

HINDI VIDYA PRACHAR SAMITI'S
RAMNIRANJAN JHUNJHUNWALA COLLEGE
OF ARTS , SCIENCE AND COMMERCE
(AUTONOMOUS)
GHATKOPAR (WEST) MUMBAI



**PROFESSIONAL ETHICS
AND
CODE OF CONDUCT COMMITTEE
BOOKLET**

PROFESSIONAL ETHICS AND CODE OF CONDUCT COMMITTEE BOOKLET

PREAMBLE

RAMNIRANJAN JHUNJHUNWALA COLLEGE OF ARTS , SCIENCE AND COMMERCE WAS GRANTED AUTONOMOUS STATUS IN THE YEAR 2018. THE COLLEGE HAS BEEN ACTIVELY ENGAGED IN THE FIELD OF EDUCATION AND STRIVES TO IMPART HUMAN VALUES THROUGH QUALITY EDUCATION BESIDES HONING AND SHAPING THE PERSONALITY AND CHARACTER OF THE FUTURE CITIZENS OF INDIA. IN ORDER TO SENSITISE, CREATE AWARENESS ABOUT THE ACCEPTABLE NORMS OF WORKPLACE BEHAVIOUR , A STANDARD NEEDS TO BE SET. THIS POLICY DOCUMENT WILL PROVIDE A BENCHMARK FOR SOCIALLY ACCEPTABLE BEHAVIOURAL NORMS AT WORKPLACE FOR THE STAFF .IT WILL HELP STUDENTS TO UNDERSTAND SOCIAL NICETIES AND PRACTICE EXHIBITING GOOD BEHAVIOUR IN INSTITUTIONS OF HIGHER LEARNING .

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FORMATION AND CONSTITUTION

THE PROFESSIONAL ETHICS AND CODE OF CONDUCT COMMITTEE WAS FORMED AND CONSTITUTED AS PER UGC GUIDELINES .

THE CODE OF CONDUCT COMMITTEE WAS FORMED FOR THE YEAR 2021-22

- TO DESIGN AN ETHIC POLICY DOCUMENT
- TO CONDUCT ANNUAL AWARENESS PROGRAMMES TO SPREAD THE CONCEPT OF GOOD AND ACCEPTABLE CONDUCT AMONG STUDENTS
- TO ORGANISE TO CONDUCT PROFESSIONAL ETHICS PROGRAMME FOR STUDENTS , TEACHERS , AND ADMINISTRATIVE STAFF

AS PER UGC GUIDELINES THE COMMITTEE WAS HEADED BY PRINCIPAL AS CONVENOR

CONTENTS OF THE POLICY DOCUMENT

I) INSTITUTIONAL AND PROFESSIONAL ETHICS

II) CODE OF CONDUCT FOR STUDENTS

III) CODE OF CONDUCT FOR TEACHING STAFF

IV) CODE OF CONDUCT FOR ADMINISTRATIVE/ NON TEACHING STAFF

DISCLAIMER- THE COLLEGE RESERVES THE RIGHT TO AMEND , SUPPLEMENT OR MODIFY THIS CODE AT ANY TIME. THE COLLEGE HAS DRAFTED A SEPARATE CODE WHICH IS APPLICABLE TO STUDENTS, TEACHING AND NON-TEACHING STAFF, SUPPORT AND ADMINISTRATIVE STAFF.

