

**P.S. Government Degree College,
Penukonda – 515110, Anantapur Dist, A.P.**



Code of Conduct

Hand Book

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1. PRELUDE

The Constitution of India has placed ‘education’ as the fundamental right of every citizen of the country. Higher education, the pillar of career and leadership building, plays a vital role in the social and economic development of a society and the nation. Great role and responsibility is entrusted to the Higher Education Institutions (HEIs) in building strong leadership and well-knit society through excellence in academics, ethical curricula and community engagement. The purpose of education in general and higher education in particular is to facilitate actualization of human potential by making its stakeholders, particularly higher educational administrators, teachers, and learners, conscious of human values and professional ethics. Therefore, HEIs are required to create high quality practices and an environment that is supported with human values and professional ethics to ensure their dignity and integrity. Physical-psychological knowledge and financial infrastructure of HEI needs to grow with values and ethical practices. Handbook of ‘Code of Ethics’ describes the principles and guidelines to be followed by all the stakeholders of the HEI.

2. HUMAN VALUES

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth etc. that enhance fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most of the places and times and practice them. Human values help in understanding the attitude, motivation, behavior, and also influence one’s perception about the world. They enable the interpretation of “right and wrong” and provide the ways to understand humans and organizations. The principal human values are discussed in brief as follows:

2.1. Love & Compassion

Love manifests in sincere care of others, kindness, empathy and compassion for all. True unconditional love leads to compassion. It may be seen in operation in human acts of generosity, mercy and charity.

2.2. Peace

Peace contains values like equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. Its scope includes peace at the levels of individual, society and the world.

2.3. Truth

Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. It is marked with values like accuracy, fairness, honesty, sincerity, justice, fearlessness, integrity, quest for knowledge, determination, etc. In professional life, the simplest manifestation of truth is in sincerity that can be seen in terms of commitment to work.

2.4. Non-Violence

Non-violence refers to restraint from consciously doing any harm through one's thoughts, speech or action to any entity, living or non-living. Non-violence demands abstinence from hatred and nurturing love and compassion for all beings.

2.5. Righteousness

Righteousness is the backbone of core human values as it involves conduct of life and action by practicing propriety and decorum at every stage. It covers ethical guidelines, ethical behaviour and moral values.

2.6. Renunciation

Renunciation connotes caring attitude towards all living beings without any selfish motives. It is seen in austerity, self-control, and selflessness of a person.

2.7. Service

Service is an action performed out of love. It also stands for compassion and sacrifice for others. The value of service demands equanimity without any conditions or discrimination based on caste, creed, race, region and religion.

2.8. Peaceful co-existence

Peaceful co-existence describes cohesive and coherent relationships. It contains psychological and social values such as benevolence, compassion, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness, etc.

2.9. Discipline

Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc.

Values are to be learned through practices to form the foundation of strong human culture. Hence, the administrators and teachers in HEIs need to bear in mind that their peers and learners learn values from their conduct and behaviour. Institutions having better human values flourish and get recognition. P.S. Government Degree College, Penukonda has attained the status of a premier HEI of North India by following the above-mentioned human values. The core values followed by P.S. Government Degree College, Penukonda are mentioned below:

- Quality Education
- Striving for Excellence
- Strong Professional Ethics
- Student Centric Academic Environment
- Social Well-being and Development
- Respect for All

3. PROFESSIONAL ETHICS

Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession.

The underlying philosophy of having professional ethics is to make people follow a sound uniform ethical conduct. The success of an institution's mission and vision is driven by value-based ethical behaviour of its committed faculty members, officers, staff and students. Following are some of the vital components of professional ethics that professional organizations necessarily include in their code of conduct:

3.1. Integrity

Adhering to conduct of duties in righteous manner and in accordance with principles of honesty, trust, transparency and fairness.

3.2. Trusteeship

Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.

3.3. Harmony

Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.

3.4. Accountability

Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.

3.5. Inclusiveness

Adopting standards, policies and procedure to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion and other activities in an institution.

3.6. Commitment

Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills and attitudes to achieve excellence in due time and regulatory boundaries.

3.7. Respectfulness

Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.

3.8. Belongingness:

Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.

3.9. Sustainability

Ensuring optimal resource utilization — economic, environmental and social — to achieve long lasting and safe future.

4. CODE OF PROFESSIONAL ETHICS

4.1 Code of Conduct for the Principal

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Andhra Pradesh as in the AP State Service Rules (APSSR). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by Government Degree College, are jotted underneath:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To 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.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To 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.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the

College so that all the stakeholders enjoy equal opportunities.

6. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)

7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.

8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.

9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.

10. To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.

11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.

12. To endeavour for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.

13. To 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.

14. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in

adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/ symposium/ workshop/ seminars.

4.2. Code of conduct for Teachers

Teaching is a noble and devout profession which tends to instill in students — knowledge and values. His/her precepts and practices should reflect idealism, perfection and proficiency.

