



**Code of Conduct, Professional Ethics and Values  
For Students, Teachers, Administrators,  
other staff and Alumni**



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## **AGIA COLLEGE :: AGIA**

### **Code of Conduct, Professional Ethics and Values For Students, Teachers, Administrators, other staff and Alumni**

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## **Code of Conduct for Teachers**

For Creating a detailed code of conduct for college teachers involves outlining expectations for their professional behavior, interactions with students, colleagues, and the broader community, and adherence to ethical standards. To achieve the mission, vision, goals and objectives of the college, Agia College set the following code of conduct for the Teachers, so that the college may serve the need of the nation.

### **1. Professional Integrity:**

**Academic Honesty:** Teachers must uphold the highest standards of academic integrity and honesty. Plagiarism, fabrication of data, and other forms of academic dishonesty are strictly prohibited.

**Competence:** Teachers should continually strive to improve their teaching skills and subject knowledge through professional development and staying current with advancements in their field.

**Preparation:** Teachers should be well-prepared for each class, providing students with well-organized and engaging instruction.

### **2. Respectful Conduct:**

**Respect for Students:** Teachers should treat all students with respect, fairness, and without discrimination. They should create a positive, inclusive, and supportive learning environment.

**Respect for Colleagues:** Teachers should collaborate and communicate with colleagues in a professional and respectful manner, fostering a positive work environment.

**Respect for Diversity:** Teachers should respect and value diversity in all its forms, including but not limited to race, gender, ethnicity, religion, sexual orientation, and disability.

### **3. Ethical Behavior:**

**Confidentiality:** Teachers must respect the confidentiality of student information and not disclose it without proper authorization, except as required by law.

**Conflict of Interest:** Teachers should avoid situations where personal interests might conflict with their professional responsibilities. Any potential conflicts should be disclosed to the appropriate authorities.

**Use of Resources:** Teachers should use college resources responsibly and for their intended purposes. Misuse of resources, including technology and facilities, is not acceptable.

#### 4. Professional Relationships:

**Student Relationships:** Teachers should maintain appropriate professional boundaries with students, avoiding relationships that could be perceived as exploitative or biased.

**Mentorship:** Teachers are encouraged to mentor students, providing guidance and support for their academic and personal development.

**Community Engagement:** Teachers should engage with the college community and contribute to its development and well-being.

#### 5. Teaching Responsibilities:

**Fair Assessment:** Teachers must assess student performance fairly and transparently, using appropriate and consistent criteria.

**Feedback:** Teachers should provide timely and constructive feedback to students to aid their learning and improvement.

**Course Management:** Teachers should manage their courses effectively, ensuring that the syllabus, course materials, and assessments are clearly communicated and followed.

#### 6. Compliance with Policies:

**College Policies:** Teachers must comply with all college policies, procedures, and regulations, including those related to safety, discrimination, harassment, and academic standards.

**Legal Compliance:** Teachers should adhere to all relevant laws and regulations governing their professional conduct.

#### 7. Commitment to Improvement:

**Self-Evaluation:** Teachers should regularly reflect on their teaching practices and seek feedback from students and peers to identify areas for improvement.

**Professional Development:** Teachers should actively participate in professional development opportunities to enhance their skills and knowledge.

#### **8. Accountability:**

**Responsibility:** Teachers should take responsibility for their actions and decisions, acknowledging and correcting mistakes when they occur.

**Reporting Misconduct:** Teachers have a duty to report any observed or suspected misconduct, whether by students, colleagues, or themselves, following established reporting procedures.

This code of conduct serves as a guideline for the college teachers to maintain professional and ethical standards, ensuring a positive and effective educational environment for all members of the college community.



## **Code of Conduct for Students**

For creating a comprehensive code of conduct for college students involves setting clear expectations for their behavior, interactions, and responsibilities. Keeping this view in mind, Agia College set the following code of conduct for the students of the college, so that the college may produce good citizens to serve the greater need of the nation.

### **1. Academic Integrity:**

**Honesty:** Students must uphold the highest standards of academic integrity. Cheating, plagiarism, and other forms of academic dishonesty are strictly prohibited.

**Responsibility:** Students are responsible for their own learning and are expected to complete all assignments, exams, and projects with integrity.

**Respect for Intellectual Property:** Students should respect the intellectual property rights of others, including faculty, peers, and authors of academic materials.

### **2. Respectful Conduct:**

**Respect for Others:** Students should treat all members of the college community with respect and courtesy, regardless of differences in race, gender, ethnicity, religion, sexual orientation, or disability.

**Appropriate Behavior:** Students should conduct themselves in a manner that reflects positively on themselves and the college, both on and off campus.

**Discrimination and Harassment:** Discrimination, harassment, and bullying of any kind are unacceptable and will not be tolerated.

### **3. Ethical Behavior:**

**Honesty and Integrity:** Students should act with honesty and integrity in all interactions and activities.

**Accountability:** Students should take responsibility for their actions and accept the consequences of their behavior.

**Conflict of Interest:** Students should avoid conflicts of interest and disclose any potential conflicts to the appropriate authorities.

### **4. Community Engagement:**

**Participation:** Students are encouraged to participate in college activities, clubs, and organizations to enrich their educational experience.

**Civic Responsibility:** Students should engage in responsible citizenship, contributing positively to the college community and society at large.

**Environmental Stewardship:** Students should practice environmental stewardship by minimizing waste, conserving resources, and promoting sustainability.

#### **5. Compliance with Policies:**

**College Policies:** Students must comply with all college policies, procedures, and regulations, including those related to safety, conduct, and academic standards.

