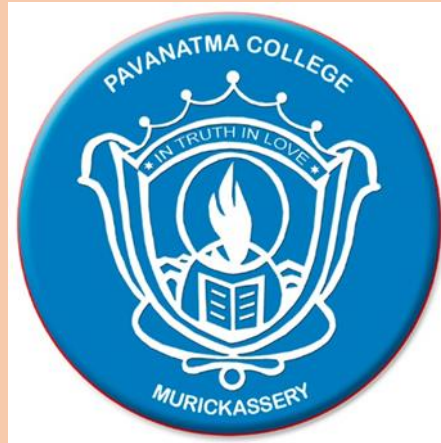


**7.1.10. CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS  
AND OTHER STAFF AND CONDUCTS PERIODIC PROGRAMMES**

**PAVANATMA COLLEGE  
MURICKASSERY**



**HUMAN VALUES AND PROFESSIONAL ETHICS**

**7.1.10**

**CODE OF CONDUCT FOR STUDENTS, TEACHERS,  
ADMINISTRATORS AND OTHER STAFF AND CONDUCTS  
PERIODIC PROGRAMMES**

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7.1.10

QnM The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Options:

- A. All of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Upload:

- Code of ethics policy document
- Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.
- Any other relevant information

(Note: Data template is not applicable to this metric)

**RESPONSE**

- |  |                 |
|--|-----------------|
| 1. The Code of Conduct is displayed on the website   | - Yes Published |
| 2. There is a committee to monitor adherence to the Code of Conduct  | - Yes           |
| 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff | - Yes           |
| 4. Annual awareness programmes on Code of Conduct are organized  | -Yes            |

## **7.1.10. CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF AND CONDUCTS PERIODIC PROGRAMMES**

### **ETHICS POLICY**

Ethics are standards set for you to recognise your actions as right or wrong. It helps categorise discipline, honesty and integrity in our actions performed during the day. Acting as a guideline to influence behaviour and making the right choice, it is easier for individuals to abide by rules and act responsibly with ethics.

Ethics in education helps run the system smoothly. It sets standards that are applicable and protects the interest of both the learner and tutor. Teachers are responsible to help develop the personality of students and act as a mentor to them to influence their personal development and behaviour. Whereas students should realise the importance of responsibility and move forward with applying ethical practices over time. It requires a lot of patience to practice ethics and understand that each student is different. Each student requires different levels of attention and guidelines. This way they not only understand the importance of ethics but learn to act responsibly and practice self-discipline.

Professional ethics may help teachers but it also varies with the level of responsibility and types of decisions. It is not always right or wrong but it starts with grey areas that exist in the countless interactions during the day-to-day work of teachers. It is always better to consider keeping a balance and considering the consequences of our actions to keep a balance and discuss issues in a non-judgmental informing the authorities and keeping it professional. Embracing these grey areas with ethical decision-making is good for students, teachers, institutions and communities.

Ethics plays a very important role in Education. Ethics are interpreted as the discipline of dealing with good and bad with commitment and moral duty. Ethics are well-established levels that make the measures right and wrong. It is classified as unique values such as integrity and discipline, Honesty amid others and applies them in daily routines. Ethics impacts the behaviour and permit an individual to make the right options. To manage life and act responsibly is very hard without ethics. The significance of ethics cannot be disregard in any level of life it's important that they are practised in the area of Education.

Ethics in Education are important because they assist to run the system smoothly. The Ethics sets the standards of what's acceptable and what's not, therefore, protecting the Interest of both teachers and students. The Ethics in Education has been offered a lot of significance over the years and institutions are creating courses that assist students to understand these ethics. Ethics in Education are accessible on both the teachers and the students

#### **ETHICS COMMITTEE – KEY OFFICE BEARERS**

**The management of the college in consultation with all its stakeholders has constituted Ethics Committee to implement, regulate and monitor basic code of conduct of the college.**

1. Dr.Johnson V, Principal
2. Rev.Dr.Bennichan Scaria (Vice Principal)
3. Mr.Saji K.Jose (Associate Professor)
4. Ms.Merin Jose (Co-ordinator)

## **7.1.10. CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF AND CONDUCTS PERIODIC PROGRAMMES**

### **ETHICS COMMITTEE – MEETINGS 2020-21**

<b>Date and time of Meeting</b>	<b>Agenda</b>	<b>Members Present</b>
<b>20/06/20, 2 PM</b>	<b>1. Professional Ethics Programmes for stake holders 2. Overall discipline of the institution</b>	1. DrJohnson V, Principal 2. Rev.DrBennichan Scaria (Vice Principal) 2. Ms.Merin Jose (Co-Ordinator) 3. Mr.Saji K.Jose ( Joint Co-Ordinator)