“CODE OF CONDUCT ” HEREIN AFTER REFERRED TO AS CODE IS A WRITTEN POLICY DOCUMENT WHICH PRESCRIBES A SET OF RULES AND REGULATIONS COVERING WHAT IS APPROPRIATE BEHAVIOUR AND ACCEPTABLE NORMS IN AN ORGANISATION . THIS POLICY DOCUMENT PREPARED BY THE COLLEGE LISTS OUT THE RULES AND REGULATIONS TO BE FOLLOWED BY TEACHERS AND IS EFFECTIVE FROM ACADEMIC YEAR 2021-22 ONWARDS

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“COLLEGE” AS REFERRED TO IN THIS POLICY DOCUMENT IS HINDI VIDYA PRACHAR SAMITI’S RAMNIRANJAN JHUNJHUNWALA COLLEGE OF ARTS, SCIENCE AND COMMERCE (AUTONOMOUS)

“TEACHERS ” REFERS TO ALL UG TEACHING STAFF IN AIDED AND UNAIDED SECTIONS WORKING IN THE COLLEGE SINCE ACADEMIC YEAR 2021-22

“UNIVERSITY” REFERS TO THE UNIVERSITY OF MUMBAI

“STUDENTS” REFERS TO ALL UG AND PG STUDENTS ADMITTED TO DIFFERENT PROGRAMMES SINCE ACADEMIC YEAR 2021-22

“COMPETENT AUTHORITY ”REFERS TO PRINCIPAL AS THE HEAD OF THE INSTITUTION. BESIDES PRINCIPAL MAY AUTHORISE APPROPRIATE AUTHORITY- LIBRARIAN /INCHARGE OF LIBRARY AND THE LAB SUPERVISOR/ TEACHER IN CHARGE RESPONSIBLE FOR THE CONDUCT OF PRACTICALS IN LABORATORIES TO ENSURE STRICT COMPLIANCE OF CODE OF CONDUCT.IN CASE OF EXAMINATIONS, THE CONTROLLER OF EXAMINATIONS/ DEPUTY CONTROLLER OF EXAMINATIONS AND SENIOR SUPERVISORS OR ANY OTHER PERSON SO DESIGNATED BY PRINCIPAL ARE THE APPROPRIATE AUTHORITY TO DEAL WITH MISCONDUCT.IN CASE OF DECIDING ABOUT THE PUNITIVE ACTION TO BE TAKEN AGAINST THE OFFENDER FOR MISCONDUCT, PRINCIPAL IS THE FINAL DECISION MAKING AUTHORITY.

THE PRINCIPAL HAS THE TOTAL AND FINAL AUTHORITY TO TAKE DISCIPLINARY ACTION AGAINST ERRING STUDENTS AS DEEMED FIT ON A CASE TO CASE BASIS.

“NON- TEACHING OR SUPPORT STAFF” REFERS TO THE ADMINISTRATIVE STAFF, THE COMPUTER AND LAB TECHNICIANS AND ASSISTANTS, POENS , LIBRARY STAFF AND ALL OTHERS EMPLOYED (WHETHER ON PERMANENT OR TEMPORARY BASIS) WHOSE ACTIVITIES SUPPORT THE WORKING OF AN EDUCATIONAL INSTITUTION.

THE CODE OF CONDUCT TO THE EXTENT APPLICABLE MAY BE ENFORCED IN THE VIRTUAL CLASSROOM WHILE TEACHING/ LEARNING IN ONLINE MODE. THIS CODE OF CONDUCT WILL ALSO BE APPLICABLE IN CASE OF BLENDED LEARNING .

I)POLICY DOCUMENT ON INSTITUTIONAL AND PROFESSIONAL ETHICS WITH EFFECT FROM ACADEMIC YEAR 2021-22

Contents –

This policy document includes the prescribed set of rules and regulations of acceptable behavior by professionals and expected compliance of the rules or standard set in the discharge of their duties .

Applicability-

This document has been prepared by R.J College as per UGC guidelines and is applicable from the academic year 2021-22.

NEED AND RELEVANCE OF PROFESSIONAL ETHICS

A professional code of Ethics offers a set of guidelines to teams or organizations which can be used to make appropriate and just decisions at work place. Setting a professional code of Ethics provide a road map to approach and deal with problems in a morally and socially acceptable manner thereby imbibing honesty and integrity in the institutional ethos and work culture leading to a healthier work environment. Such code helps outline the mission and values of an organization and provides the groundwork for a preemptive warning in case of deviance/ non -compliance. Teachers as professionals engaged in the teaching learning process are required to show impartiality, integrity and ethical behavior in the classroom and in their conduct with parents and colleagues.