**Legal Compliance:** Students should adhere to all relevant laws and regulations governing their conduct both on and off campus.

#### **6. Classroom Conduct:**

**Attendance and Participation:** Students should attend all classes regularly and participate actively in discussions and activities.

**Respect for Faculty:** Students should respect the authority of faculty members and adhere to classroom rules and expectations.

**Use of Technology:** Students should use technology responsibly and only for appropriate academic purposes during class.

#### **7. Health and Safety:**

**Substance Use:** The use of illegal drugs, misuse of prescription medications, and underage consumption of alcohol are prohibited.

**Violence and Weapons:** Acts of violence, threats, and possession of weapons on campus are strictly prohibited.

**Health Practices:** Students should follow health guidelines and practices, including those related to public health emergencies.

#### **8. Use of College Resources:**

**Responsible Use:** Students should use college resources, including facilities, equipment, and technology, responsibly and for their intended purposes.

**Property Respect:** Students should respect college property and the property of others, avoiding damage, theft, and misuse.

#### **9. Digital Conduct:**

**Online Behavior:** Students should conduct themselves respectfully and responsibly in all online interactions, including social media and virtual learning environments.

**Cyberbullying:** Cyberbullying, harassment, and other forms of online misconduct are unacceptable and will not be tolerated.

**Privacy and Security:** Students should respect the privacy and security of others in all digital communications and activities.

## 10. Reporting and Accountability:

**Reporting Misconduct:** Students have a duty to report any observed or suspected misconduct, whether by peers, faculty, or themselves, following established reporting procedures.

**Cooperation with Investigations:** Students should cooperate fully with any investigations into misconduct and adhere to the outcomes and sanctions imposed.





## Code of Conduct for Non-Teaching Staff

For Creating a detailed code of conduct for non-teaching staff in a college ensures that all employees understand the expectations for their professional behavior, interactions, and responsibilities. Keeping this view in mind, Agia College set the following code of conduct for the Non-Teaching Staff of the college, so that the college may ensure excellent services to the stake holders.

### 1. Professional Integrity

**Honesty:** Non-teaching staff must perform their duties with honesty and integrity, ensuring accuracy in their work and communications.

**Confidentiality:** Staff must maintain the confidentiality of sensitive information regarding students, faculty, and the institution, disclosing information only when authorized or legally required.

**Competence:** Staff should continually seek to improve their skills and knowledge related to their roles through professional development and training.

### 2. Respectful Conduct:

**Respect for Others:** Non-teaching staff should treat all members of the college community with respect, courtesy, and fairness, regardless of differences in race, gender, ethnicity, religion, sexual orientation, or disability.

**Professional Relationships:** Staff should maintain professional boundaries with students, faculty, and other staff members, fostering a positive and collaborative work environment.

**Diversity and Inclusion:** Staff should support and promote diversity and inclusion within the college community.

### 3. Ethical Behavior:

**Conflict of Interest:** Staff should avoid conflicts of interest and disclose any potential conflicts to the appropriate authorities.

**Use of Resources:** Staff should use college resources responsibly and only for their intended purposes, avoiding waste and misuse.

**Compliance with Policies:** Staff must comply with all college policies, procedures, and regulations, including those related to safety, conduct, and professional standards.

#### 4. Work Performance:

**Diligence:** Staff should perform their duties diligently, accurately, and efficiently, striving for excellence in all tasks.

**Dependability:** Staff should be reliable and punctual, meeting work schedules and deadlines consistently.

**Adaptability:** Staff should be open to change and adaptable, responding positively to new challenges and initiatives.

#### 5. Communication:

**Clarity and Accuracy:** Staff should communicate clearly, accurately, and professionally in all verbal and written communications.

**Listening Skills:** Staff should listen actively and respectfully to the concerns and feedback of students, faculty, and colleagues.

**Appropriate Channels:** Staff should use appropriate channels for communication, following established protocols for addressing concerns and issues.

#### 6. Health and Safety:

**Safety Practices:** Staff should follow all health and safety guidelines and procedures to ensure a safe working environment.

**Emergency Preparedness:** Staff should be familiar with emergency procedures and participate in drills and training as required.

**Health Guidelines:** Staff should adhere to public health guidelines and practices, especially during health emergencies.

#### 7. Digital Conduct

**Responsible Use of Technology:** Staff should use college technology responsibly, following policies for appropriate use and security.

**Data Security:** Staff should protect the security of digital data, avoiding unauthorized access and sharing of information.

**Professional Online Behavior:** Staff should maintain professionalism in all online interactions, including email, social media, and virtual meetings.

#### 8. Accountability:

**Responsibility for Actions:** Staff should take responsibility for their actions and decisions, acknowledging and correcting mistakes when they occur.

**Reporting Misconduct:** Staff have a duty to report any observed or suspected misconduct, whether by students, faculty, or other staff members, following established reporting procedures.

**Cooperation with Investigations:** Staff should cooperate fully with any investigations into misconduct and adhere to the outcomes and sanctions imposed.

## 9. Community Engagement:

**Positive Representation:** Staff should represent the college positively in all interactions with the community and external partners.

**Civic Responsibility:** Staff are encouraged to engage in community service and civic activities that promote the well-being of society.

**Environmental Stewardship:** Staff should practice environmental stewardship by minimizing waste, conserving resources, and promoting sustainability.

This code of conduct serves as a guideline for non-teaching staff to maintain professional and ethical standards, ensuring a supportive and effective environment for all members of the college community.



