

**HANDBOOK OF PROFESSIONAL ETHICS**  
**(Guidelines for code conduct of stakeholders)**



**K.K.S. WOMEN'S COLLEGE,**  
**BALASORE**

**e-mail: [kks\\_wc@yahoo.com](mailto:kks_wc@yahoo.com)**

**Effective from 2020-21 Academic Session**



OFFICE OF THE PRINCIPAL,  
**K. K. S. WOMEN'S COLLEGE, BALASORE**

At : Manikhamb, P.O.-Motiganj, Dist.-BALASORE-756003  
Ph. No. 06782-295558, e mail id: kks\_wc@yahoo.co.in  
Website: www.kksgovwc.org

No. 926

NOTICE

Date: 20-05-2021

It is hereby informed that a Monitoring Committee is formed with the following members for regulating and implementing different activities and look into the matter relating to rules and regulations of the students, staff and other stakeholders of the college.

Members of the Monitoring Committee:

- Dr. S. Debangana - Chairperson
- Dr. R.G. Kuila - Member
- Dr. J. Jena - Member
- Shri S.K. Shaw - Member
- Dr. J. Pradhan - Member
- Dr. R.N. Dwibedi - Member

The rules and regulations as set herewith are:

- The members are to provide information about periodical assessments of the activities in every quarter of the academic year and bring out model code of conduct for students, teachers, staff and alumni.
- The Committee is responsible for drafting, regulating, implementing different academic policies and facilitating coordination with alumni and stakeholders.
- Before the commencement of academic session, action-plans will be discussed with the Principal and Heads of various departments for delivering and bringing the teaching-learning process into effect.
- They are also required to suggest remedial measures for any type of discrepancy like misconduct, misbehavior, absence of duty, negligence and any disorder that arise in college administrations.
- All the members of the Committee are to take up the responsibilities honestly and discharge their duties without favour or fear and decisions of the Committee will be taken into consideration the Governing Body of the college.

*S. Debangana*  
Principal 20.5.2021

K.K.S Women's College, Balasore

Memo No. 927(4)

Date: 20-05-2021

Copy to all members of Monitoring Committee/ Official WhatsApp Groups/ Office Guard file/ IQAC for information and necessary action.

*S. Debangana*  
Principal 20.5.2021

K.K.S Women's College, Balasore

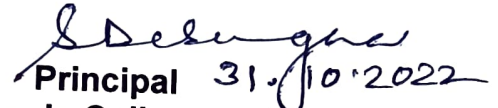
Principal,

K.K.S. Women's College

BALASORE

## Foreword

Ethics provide accountability in public life. By adhering to a strong code of ethics, an institution or an organization ensures just, fair and transparent administration, and thereby creates an atmosphere of trust for all the stakeholders. This institution (K.K.S. Women's College, Balasore) has always given importance to make the students learn in that atmosphere of trust and prepare them for a life where they can make the right choice when ethical or moral dilemmas arise. For own purpose we have prepared a code of ethics for all to adhere to while serving the self or the public.



Principal 31.10.2022  
K.K.S Women's College, Balasore  
Principal,  
K.K.S. Women's College  
BALASORE

## CODE OF CONDUCT FOR STUDENTS:

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college campus. They shall abide by the rules and regulations of the college and should act in a way that highlights the discipline and esteem of the college.
2. A student should always wear her ID Card around her neck on the Campus. The same should be shown when she is asked to do so by any officials of the college identity proof is required by the college officials.
3. No student will be allowed to enter any office, hostel, library, auditorium, administrative & examination blocks, etc., if she fails to show her college Identity Card. Students will be allowed to attend cultural programmes, sports events, or other programmes of the college only when they are in possession of their ID cards.
4. Every student is required to attend classes regularly. If a student attends classes less than the required number i.e.75%, then she will be detained from appearing in the examinations.
5. Residents of the hostels are required to abide by the specific rules and regulations mentioned in the hostel .
6. Non-residents of college hostels will not be allowed to stay in the hostels without prior permission of the competent authority. Strict disciplinary action would be taken against the student/s who violate/s this rule.
7. All students must follow the college guidelines regarding Anti-Ragging. To report incident/s of any kind of ragging, helpline numbers are displayed at major places on the campus and the college website also.
8. All students should behave decently with other students, teachers and employees. No student should involve in any incident of misconduct. Anyone found indulging in such activity shall be liable to stringent disciplinary action. The college strictly follows its policy of zero tolerance towards misconduct and act/s of sexual harassment.
9. The college property should not be harmed in any manner. If a student is found damaging the college property, strict action will be taken against her.

