

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



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

e-mail: kks_wc@yahoo.com

Effective from 2020-21 Academic Session



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

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No. 926

NOTICE

Date: 20-05-2021

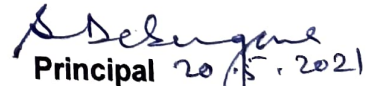
It is hereby informed that a Monitoring Committee is formed with the following members for regulating and implementing different activities and look into the matter relating to rules and regulations of the students, staff and other stakeholders of the college.

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.


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.

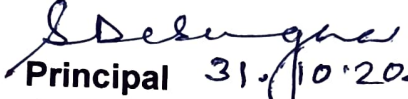

Principal 20.5.2021

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

Human values and Professional Ethics for Students

- ❖ The Dress Code and display of authenticated, updated ID Cards are mandatory for all bonafide students to enter the college campus.
- ❖ Students must abide by the College Rules (specified in the students' handbook, Library Rules, Departmental Rules, Office Rules, Hostel Rules, Parking & Driving Rules) in their pursuance of academic goals.
- ❖ Should ensure regularity & sincerity in their pursuance of academic goals.
- ❖ Assure all co-operations to the authority, teaching staff, and non-teaching staff in enjoying own rights and upholding the dignity of the college in dispensing its responsibilities.
- ❖ Commit to keep the college campus free of politicization, discrimination, intolerance, ragging, all types of harassment, drugs, intoxicants and any type of violence.
- ❖ Ensure helping in maintaining a clean, beautiful and eco-friendly campus for a healthy mind and body.
- ❖ Refrain from any harm to the college property as it belongs to the larger society.
- ❖ Must not bring any disrepute to the college by any unruly/irresponsible behavior, in any platform, media, campus or occasion.
- ❖ Strive for self-development and excellence through participation in all campus experiences both curricular and co-curricular.
- ❖ Endeavoring to inculcate leadership quality through campus activities and fostering broader humanism through interactions within the campus.
- ❖ Cherish good memories of the classmates, college-mates, teachers, staffs and authority.
- ❖ Must adhere to all the instructions from the authorities concerned from time to time.

Human Values and Professional Ethics for Teachers:

- ❖ Since the teachers are responsible for building the character of the future generation, they must devote themselves and dedicate their time, mind and spirit for the noble cause.
- ❖ Faculties must not be misled by selfishness, egoism and corruption in any form.
- ❖ They must instill creativity, curiosity among students.
- ❖ Faculties need to engage in research, innovation and follow latest teaching methods.
- ❖ They shall carry out co-curricular activities as assigned to them.
- ❖ They must mentor their students on and off the campus.

Human Values and Professional Ethics for Parents:

- ❖ Parents are expected to assist in discharge of the duties of the institution.
- ❖ They should be judicious and study the inborn talents of their wards and inspire them to bring out in the right platform.
- ❖ Parents should attend PT meetings and give their valuable suggestion.
- ❖ They are to co-operate in academic and other activities and provide their feedbacks.
- ❖ They should pay the dues of the students in time and review the progress of their wards.

Human Values and Professional Ethics for Nonteaching staff:

- ❖ Commitment to the college through punctuality, reliability and dedication in all duties and to develop a sense of belongingness.
- ❖ Inculcate sense of integrity by being honest in words and actions.
- ❖ Ensure a healthy relationship with students and all staff.
- ❖ Interact with the students decently.
- ❖ Abide by professional boundaries while dealing with students, staff and guardians.
- ❖ Assure diligence by treating students with care and kindness.
- ❖ To be supportive and cooperative with other staff- members.
- ❖ Discharge responsibilities by meeting the required standards for every assigned task.
- ❖ Practice justice by being committed to the well-being of students, the college community and the common good of the society.
- ❖ Respect and maintain the hierarchy in the Administration.
- ❖ Adhere strictly to the official opening and closing time and must dress decently & appropriately.
- ❖ Never use an unauthorized person to perform his/her own duties.
- ❖ Respond appropriately to the authority, teaching staff and other non-teaching staff.
- ❖ Ensure dignity of the institution.

Values and Professional Ethics for Alumni association:

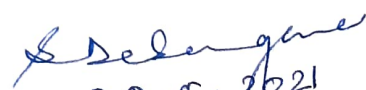
- ❖ Alumni must take interest in maintaining healthy environment and study atmosphere in the campus.
- ❖ They must have interest in academic matters and offer timely suggestion for infrastructure development and capacity building.
- ❖ They must voluntarily proceed to aid and assist in the growth of academic and physical facilities of the institution.
- ❖ They must interact with the Principal about their interest in college affairs.
- ❖ The Alumni are the role model for future learners and lead them towards noble citizenship.
- ❖ Alumni are to provide fruitful suggestions, personal contribution to academic, administrative and cultural upliftment of the college.
- ❖ They are to attend Alumni meeting and devote time in planning for the development of the college.

Human Values and Professional Ethics for Public:

- ❖ Public are to support for prevailing academic atmosphere and good name and fame of the college.
- ❖ The public are not allowed into the college compound and only can enter into the campus with due permission of the Principal in case of necessity.
- ❖ They are also prohibited to interfere in free zone of academic activities, happy life of learners and functioning of the college.

During examination public are prohibited to enter into the campus.

- ❖ The public are to show due respect to the employees of the college while interacting with them.
- ❖ The locals are to join in various awareness programme of the college and advised them not create unhealthy atmosphere and trouble in the college.


20.5.2021
Principal
K.K.S. Women's College
Balasore