## Code of Conduct for the Principal

For Creating a detailed code of conduct for the principal of a college ensures that the highest standards of leadership, professionalism, and integrity are upheld. To achieve this goal, Agia College set the following code of conduct for the Principal of the college.

### 1. Leadership and Integrity:

**Ethical Leadership:** The principal must lead by example, demonstrating the highest standards of ethics, integrity, and professionalism in all actions and decisions.

**Fairness and Impartiality:** The principal should act with fairness and impartiality, ensuring that all decisions are made based on merit and in the best interests of the college community.

**Transparency:** The principal should promote transparency in all college operations, providing clear and open communication regarding policies, procedures, and decisions.

### 2. Professional Conduct:

**Accountability:** The principal is accountable for their actions and the overall performance of the college, taking responsibility for successes and addressing shortcomings.

**Competence:** The principal should maintain and continually improve their professional skills and knowledge, staying current with developments in higher education and leadership practices.

**Confidentiality:** The principal must maintain the confidentiality of sensitive information pertaining to students, staff, and institutional matters, disclosing information only when authorized or legally required.

### 3. Respectful and Inclusive Environment:

**Respect for Diversity:** The principal should foster an inclusive environment that respects and values diversity in all its forms, including race, gender, ethnicity, religion, sexual orientation, and disability.

**Respectful Interaction:** The principal should treat all members of the college community with respect and courtesy, promoting a culture of mutual respect and collaboration.

**Harassment and Discrimination:** The principal must ensure that the college is free from harassment, discrimination, and bullying, taking swift and appropriate action to address any incidents.

#### **4. Student Focus:**

**Student Welfare:** The principal should prioritize the welfare and development of students, ensuring that their educational and personal needs are met.

**Student Voice:** The principal should actively seek and consider student feedback, involving students in decision-making processes that affect their college experience.

**Support Services:** The principal should ensure the availability of adequate support services for students, including academic advising, mental health services, and career counseling.

#### **5. Faculty and Staff Relations:**

**Support and Development:** The principal should support the professional development of faculty and staff, providing opportunities for growth and advancement.

**Open Communication:** The principal should maintain open lines of communication with faculty and staff, encouraging feedback and addressing concerns promptly and effectively.

**Collegiality:** The principal should foster a collegial work environment, promoting collaboration and positive relationships among all members of the college staff.

#### **6. Academic and Administrative Excellence:**

**Academic Standards:** The principal should uphold and promote high academic standards, ensuring the quality and integrity of the college's educational programs.

**Resource Management:** The principal should manage college resources responsibly and efficiently, ensuring that financial, physical, and human resources are used effectively to support the college's mission.

**Innovation and Improvement:** The principal should encourage innovation and continuous improvement in all aspects of college operations, striving for excellence in teaching, research, and service.

#### **7. Community and External Relations:**

**Community Engagement:** The principal should engage with the local community, building positive relationships and partnerships that benefit both the college and the community.

**Representation:** The principal should represent the college positively in all external interactions, promoting its mission, values, and achievements.

**Advocacy:** The principal should advocate for the needs and interests of the college at the local, state, and national levels, working to secure resources and support for the institution.

## **8. Compliance and Legal Obligations:**

**Policy Adherence:** The principal must adhere to all college policies, procedures, and regulations, ensuring that the institution operates within established guidelines.

**Legal Compliance:** The principal must ensure compliance with all relevant laws and regulations, taking steps to prevent legal violations and addressing any issues that arise.

**Ethical Reporting:** The principal should encourage ethical behavior and the reporting of misconduct, ensuring that reports are addressed promptly and appropriately.

## **9. Personal Conduct:**

**Personal Integrity:** The principal should demonstrate personal integrity in all actions and decisions, avoiding conflicts of interest and maintaining high ethical standards.

**Work-Life Balance:** The principal should strive for a healthy work-life balance, managing personal well-being to effectively fulfill professional responsibilities.

**Professional Image:** The principal should maintain a professional image, demonstrating behavior that reflects positively on the college.

This code of conduct serves as a comprehensive guideline for the principal to maintain the highest standards of leadership, professionalism, and ethical behavior, ensuring a positive and effective environment for all members of the college community.



## Code of Conduct for the Librarian

For Creating a detailed code of conduct for the librarian of a college ensures that the highest standards of professionalism, ethical behavior, and service are upheld. With this view Agia College, Agia sets the following Code of Conduct for the Librarian of the College.

### 1. Professional Integrity:

**Honesty and Integrity:** The librarian must perform their duties with honesty and integrity, ensuring accuracy in cataloging, reference services, and information management.

**Confidentiality:** The librarian must maintain the confidentiality of library users' records and research inquiries, disclosing information only when authorized or legally required.

**Objectivity:** The librarian should provide unbiased information and services, avoiding any personal, political, or religious biases in their professional conduct.

### 2. Commitment to Service:

**User-Centered Service:** The librarian should prioritize the needs of library users, providing courteous, effective, and efficient service to students, faculty, staff, and other patrons.

**Accessibility:** The librarian should ensure that library resources and services are accessible to all users, including those with disabilities, and should work to eliminate barriers to access.

**Professional Assistance:** The librarian should offer professional assistance and guidance to users in locating, evaluating, and using information resources.

### 3. Respectful Conduct:

**Respect for Users:** The librarian should treat all library users with respect, courtesy, and fairness, regardless of differences in race, gender, ethnicity, religion, sexual orientation, or disability.

**Respect for Colleagues:** The librarian should foster a positive and collaborative work environment, treating colleagues with respect and professionalism.