Institutional Ethics- Every organization must maintain a moral profile to gain credibility in the eyes of the stakeholders and build a good institutional image . Ethical conduct is to be practiced in all facets of the institutional operations and activities, policy decision making, implementation, and follow up .It is not only necessary to frame ethical standards but also to ensure that the standards and benchmarks set are followed in letter and spirit.

In an educational institution, Ethical behavior and conduct are to be followed by all the participants in the teaching – learning- evaluation process. Ethical dimensions of an Educational Institution can not be ignored and it has a significant impact on society at large.

Professional Ethics- Ethics is the discipline concerned with what is good and bad, morally right and wrong. Every profession has their own code of Ethics and Professional Ethics encompasses the personal and corporate standards of behavior expected by professionals .

Institutional Ethics - The Ethics are the guidelines which can be referred to by the stakeholders of an educational institution – students, teachers, management, parents and society in general.

Ethical guidelines are applicable to

- Top Management (Governing body)
- Principal and Team
- Teachers
- Students/ learners
- Non- teaching and support staff

Role of Ethics committee in an educational Institution-

- Identifying and Understanding Ethics relevant for the institutional activities
- Establishing standards / acceptable benchmarks
- Framing ethical policies and also whistle blower policies to report deviations
- Consultation
- Education and creating awareness
- Mediation
- Review of policies or practices

Areas for Ethical applications-

- Day to day administration
- Teaching – learning-Evaluation
- Research and Project consultancy
- Professional conduct

Role of Institutional Ethical Committee / Ethical Review Board –

- Establishing procedures to deal with ethical deviations / professional misconduct
- Assist the Unfair means Committee to investigate into reported cases of academic dishonesty during examinations
- Support the Vigilance squad to maintain overall dignity, discipline and decorum of the institution
- To ensure protection and safety of whistle blowers and acknowledge their contribution in maintaining the ethical standards

GENERAL PRINCIPLES OF PROFESSIONAL ETHICS

1. ENGAGE IN EDUCATIONAL ACTIVITIES INKEEPING WITH THE VISION AND MISSION OF THE INSTITUTION. PRACTICE THE OLD AGE VIRTUES OF RESPECT AND CONSIDERATION TOWARDS ALL.

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2. SET HIGH STANDARDS OF PROFESSIONAL CONDUCT, INSIST ON ADHERENCE AND UNIVERSAL COMPLIANCE OF THE SAME
3. PRACTICE OPEN, HONEST AND INCLUSIVE COMMUNICATION STRATEGIES WITH COLLEAGUES
4. MAINTAIN CONFIDENTIALITY IN PROFESSIONAL RELATIONSHIPS AND ADOPT PROFESSIONAL APPROACH
5. BE RESPONSIBLE, ACCOUNTABLE AND FULFILL ALL COMMITMENTS AS PROMISED OR AGREED UPON. BE PUNCTUAL AND REPORT FOR WORK ON TIME. DISPLAY COMMITMENT TOWARDS DISCHARGING DUTIES WITH COMPETENCE .
6. MAINTAIN SELF- DISCIPLINE, IMPARTIALITY AND OBJECTIVITY WHILE DEALING WITH OTHERS WITHOUT ANY PRECONCEIVED NOTIONS OR BIASES
7. UPGRADING PROFESSIONAL COMPETENCIES - UPSKILLING ONESELF TO ADAPT TO THE CHANGING EDUCATIONAL SCENARIO TO DELIVER QUALITY EDUCATION
8. APPRECIATE, ACKNOWLEDGE AND ENCOURAGE MERIT AT ALL ORGANISATIONAL LEVELS.

