutorials and practicals delivered separately, failing which the student will not be permitted to sit for the University Examination.
- B.El.Ed. students are required to have a minimum of 80% attendance.
- All Sports students playing at any level (state, national or international) must have minimum required attendance as per University rules.
- Students getting admission on ECA/Sports Quota will not be granted exemption in attendance except under special circumstances.
- Students attendance in the following College Functions is mandatory: Foundress' Day Celebrations, Annual Cultural Festival, PTSA Meeting, Sports Day, NCC Day for NCC Students, NSS Day for NSS Students, the Annual Function and other College events.
- Students are expected to obtain clearance from the College before the University examination on the basis of their attendance record and participation in the activities of the college.
- Students not attending classes for more than four consecutive weeks must inform the Principal/Teacher In charge in writing or else their names shall be struck off the rolls of the College.
- Application for leave is to be made in advance and submitted to the principal. In case of illness, application for leave along with a medical certificate (Issued by a Registered Medical Practitioner) signed by a parent and counter signed by concerned teachers should be submitted within "one week" of re-joining the college.
- Students must carry their Identity card inside the campus.
- Students must help to keep the campus neat and clean.
- Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
- Students are expected to read notices/circulars displayed on the notice board.
- Spitting, smoking and throwing bits of paper in the premises should be avoided.
- Students should not misuse or make unauthorized use of the college premises or items of property on the campus.
- Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.

### **Code of Ethics to Check Malpractices and Plagiarism in Academic Work**

Jesus and Mary College, University of Delhi, is one of the leading higher educational institutions for women. Since its inception in 1968, the college has strived to provide the highest standards of academic training to its students and has contributed several leading academicians to the nation. In order to maintain



## **JESUS & MARY COLLEGE**

NEW DELHI

the highest academic standards, the college follows a policy of zero tolerance to plagiarism in academic work. Plagiarism in academics is not a recent phenomenon and is unlikely to stop unless educational institutions create awareness amongst students and researchers to avoid plagiarism. At Jesus and Mary College we aim to have an effective system in place for detecting and penalising plagiarism so as to discourage the practice.