### 4. Ethical Behavior:

**Conflict of Interest:** The librarian should avoid conflicts of interest and disclose any potential conflicts to the appropriate authorities.

**Use of Resources:** The librarian should use library resources responsibly and for their intended purposes, avoiding waste and misuse.

**Compliance with Policies:** The librarian must comply with all college and library policies, procedures, and regulations.

#### **5. Professional Development:**

**Continuous Learning:** The librarian should engage in continuous professional development, staying current with advancements in library science, technology, and best practices.

**Professional Involvement:** The librarian is encouraged to participate in professional organizations, conferences, and other activities that contribute to the advancement of the library profession.

#### **6. Intellectual Freedom:**

**Support for Intellectual Freedom:** The librarian should uphold the principles of intellectual freedom, ensuring that the library provides a diverse range of viewpoints and information without censorship.

**Defense Against Censorship:** The librarian should actively defend against attempts to censor or restrict access to information.

#### **7. Resource Management:**

**Collection Development:** The librarian should develop and maintain a balanced and relevant collection of resources that supports the educational and research needs of the college community.

**Resource Evaluation:** The librarian should regularly evaluate the library's collection and services, seeking feedback from users and making improvements as needed.

**Fiscal Responsibility:** The librarian should manage the library's budget and resources responsibly, ensuring that expenditures are justified and aligned with the library's goals.

#### **8. Technological Competence:**

**Embracing Technology:** The librarian should embrace new technologies that enhance library services and improve user access to information.

**Digital Literacy:** The librarian should promote digital literacy among library users, providing training and support for the effective use of digital resources.

#### **9. Community Engagement:**

**Library Promotion:** The librarian should actively promote library services and resources to the college community, encouraging use and engagement.



**Outreach Activities:** The librarian should engage in outreach activities that support the educational mission of the college, such as information literacy programs, workshops, and collaborative projects.

**10. Accountability:**

**Responsibility for Actions:** The librarian should take responsibility for their actions and decisions, acknowledging and correcting mistakes when they occur.

**Ethical Reporting:** The librarian should encourage ethical behavior and the reporting of misconduct, ensuring that reports are addressed promptly and appropriately.

**Transparency in Operations:** The librarian should promote transparency in library operations, providing clear and open communication regarding policies, procedures, and decisions.

This code of conduct serves as a comprehensive guideline for the college librarian to maintain the highest standards of professional and ethical behavior, ensuring a positive and effective library environment for all users.



## Code of Conduct for Alumni

For creating a detailed code of conduct for alumni of a college ensures that they continue to contribute positively to the college community and uphold the institution's values. With this view Agia College sets the following Code of Conduct for Alumni of the College.

### 1. Professional Integrity:

**Honesty and Integrity:** Alumni should act with honesty and integrity in all interactions, upholding the values and reputation of the college.

**Ethical Behavior:** Alumni should adhere to ethical standards in their personal and professional lives, serving as role models for current students and the broader community.

### 2. Respectful Conduct:

**Respect for Others:** Alumni should treat all individuals with respect, courtesy, and fairness, regardless of differences in race, gender, ethnicity, religion, sexual orientation, or disability.

**Inclusive Environment:** Alumni should support and promote diversity and inclusion within the college community and in their professional and personal lives.

### 3. Engagement and Contribution:

**Positive Involvement:** Alumni are encouraged to remain engaged with the college community, participating in events, activities, and initiatives that support the institution's mission and goals.

**Mentorship and Support:** Alumni should offer mentorship, support, and guidance to current students and recent graduates, helping them navigate their academic and professional journeys.

**Volunteering and Giving Back:** Alumni are encouraged to volunteer their time and resources to support the college, including participating in fundraising efforts, alumni associations, and other college programs.

### 4. Advocacy and Representation:

**Positive Advocacy:** Alumni should advocate positively for the college, promoting its achievements and strengths within their networks and communities.

**Accurate Representation:** Alumni should represent the college accurately and positively, refraining from actions or statements that could harm the institution's reputation.

## 5. Compliance with Policies:

**Adherence to Policies:** Alumni should adhere to all college policies and guidelines when participating in college events, using college resources, or engaging with the college community.

**Legal Compliance:** Alumni must comply with all relevant laws and regulations, ensuring their actions reflect positively on the college.

## 6. Digital Conduct:

**Responsible Use of Social Media:** Alumni should use social media and other digital platforms responsibly, avoiding posts or actions that could damage the college's reputation.

**Professional Online Behavior:** Alumni should maintain professionalism in all online interactions, especially when engaging with the college community and representing the institution.

## 7. Lifelong Learning:

**Continuous Improvement:** Alumni should commit to lifelong learning and personal development, staying informed about advancements in their fields and maintaining a connection to the college's educational resources.

**Participation in Programs:** Alumni are encouraged to participate in continuing education programs, workshops, and other opportunities offered by the college.

## 8. Networking and Collaboration:

**Building Networks:** Alumni should actively build and maintain professional networks that include fellow alumni, current students, and college faculty and staff.

**Collaboration:** Alumni should seek opportunities for collaboration with the college and its community, contributing to mutual growth and success.

## 9. Feedback and Communication:

**Providing Feedback:** Alumni should provide constructive feedback to the college, helping to improve programs, services, and overall institutional effectiveness.

**Open Communication:** Alumni should maintain open lines of communication with the college, keeping the institution informed about their achievements, changes in contact information, and ways they can contribute.