II) CODE OF CONDUCT FOR STUDENTS

STATEMENT OF PURPOSE IN DESIGNING A CODE OF CONDUCT FOR STUDENTS-

TO DESIGN A CODE OF CONDUCT AND FRAME A POLICY DOCUMENT ,CREATE AWARENESS , GUIDE STUDENTS AND ENCOURAGE THEM TO ADOPT AND IMBIBE GOOD BEHAVIOURAL NORMS THEREBY SETTING STANDARDS OF EXPECTED AND ACCEPTABLE PERSONAL CONDUCT IN AN EDUCATIONAL INSTITUTION WHICH CAN ACT AS A ROAD MAP IN THE DEVELOPMENT OF ETHICALLY SENSITIVE AND RESPONSIBLE PERSONS WHO CAN POSITIVELY CONTRIBUTE TO THE SOCIETY AND NATION .

APPLICABILITY

The Code of Conduct for students is mandatory and binding on all students who have enrolled for various UG/PG programme and applicable from the academic year 2021-22. The competent authority may revisit and revise rules as deemed necessary . On revision , the old rules will stand cancelled and the new rules framed will be applicable from the date of drafting the rules with prospective effect. On taking admission, it is presumed that the student has read and understood the code of conduct and undertake to abide by it failing which disciplinary action against him/her for misconduct or non-compliance may be taken by the competent authority as deemed fit .Ignorance of this code of conduct cannot be considered as a sufficient ground to condone misconduct/non- compliance.

NEED AND RELEVANCE TO INSTITUTION AND SOCIETY

Students are adults and must abide by and adhere to socially acceptable adult behavior. A Code of Conduct defines boundaries of acceptable behavioural norms and clarifies an organisation's mission values and principles linking them with standards of professional conduct. College is an institution of higher learning and it is necessary to maintain a climate of respect, sensitivity and courtesy. This code of conduct has been framed and implemented to create awareness amongst students about appropriate behavior at college, ensure a better teaching learning experience and to uphold the sanctity and respect

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of the College as an Institution of higher learning where the future generation is guided to develop one - self as positive contributors to society and the country. An illustrious alumni, educated well mannered individual is a human asset to the college and society .

THE CODE OF CONDUCT FOR STUDENTS HAVE BEEN CLASSIFIED AS

- A) COC IN COLLEGE PREMISES
- B) COC IN LIBRARY
- C) COC IN CLASSROOMS AND PRACTICAL LABS
- D) COC DURING EXAMINATIONS

A)IN COLLEGE PREMISES

1)Students are required to wear their Identity card when they enter the college premises and produce it as and when asked for. In case the identity card has been lost/misplaced and not traceable , students are required to get the duplicate I-CARD made .I card should be worn around the neck and must be worn for the entire duration that the student is present in college premises. Only bonafide students will be allowed to enter the college premises on producing their I- card.

2) Students are required to be properly attired and groomed inkeeping with the dignity and decorum of the educational institutional culture and values.

3) Students are required to communicate in a decent and acceptable tone and language with peers, non- teaching and teaching staff. While in the company of peers, use of foul language, expletives and shouting and screaming in lobbies is to be strictly avoided. Students should focus their energies in a constructive manner to learn , develop and enhance skills, competencies, attitudes and values. It is to be noted that violent behavior and reckless yelling will be viewed as a serious case of misconduct hence students are advised to remain calm , maintain their composure and refrain from contributing to the already existing noise pollution.

4) Students are required to stand in silence when the college prayer is being played.

5) Students are advised to exercise self restraint while using their mobiles and modulate and moderate their voice volume while making or receiving calls.

6) Students are required to enter and leave the college premises in a peaceful manner and avoid overcrowding or group gathering at all times. Students are advised to maintain queue discipline as this will help facilitate easy entry and exit and help control student traffic efficiently .

7) Students should not use the lift earmarked for teachers. In case of differently abled students, the Principal may sanction permission to use the lift based on the student's request in writing addressed to Principal.

