

CODE OF PROFESSIONAL ETHICS

(SOCIAL WORK EDUCATION)

Principal Code of Conduct :-

- The principal shall discharge their professional responsibilities according to the existing rules and adhere to procedures, methods and other SOPs in tune with the profession.
- The principal shall play a key role in the politics formulation, accepting various offices and discharge responsibilities as and when required.
- The principal shall be well versed with the latest UGC guidelines/University acts for resolving any kind of deadlocks whenever arriving.
- The principal shall be just towards subordinates while allotting work, assigning responsibilities and should promote decentralized work system.
- The principal shall provide equal opportunities to all the working staff in terms of career advancement and promotion.
- The principal shall address the grievances of all the stakeholders through prevailing lawful methods.
- The principal shall chalk out a policy and plan to execute the vision and mission of the institution.
- The principal shall promote industry-academia interaction and promote research development activities.
- The principal shall ensure that the staff and student are cognizant about the rules, policies and procedures laid down by the college and enforce them fittingly.
- The principal shall monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- The principal shall execute any other qualitative and quantitative work for the welfare of the institution.
- The principal shall empower all his staff and students to reach their maximum potential.

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 this 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 :-

- Adhere to a responsibilities pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- 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.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibility 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
- Participate in extension, co-curricular and extra- curricular activities including community service.

Teachers And The Students :-

Teacher should :

- Respect the right and dignity of the students in expressing his / her opinion
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- 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.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reasons.
- Pay attention to only the attainment of the students in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop understanding of our national heritage and national goals and
- Refrain from inciting students against other students, colleagues or administration.

Teachers And Colleagues :-

Teacher should :

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

Teachers And Authorities :-

Teacher should :

- 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.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

College Librarian Code of Conduct :-

- The librarian of the college will adhere to the expected and acceptable code of conduct, sans any sort of discrimination, towards the institution and community.
- The librarian of the college will keep themselves with the latest trends of the various disciplines, technology, literature and guide regarding the same.
- The librarian of the college will not indulge and shall discourage unethical practices in teaching, learning and research.
- The librarian of the college will participate in activities related to extra-curricular, co-curricular, community services.

Student Code of Conduct :-

- The institution shall have the jurisdiction over the conduct of the students associated / enrolled with the college and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the institute campus or in connection with the institute related activities and functions.
- The institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this policy and other regulations, as if

the conduct has occurred on campus which shall include Sexual Harassment Policy of the institute against other students of the college.

- Physical assault, threats of violence, or conduct that treatments the health or safety of any person including other students of the institute is prohibited.
- Possession or use of weapons, explosives, or destructive devices in and around the campus is prohibited.
- Use or distribution of prohibited drugs, alcohol etc. is prohibited.
- Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus is prohibited.
- The college, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and / or whether the off campus conduct is part of a series of actions, which occurred both on, and off campus is prohibited.
- Including in any form of harassment which is defined as a conduct that is severe or a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, medical condition is prohibited.
- If there is a case against a student for a possible breach of code of conduct, then the matter shall be referred to the concerned committee which shall recommended a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.
- Being objective in evaluation and show no bias or preference on the basis of race, colour, creed, religion or gender.
- Communicating clearly in advance, tools, methods, parameters for evaluation and significance for each evaluation component and each parameter, timing of evaluation, dates for announcing the marks and for giving feedback.
- Keeping relationships with students focused on pedagogical goals and academic requirements.
- Maintaining objectivity in situations, whereby the perception of favoritism on the part of other students is minimized leading to actual favoritism or unfairness.
- Disclosing upfront, rules and policies followed with respect to confidentiality of student records.
- Maintaining confidentiality of individual student grades, student records and private communications and released only with consent of student or as per disclosed policy where there is reasonable ground for disclosure and that is in the interest of the student or to prevent harm to other.
- Developing reciprocity and cooperation among students.
- Encouraging team effort to enhance collaborative learning.