## 10. Personal Conduct:

**Personal Responsibility:** Alumni should take responsibility for their actions and decisions, demonstrating behavior that reflects positively on the college.

**Professional Development:** Alumni should continue to develop their professional skills and knowledge, contributing to their fields and serving as ambassadors for the college's educational excellence.

This code of conduct serves as a guideline for alumni to maintain a strong, positive relationship with the college, ensuring that their actions reflect the institution's values and contribute to its ongoing success.



## Code of Professional Ethics and Values for Teachers

For Creating a Code of Professional Ethics and Values for college teachers involves outlining principles and standards that guide their professional behavior and interactions with students, colleagues, and the broader educational community. Agia College sets the following code of of professional ethics and values for teachers.

### 1. Commitment to Students:

**Respect for Students:** Treat all students with respect, fairness, and dignity, recognizing their diverse backgrounds and learning needs.

**Confidentiality:** Maintain the confidentiality of student information and academic records.

**Impartiality:** Evaluate students impartially, ensuring assessments are based on merit and academic performance.

**Encouragement:** Foster a supportive and inclusive learning environment that encourages intellectual growth and personal development.

**Accessibility:** Be accessible to students for academic assistance and guidance, providing timely and constructive feedback.

### 2. Commitment to the Profession:

**Professional Competence:** Continuously update and improve knowledge and skills to maintain high standards of teaching and scholarship.

**Integrity:** Uphold academic integrity by avoiding plagiarism, cheating, and other forms of academic dishonesty.

**Objectivity:** Base teaching and research on objective and reliable evidence, avoiding bias and favoritism.

**Innovation:** Embrace innovative teaching methods and technologies that enhance student learning and engagement.

**Mentorship:** Serve as mentors to junior colleagues and students, promoting their professional and academic growth.

### 3. Commitment to Colleagues:

**Respectful Interaction:** Engage with colleagues in a respectful, collaborative, and supportive manner.

**Collaboration:** Promote a culture of collaboration, sharing knowledge, and resources for mutual benefit.

**Conflict Resolution:** Address conflicts with colleagues constructively and professionally, seeking resolution through appropriate channels.

**Acknowledgment:** Give due credit to colleagues' contributions in collaborative work and research.

#### **4. Commitment to the Institution:**

**Loyalty:** Uphold the values, mission, and policies of the institution, contributing positively to its reputation and goals.

**Accountability:** Accept responsibility for professional decisions and actions, adhering to institutional regulations and guidelines.

**Participation:** Actively participate in institutional activities, committees, and governance, contributing to the development and improvement of the academic community.

**Resource Stewardship:** Use institutional resources responsibly and ethically, avoiding waste and misuse.

#### **5. Commitment to the Community:**

**Civic Responsibility:** Engage with the broader community, promoting the value of education and contributing to social development.

**Public Advocacy:** Advocate for educational policies and practices that benefit the community and society at large.

**Ethical Conduct:** Demonstrate ethical conduct in all professional and public interactions, serving as a role model for students and the community.

#### **6. Personal Conduct:**

**Integrity:** Uphold personal and professional integrity, demonstrating honesty, reliability, and ethical behavior.

**Respect:** Show respect for the rights and dignity of others, avoiding discrimination, harassment, and exploitation.

**Work-Life Balance:** Strive for a healthy work-life balance, recognizing the importance of personal well-being and family life.

**Continuous Improvement:** Engage in self-reflection and continuous professional development to improve teaching effectiveness and personal growth.

#### **Implementation and Enforcement:**

**Training:** Provide regular training and workshops on professional ethics and values for faculty members.

**Support Systems:** Establish support systems and resources to help teachers adhere to the code.

**Reporting Mechanisms:** Implement clear mechanisms for reporting and addressing violations of the code.

**Review and Revision:** Regularly review and update the code to reflect changes in educational standards and societal expectations.

By adhering to this Code of Professional Ethics and Values, college teachers can foster a positive, respectful, and effective educational environment that benefits students, colleagues, the institution, and the broader community.



## Code of Professional Ethics and Values for Students

Professional ethics and values are essential for college students as they help shape their character, guide their behavior, and prepare them for professional life. Agia College sets the following code of professional ethics and values for students.

### 1. Academic Integrity:

**Honesty:** Upholding honesty in all academic endeavors, avoiding cheating, plagiarism, and other forms of academic dishonesty.

**Accountability:** Taking responsibility for one's own work and learning, ensuring that all submitted work is original and properly cited.

**Fairness:** Ensuring fairness in all academic interactions, including group work, exams, and class participation.

### 2. Respect:

**Diversity and Inclusion:** Valuing and respecting diversity in all its forms, promoting an inclusive environment for all individuals regardless of race, gender, ethnicity, religion, sexual orientation, or disability.

**Respect for Others:** Treating peers, faculty, staff, and community members with courtesy and respect, valuing their perspectives and contributions.

**Conflict Resolution:** Addressing conflicts constructively and respectfully, seeking amicable solutions.

### 3. Responsibility:

**Punctuality:** Being punctual for classes, meetings, and deadlines, demonstrating respect for others' time.

**Dependability:** Fulfilling commitments and responsibilities reliably, both academically and personally.

**Stewardship:** Using college resources responsibly and sustainably, protecting the environment and institutional assets.