10. Use of alcohol, tobacco and drugs in any form is strictly prohibited in the college Campus. Every student must observe these instructions in the Campus, failing which strict action will be taken against her, which included expulsion from college and the course.
11. College has a mechanism to redress the grievances of its students through Students Grievances redressal cell. A student can submit her complaint/grievance to the Principal in writing or online through college website mentioning her name, class, department/hostel & phone number.
12. Students can not hold any rally or protest in college campus. They should take up the issue, if any, first with the concerned authorities such as HoDs/ Hostel Superintendent/ Principal/ Warden.
13. Students are expected to keep the campus neat and clean. The use of single use plastics is strictly prohibited in the campus.

#### CODE OF CONDUCT FOR TEACHING STAFF:

A teacher shall

1. Adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
2. Manage his/her private affairs in a manner consistent with the dignity of the profession.
3. Seek to make continuous professional growth through study and research, writing and decent conduct.
4. Express free and fair opinion by active participation in professional meetings, seminars, conferences, etc.
5. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve professionalism through them.
6. Perform his/her duties in the form of teaching, tutorial, practical and seminar work consensually and with dedication.

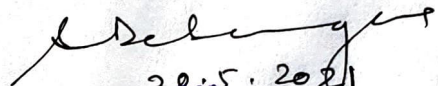
7. Co-operate and assist in carrying out functions relating to the educational responsibilities such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extracurricular activities including community service.
9. Respect the right and dignity of the student in expressing her opinion.
10. Deal justly and impartially with students regardless of their religious, caste, sex, political, economic, social and physical status.
11. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
12. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
13. Inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
14. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
15. Pay attention to only the attainment of the students in the assessment of merit.
16. Make herself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
17. Aid students to develop an understanding of our national heritage and national goals, refrain from inciting students against other students, colleagues or administration.
18. Treat other members of the profession in the same manner as they themselves wish to be treated.
19. Speak respectfully of other teachers and render assistance for professional betterment,
20. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
21. Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
22. Be thoroughly social and humane, democratic and rational, towards other teachers

23. Discharge their professional responsibilities according to the existing rules and adhere to procedure 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.
24. Not to undertake any other employment and commitment including private tuitions and coaching classes;
25. Co-operate in the formulation of policies of the institution by accepting various responsibilities which such offices may demand;
26. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
27. The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking.
28. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
29. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.

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

1. Report to duty on time and be on duty during the working hours; stay back after duty hours in case of additional requirement.
2. Adhere strictly to the rules and regulations of the College, and to the job responsibilities
3. Respect and maintain hierarchy in administration
4. Maintain honesty, integrity, fairness in all activities.
5. Exercise self discipline and restrain at all times and deal positively with staff, students and general public
6. Must not divulge official secrets, mutilate, conceal, alter or forge official documents/ receipts

7. Must not intercept or mis-appropriate college money
8. Must not be absent from duty without official approval or approved sick leave
9. Avoid using social media during office hours
10. All the employees working under the institution should be respected equally.
11. Consumption of addictive substance such as tobacco, cigarettes, alcohol etc. is strictly prohibited.
12. Keep the campus clean.
13. Pay respect to the employee of opposite sex and honour the dignity of human being.

  
28.05.2021

**Principal**  
**K. K. S. Women's College**  
**Balacore**