Teachers would:

Perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the Handbook of P.S. Government Degree College, Penukonda with diligence, dedication and Page 4 of 6 punctuality.

1. Contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
2. Co-operate and assist in the admission, examination, supervision, and invigilation and evaluation process of the University.
3. Co-operate in the formulation of policies of the Handbook of P.S. Government Degree College, Penukonda by accepting various offices and discharge responsibilities, which such offices may demand.
4. Abide by Act, Statutes, Ordinances, rules, policies, procedures of the Handbook of P.S. Government Degree College, Penukonda and respect its ideals, vision, mission, cultural practices and traditions.
5. Adhere to responsible conduct and behaviour expected of them by the society.
6. Create a conducive teaching-learning environment through innovative practices and knowledge sharing.
7. Act as role models for students by displaying good conduct and character.
8. Act as friends, philosophers and mentors of students in identifying their potentials and

encourage them to improve their personality and contribution to the community welfare, environment and national heritage.

9. Encourage students to actively participate in activities of national priorities.
10. Respect the rights and dignity of the students in expressing his/her opinion.
11. Refrain from harassment of students in any form.
12. Deal justly and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics.
13. Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
14. Behave with dignity and courtesy with staff and fellow colleagues.

4.3. Code of conduct for Support Staff

Administrative staff would:

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Encourage the staff to maximize their efficiency.
3. Create conditions that inspire teamwork.
4. Act timely to readdress the genuine grievances.
5. Maintain confidentiality of the records and other sensitive matters.
6. Co-operate and form strong liaison with colleagues.
7. Show care for the institution's property.
8. Facilitate congenial environment.
9. Refrain from any form of discrimination.
10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.

4.4. Code of Conduct for Students

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms, which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should affirm undertakings that, student should attend college on time.

- i. The student shall be regular in the classes and must complete his/her studies in the Institute.
- ii. In the event, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the College Authority.
- iii. In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

The College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others.

The various forms of Misconduct, the Students should refrain from, include:

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staff.
3. Any disruptive activity in a classroom or in an event sponsored by the College.
4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by office staff
5. Participating in activities including

* Organizing meetings and processions without permission from the Institution.

- * Accepting membership of religious or terrorist groups banned by the state Government/ or by the Government of India
 - * Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
 - * Unauthorized possession or use of harmful chemicals drugs are banned in the college.
 - * Smoking within the College campus is prohibited.
 - * Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
 - * Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
 - * Rash driving on the campus that may cause any inconvenience to others.
 - * Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress of the student.
 - * Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
6. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
 7. Students are not permitted to do recording of either audio or video of the lectures delivered in classrooms, actions of other students, faculty or staff without prior permission.
 8. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
 9. Students are expected to be careful and responsible and exercise restraints while using the Social Media.
 10. Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and

other restricted facilities and interference with the work of others is punishable.

11. Causing damage to or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.

12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

4.4.1. Academic Integrity

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The Policy on academic integrity forms an integral part of the Code, which applies to all students of the Institution to which they should adhere. Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every pupil of the Institution should feel responsible to ensure the highest standards of academic integrity.

The principles of academic integrity require that a student should

1. Properly acknowledges and cites use of the ideas, results, material or words of others.
2. Properly acknowledge all contributors to a given piece of work.
3. Make sure that all assignments in a course are submitted by his/her own.
4. Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.
5. Have right to pursue their educational goals without interference.

6. Violations of this policy include, but are not limited to:

Cheating: Cheating includes, but is not limited to:

1. Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
2. Allowing or facilitating copying, or writing a report or taking examination for someone else.
3. Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
4. Signing another student's name on an assignment, report, or attendance sheet.

4.4.2. Anti Ragging

The Institution has a coherent and an effective anti-ragging policy in place, which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution.

Ragging constitutes one or more of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b. Indulging in rowdy or undisciplined activities by any student or students, which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such a student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student; e) exploiting the services of a student for completing the academic

tasks assigned to an individual or a group of students;

f. any act of financial extortion or forceful expenditure burden put on a student by other students;

g. any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ; i) any act that affects the mental health and self- confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

4.4.3. Anti-Ragging Committee

The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

4.4.4. Anti-Ragging Squad

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a. Suspension from attending classes and academic privileges.
- b. Debarring from appearing in any test/ examination or other evaluation process.
- c. Cancellation of admission.

d. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

e. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

4.4.5. Gender Discrimination and Allied Harassment

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute that can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, emails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

4.5. Code of conduct for the Parents

The college believes in building healthy relationships between teachers and parents. In fact, parents are the first teachers and main partners in educating children. Following this procedure, the college arranges proper communication between the teacher, the student and the parents so that any problem in the students or any failure on the part of the students is reported to the parents. This is a healthy and corrective mechanism to prevent further erosion of the pupil growth and corrective action can be taken. This control is very important because most of the students belong to the economically disadvantaged sections of the society. Parents are asked to take care of their home, and if problems persist, they can always consult the principal and teachers. All these efforts must be aimed at creating a healthier and better society.