### 4. Integrity:

**Consistency:** Acting consistently with personal and institutional values, both in public and private.

**Transparency:** Being transparent in actions and communications, avoiding deceit or misrepresentation.



**Moral Courage:** Standing up for ethical principles, even in the face of adversity or peer pressure.

## 5. Professionalism:

**Appropriate Conduct:** Maintaining appropriate behavior and attire in academic and professional settings.

**Effective Communication:** Communicating clearly, respectfully, and professionally in all forms of interaction.

**Work Ethic:** Demonstrating dedication, diligence, and a strong work ethic in academic and extracurricular activities.

## 6. Lifelong Learning:

**Curiosity:** Cultivating a sense of curiosity and a desire for continuous learning and self-improvement.

**Adaptability:** Being open to new ideas, feedback, and constructive criticism, and adapting to changing circumstances.

**Engagement:** Actively participating in educational opportunities, such as classes, seminars, and workshops.

## 7. Collaboration and Teamwork:

**Cooperation:** Working collaboratively with others, valuing each member's contributions and perspectives.

**Shared Responsibility:** Taking shared responsibility for the success of group projects and activities.

**Supportiveness:** Offering support and encouragement to peers, fostering a collaborative learning environment.

## 8. Civic Responsibility:

**Community Engagement:** Engaging with the college and local community through service and participation in civic activities.

**Global Awareness:** Developing an understanding of global issues and considering the broader impact of one's actions.

**Ethical Citizenship:** Acting as an ethical and responsible citizen, respecting laws and regulations, and contributing to the common good.

## 9. Empathy and Compassion:

**Understanding:** Demonstrating empathy and understanding towards others' experiences and challenges.

**Support:** Providing support and assistance to peers in need, fostering a caring and supportive community.

**Kindness:** Practicing kindness and compassion in all interactions, creating a positive and inclusive environment.

## 10. Personal Development:

**Self-Awareness:** Developing self-awareness and reflecting on one's values, strengths, and areas for improvement.

**Balance:** Striving for a healthy balance between academic responsibilities and personal life, ensuring time for rest, recreation, and social activities.

**Resilience:** Building resilience and coping skills to handle challenges and setbacks effectively.

These professional ethics and values for college students serve as a comprehensive guide to help them navigate their academic journey and prepare for future professional roles, fostering an environment of respect, integrity, and responsibility.



## Code of Professional Ethics and Values for Non-Teaching Staff

Professional ethics and values for non-teaching staff in a college setting are essential to maintain a supportive, efficient, and respectful environment that contributes to the overall mission of the institution. Agia College sets the following code of professional ethics and values for Non-Teaching Staff.

### 1. Integrity:

**Honesty:** Conduct all duties with honesty and integrity, ensuring transparency and truthfulness in all actions and communications.

**Accountability:** Take responsibility for one's actions and decisions, acknowledging and correcting mistakes promptly.

**Ethical Behavior:** Adhere to ethical standards in all professional activities, avoiding conflicts of interest and disclosing any potential conflicts.

### 2. Respect:

**Respect for Individuals:** Treat all students, faculty, colleagues, and visitors with respect and dignity, recognizing and valuing their contributions and perspectives.

**Diversity and Inclusion:** Promote and support an inclusive environment that respects and values diversity in all its forms, including race, gender, ethnicity, religion, sexual orientation, and disability.

**Civility:** Maintain a courteous and professional demeanor in all interactions, fostering a positive and respectful work environment.

### 3. Responsibility:

**Punctuality:** Be punctual in reporting to work, meetings, and completing tasks, demonstrating respect for others' time and commitments.

**Dependability:** Fulfill professional responsibilities and duties reliably and efficiently, meeting deadlines and maintaining high standards of performance.

**Resource Stewardship:** Use institutional resources responsibly and sustainably, ensuring their availability for future use and minimizing waste.

### 4. Professionalism:

**Appropriate Conduct:** Maintain professional behavior and attire in all workplace settings, representing the college positively.

**Effective Communication:** Communicate clearly, respectfully, and professionally with students, faculty, colleagues, and other stakeholders.

**Work Ethic:** Demonstrate dedication, diligence, and a strong work ethic in fulfilling job responsibilities.

#### 5. Commitment to Service:

**Student-Centered Service:** Prioritize the needs of students, providing courteous, effective, and efficient service to support their academic and personal development.

**Support for Faculty:** Assist faculty in their teaching and research activities, providing necessary administrative and logistical support.

**Community Engagement:** Engage with the college community and participate in activities and events that support the institution's mission and goals.

#### 6. Collaboration and Teamwork:

**Cooperation:** Work collaboratively with colleagues, valuing each member's contributions and perspectives.

**Shared Responsibility:** Take shared responsibility for departmental and institutional goals, contributing to collective success.

**Positive Attitude:** Foster a positive and cooperative work environment, offering support and encouragement to colleagues.

#### 7. Confidentiality:

**Privacy:** Maintain the confidentiality of sensitive information, including student records, personnel files, and institutional data.

**Discretion:** Exercise discretion in handling confidential information, disclosing it only when authorized or legally required.

#### 8. Continuous Improvement:

**Professional Development:** Engage in continuous professional development, staying current with best practices and advancements in one's field.

**Innovation:** Embrace innovative approaches and technologies that enhance the efficiency and effectiveness of services.

**Feedback:** Seek and provide constructive feedback to improve individual and departmental performance.

#### 9. Empathy and Compassion:

**Understanding:** Demonstrate empathy and understanding towards students, faculty, and colleagues' experiences and challenges.

**Support:** Provide support and assistance to those in need, fostering a caring and supportive community.

**Kindness:** Practice kindness and compassion in all interactions, contributing to a positive and inclusive environment.

#### **10. Civic Responsibility:**

**Ethical Citizenship:** Act as an ethical and responsible member of the college and broader community, respecting laws and regulations.