### **CODE OF CONDUCT**

A code of conduct is a set of rules outlining the norms, rules, and responsibilities or proper practices of an individual party or an organisation. Sometimes known as a value statement, a code of ethics sets out the general principles that will guide the behavior of all the employees of an organization. The purpose of a code of ethics is to set out the ethical premises under which all decisions related to that organization should be made. If the organization is committed to the preservation of the environment, for example, then the code of ethics will probably explain that whenever employees are making a decision or choosing between alternatives, they should go for the alternative that benefits the environment the most. Most codes of ethics work on the so-called golden rule, which is “to do unto others that which we would like done unto ourselves”. Whenever employees or members of an organization are faced with difficult situations or ethical dilemmas, the code of ethics should come to their rescue and give them a clear indication of the best course of action.

### **CODE OF CONDUCT FOR GOVERNING BODY**

- The governing body should approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- The body is formed to monitor institutional performance and quality assurance arrangements
- Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
- The governing body should evolve methods of assessment of students performance, the conduct of examinations and notification of results
- Institute scholarships, studentships, medals, prizes and certificates

## **7.1.10. CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF AND CONDUCTS PERIODIC PROGRAMMES**

### **CODE OF CONDUCT FOR PRINCIPAL**

- He/She will implement the policies approved by the highest decision making body of the college and shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council as the academic and administrative head of the institution
- Should uphold ethos of inclusiveness in terms of imparting education in the institution.
- Should protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- Should uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- Should maintain an unbiased gender-free atmosphere in the College so that all the stakeholders enjoy equal opportunities.
- Should generate required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ultimately eradicated.
- Should initiate and propagate the spirit of welfare and to build mutual confidence within all the sections of human resources attached directly or indirectly with the College
- Should create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- Should promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.

### **CODE OF CONDUCT FOR FACULTY MEMBERS**

- Should be good counselors and facilitators for the students. He /she should take steps for the physical, mental and intellectual development of students.
- Should develop an educational environment. Equal treatment should be given to all students irrespective of religion, caste, and creed, and sex, economic and social status.
- Should take initiatives for the personal development of students by looking after their interest and welfare
- Should be a role model for inculcating the values and virtues among the students.
- Should be impartial and assess the students only on merit / performance basis
- Should have affectionate and friendly attitude and respect towards all the students.
- Should abstain from accepting fees. Gifts etc. for providing guidance or coaching to the students.
- Should maintain closer liaison with the parents/guardians and should monitor the progress and share information about the students with the parents/guardian for the progress of the students.
- Should be to inspire the students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- As part of social responsibility faculty member should instill a scientific and democratic outlook among his students.

### **7.1.10. CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF AND CONDUCTS PERIODIC PROGRAMMES**

- Should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities.
- Should discharge their responsibilities in accordance with the established rules outlined by the higher authorities.
- Should give the same respect and treatment to the non-teaching staff as they do to their fellow teachers.

#### **CODE OF CONDUCT FOR STUDENTS**

- Should not furnish any false information to any College official, faculty member or office.
- Should behave well with Teaching and Non-Teaching staff of the college.
- To maintain the discipline the students must wear proper uniform in the college.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification is not allowed.
- Ragging or any conduct which threatens or endangers the health or safety of any person including physical abuse, threats, intimidation, and/or coercion whether verbal, written or otherwise is prohibited.
- Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus is barred.
- Use or possession of drugs, alcohol or other intoxicating substances is banned.
- Participating in an on-campus or off-campus demonstration, riot or activity that significantly disrupts the normal operations of the College and/or unreasonably infringes on the rights of other members of the College community is prohibited.
- Cheating on exams and other acts of dishonesty in class that may violate or spoil the academic atmosphere is not allowed.
- False claims about representing the student's presidium or any other student's body in the college is not allowed. Any misappropriation of college funds is prohibited.

#### **CODE OF CONDUCT FOR NON-TEACHING STAFF**

- Loyalty to the College by punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Dignity by treating students by care and kindness.
- Being supportive and cooperate with other staff members
- Responsibility by meeting the required standards for every assigned task.
- Respect by mutual respect, trust and confidentiality
- Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
- He / she must respect and maintain the hierarchy in the Administration.
- Must not use unauthorized persons to perform official duties

***7.1.10. CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS  
AND OTHER STAFF AND CONDUCTS PERIODIC PROGRAMMES***

**CODE OF CONDUCT FOR SUPPORT STAFF**

- ❖ Should display the highest possible standards of professional behaviour that is required in an educational establishment
- ❖ Should seek to co-operate with their colleagues, providing support, help and guidance as required
- ❖ Should not use their position in the institute for private advantage or gain.
- ❖ Should avoid words and deeds that might bring the institute into disrepute.
- ❖ Should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
- ❖ Should attend their place of work punctually in accordance with their conditions of service.