**Community Service:** Participate in community service and civic activities that contribute to the common good.

**Global Awareness:** Develop an understanding of global issues and consider the broader impact of one's actions and decisions.

#### **11. Health and Well-being:**

**Personal Health:** Take responsibility for one's physical and mental health, seeking support and resources when needed.

**Work-Life Balance:** Strive for a healthy balance between work responsibilities and personal life, ensuring time for rest, recreation, and family.

**Supportive Environment:** Contribute to creating a supportive environment that promotes the well-being of all members of the college community.

These professional ethics and values for non-teaching staff of a college serve as a comprehensive guide to help them navigate their responsibilities and contribute to a positive, respectful, and effective academic environment.



## Code of Professional Ethics and Values for the Principal

The role of a college principal is pivotal in setting the tone, direction, and standards of the institution. Agia College sets the following code of professional ethics and values for the Principal.

### 1. Integrity and Transparency:

**Honesty:** Demonstrate honesty and integrity in all decisions and actions, maintaining transparency with stakeholders.

**Ethical Leadership:** Uphold high ethical standards, ensuring fairness, accountability, and respect for institutional policies and regulations.

**Trustworthiness:** Build and maintain trust among students, faculty, staff, and the broader community through consistent ethical conduct.

### 2. Visionary Leadership:

**Strategic Planning:** Develop and communicate a clear vision and strategic direction for the college, aligning with its mission and goals.

**Innovative Thinking:** Foster innovation and creativity in academic and administrative initiatives, promoting continuous improvement and excellence.

**Adaptability:** Navigate challenges and changes in the educational landscape with resilience and forward-thinking leadership.

### 3. Commitment to Academic Excellence:

**Student-Centered Approach:** Prioritize the academic and personal development of students, ensuring quality education and holistic growth.

**Support for Faculty:** Provide support and resources to faculty members to enhance teaching, research, and professional development.

**Curriculum Development:** Oversee the development of a robust curriculum that meets academic standards and prepares students for future challenges.

### 4. Respect and Inclusivity:

**Diversity:** Promote diversity and inclusivity within the college community, fostering a respectful and supportive environment for all individuals.

**Respect for Others:** Demonstrate respect and empathy towards students, faculty, staff, and community members, valuing their contributions and perspectives.

**Cultural Sensitivity:** Embrace cultural sensitivity and awareness, ensuring equitable treatment and opportunities for all students and staff.

## **5. Collaboration and Engagement:**

**Stakeholder Engagement:** Foster partnerships and collaborations with stakeholders, including alumni, industry partners, government agencies, and the local community.

**Teamwork:** Promote a collaborative and cohesive work environment among faculty and staff, encouraging teamwork and shared responsibility.

**Community Outreach:** Engage actively with the community through outreach programs, service initiatives, and partnerships that benefit both the college and the broader society.

## **6. Professional Development:**

**Continuous Learning:** Pursue continuous professional development and stay abreast of trends and advancements in higher education and leadership.

**Mentorship:** Provide mentorship and guidance to faculty, staff, and students, nurturing their professional growth and leadership potential.

**Ethical Decision-Making:** Make informed and ethical decisions that prioritize the best interests of students and the college community.

## **7. Communication and Transparency:**

**Open Communication:** Maintain open and effective communication channels with all stakeholders, ensuring clarity, accessibility, and responsiveness.

**Transparency:** Communicate openly about college policies, decisions, and challenges, fostering trust and accountability.

**Listening Skills:** Demonstrate active listening skills, seeking input and feedback from stakeholders to inform decision-making and improve institutional practices.

## **8. Financial Stewardship:**

**Budget Management:** Exercise responsible fiscal management and stewardship of college resources, ensuring financial sustainability and accountability.

**Resource Allocation:** Allocate resources effectively to support academic programs, student services, infrastructure, and faculty development.

**Fundraising and Development:** Seek opportunities for fundraising and development to enhance college facilities, programs, and student scholarships.

## **9. Ethical Citizenship:**

**Community Leadership:** Serve as a role model of ethical citizenship within the college and broader community, upholding legal and ethical standards.

**Social Responsibility:** Engage in initiatives that promote social responsibility, sustainability, and ethical practices in education and beyond.

**Advocacy:** Advocate for policies and practices that promote equity, diversity, inclusion, and access to quality education for all students.

**10. Personal Well-being:**

**Work-Life Balance:** Maintain a healthy work-life balance to sustain long-term effectiveness and well-being as a leader.

**Self-care:** Prioritize personal well-being, including physical health, mental health, and emotional resilience, to support leadership responsibilities effectively.

These professional ethics and values guide the principal in fulfilling their responsibilities with integrity, leadership, and dedication to fostering a positive and thriving college community.





## Code of Professional Ethics and Values for Librarian

For Creating a Code of Professional Ethics and Values for the librarian of the college involves establishing principles and standards that guide their professional behavior and interactions with students, faculty, staff, and the broader community. Agia College sets the following code of professional ethics and values for the Librarian.

### 1. Commitment to Patrons:

**Access to Information:** Ensure that all patrons have equitable access to information, resources, and services without discrimination.

**Confidentiality:** Protect the privacy and confidentiality of patron records and information inquiries.

**Respect:** Treat all patrons with respect, courtesy, and professionalism, recognizing their diverse backgrounds and information needs.

**Service Excellence:** Provide high-quality services and resources to meet the educational and research needs of the college community.

### 2. Commitment to the Profession:

**Professional Development:** Engage in continuous learning and professional development to stay current with advancements in librarianship and information technology.

**Integrity:** Uphold the highest standards of honesty, integrity, and ethical behavior in all professional activities.

**Objectivity:** Provide unbiased information and services, avoiding conflicts of interest and personal biases.

**Advocacy:** Advocate for the role of libraries and librarians in supporting education, research, and lifelong learning.

### 3. Commitment to Colleagues:

**Collaboration:** Foster a collaborative and supportive work environment, sharing knowledge and resources with colleagues.

**Respectful Interaction:** Interact with colleagues with respect and professionalism, valuing their contributions and expertise.

**Mentorship:** Serve as mentors to junior librarians and staff, promoting their professional development and growth.

**Conflict Resolution:** Address conflicts with colleagues constructively and professionally, seeking resolution through appropriate channels.

#### 4. Commitment to the Institution:

**Loyalty:** Support the mission, values, and policies of the institution, contributing positively to its goals and reputation.

**Accountability:** Accept responsibility for professional decisions and actions, adhering to institutional regulations and guidelines.

**Participation:** Actively participate in institutional activities, committees, and governance, contributing to the development and improvement of the academic community.

**Resource Stewardship:** Use institutional resources responsibly and ethically, avoiding waste and misuse.

#### 5. Commitment to the Community:

**Civic Responsibility:** Engage with the broader community, promoting the value of libraries and information literacy.

**Public Advocacy:** Advocate for policies and practices that benefit libraries, education, and the community at large.

**Outreach:** Develop and participate in outreach programs that extend library services to underserved populations.

#### 6. Personal Conduct:

**Integrity:** Uphold personal and professional integrity, demonstrating honesty, reliability, and ethical behavior.

**Respect:** Show respect for the rights and dignity of others, avoiding discrimination, harassment, and exploitation.

**Work-Life Balance:** Strive for a healthy work-life balance, recognizing the importance of personal well-being and family life.

**Continuous Improvement:** Engage in self-reflection and continuous professional development to improve service effectiveness and personal growth.

#### 7. Implementation and Enforcement:

**Training:** Provide regular training and workshops on professional ethics and values for library staff.

**Support Systems:** Establish support systems and resources to help librarians adhere to the code.

**Reporting Mechanisms:** Implement clear mechanisms for reporting and addressing violations of the code.

**Review and Revision:** Regularly review and update the code to reflect changes in professional standards and societal expectations.

By adhering to this Code of Professional Ethics and Values, college librarians can foster a positive, respectful, and effective library environment that benefits students, faculty, staff, and the broader community.



## Code of Professional Ethics and Values for Alumni

Professional ethics and values for alumni of a college revolve around maintaining a positive relationship with their alma mater while upholding ethical standards in their personal and professional lives. Agia College sets the following code of professional ethics and values for Alumni:

### 1. Commitment to the Alma Mater:

**Pride and Loyalty:** Maintain a sense of pride and loyalty towards the college, supporting its mission and contributing to its reputation positively.

**Engagement:** Stay engaged with the college community through alumni networks, events, and mentorship opportunities.

**Advocacy:** Advocate for the college's interests and initiatives in professional and social circles.

### 2. Integrity and Ethical Behavior:

**Honesty:** Uphold honesty and integrity in all personal and professional interactions, reflecting positively on the college's values.

**Ethical Decision-Making:** Make ethical decisions based on fairness, respect, and accountability, considering the impact on others and the community.

**Compliance:** Adhere to legal and regulatory standards in all endeavors, maintaining a reputation for ethical conduct.

### 3. Professionalism:

**Excellence:** Strive for excellence in one's professional career, applying skills and knowledge gained from college education.

**Continuous Learning:** Pursue lifelong learning and professional development, staying current in one's field and contributing to innovation and growth.

**Leadership:** Demonstrate leadership qualities in professional settings, promoting collaboration, diversity, and ethical leadership.

### 4. Respect and Inclusivity:

**Respect for Diversity:** Respect and appreciate diversity in all its forms, promoting inclusive practices in the workplace and community.

**Cultural Sensitivity:** Embrace cultural sensitivity and awareness, fostering a supportive and inclusive environment for colleagues and peers.

**Support for Others:** Support and mentor fellow alumni and current students, encouraging their personal and professional growth.

#### **5. Community Engagement:**

**Service:** Engage in community service and volunteer activities that benefit the broader community and reflect positively on the college.

**Networking:** Build and maintain professional networks, fostering connections with fellow alumni, students, faculty, and industry professionals.

**Collaboration:** Collaborate with the college on initiatives that promote educational excellence, alumni relations, and student success.

#### **6. Philanthropy and Support:**

**Financial Support:** Contribute financially to the college through donations, scholarships, and fundraising initiatives, supporting future generations of students.

**Mentorship:** Provide mentorship and guidance to current students and recent graduates, sharing insights and experiences to help them succeed.

**Advocacy:** Advocate for the value of higher education and the importance of supporting alma mater in achieving its mission and goals.

#### **7. Personal Well-being:**

**Balance:** Maintain a healthy work-life balance, prioritizing physical health, mental well-being, and personal relationships.

**Self-improvement:** Invest in personal growth and development, pursuing activities that enhance skills, knowledge, and overall satisfaction in life.

**Resilience:** Build resilience to navigate challenges and setbacks, demonstrating perseverance and determination in achieving personal and professional goals.

By adhering to these professional ethics and values, alumni can contribute positively to their alma mater's legacy while promoting ethical behavior, diversity, inclusivity, and community engagement in their personal and professional lives.

**THE END**