8) The medium of instruction in College is English. Students are strongly advised to make an attempt to speak and communicate in English on a regular basis.

9) Students are advised to actively participate in co- curricular, extra –curricular activities for their holistic development. Students interested in sport activities, curricular and extra- curricular

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activities are required to read the details displayed on the notice board and register to participate .

10) Student are advised to behave in a decent manner while in college premises as the entire premises is under CCTV surveillance

11) The college has constituted an Anti-ragging cell as per the directives of the University. Ragging is a serious offence attracting disciplinary action

12) Students are required to read all notices displayed prominently on website and in college premises and keep themselves informed of the various activities and examination dates.

13) At the time of admission, students are required to provide their correct current address, contact no (mobile) and their email id so that the student data base can be updated. Any subsequent change of address or contact details are required to be communicated.

14) Student are required to maintain peaceful silence as they take the stairs and move towards their classrooms without creating any disturbance . Contribute and help maintain the positive conducive learning atmosphere of the college

15) Help to keep the college premises neat and clean and refrain from littering and spitting

16) Do not use the college premises for any political activity like organizing proceion, conducting meeting without the prior permission of the authority .

17) Consumption of intoxicants , smoking is strictly prohibited.

B) IN LIBRARY

1)Students are required to register themselves at the Entrance desk .

2)Students are required to maintain silence in the library. No talking/ discussing is allowed .

3)Students are required to comply with all the rules and regulations and follow the instructions given by the librarian /library staff from time to time-Access the internet facility made available to students after obtaining permission and as per instructions of library staff

4)Students are required to keep their mobile on silent mode while in library so as to not disturb the other library users.

5) Students are required to attend the Orientation programme conducted by the Library department and familiarize themselves with the rules, regulation and procedures to be followed.

6) Take good care of books issued to you. Handle with care and return them in a good condition. Do not mutilate the book or tear away pages from the book.

C) IN CLASSROOM/ PRACTICAL LABS –

1)Students are required to follow the class timetable and attend lectures/ practicals as per the time table. Students are required to be present in the classroom /labs on time for the lectures/ practicals.

2) Students have the right to learn without interference from others.Interruption, disruptions in class inhibits, prevents and reduces the efficacy of teaching – learning . It is the duty of every student to ensure that the conducive atmosphere for teaching- learning is maintained in the classroom. Some example of highly objectionable inappropriate behavior which may be construed as misconduct are- activities like using cell phones when the class is in progress, reading unrelated material, talking loudly so as to disturb the teacher and the class, entering the

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classroom late , passing offensive remark or comment on fellow students . Such notorious and disgraceful activities are strongly condemned and discouraged.

3) Students must note the minimum attendance required as per the University Ordinance and ensure adequate attendance during the academic year. In case of extenuating circumstances like illness requiring hospitalisation, the student is required to explain his/her absence in writing with adequate proof of hospitalisation and the competent authority(Principal) may condone his/her absence for the said period . The Principal at his/her discretion may decide “ what constitutes extraordinary or extenuating circumstances”

4) Students are expected to submit all assignments and get their journals/ projects certified by the Teacher-in –charge

5) Student are expected to carefully listen and follow the instructions given by the teacher- in charge while performing practicals and handling chemicals, acids and other inflammable / hazardous solutions. It is the duty of the student to know the safety procedure and follow the safety norms.

6) Students must be properly attired and adhere to the dress code for conducting practical / experiments in the lab. They are also required to wear the lab- coat , have their own dissection box and other required materials for performing the experiment in the lab.

7) In the classroom, students are required to actively participate in discussions on topics of academic interest and attend all lectures .

8) Students are required to record their attendance for each lecture separately and ensure that the attendance is adequate and above satisfactory levels for each semester seperately. In addition to lectures, the attendance for practicals also needs to be recorded

9) Save electricity by switching off fans and tubelights when not in use. While exiting the classroom, switch off all the fans and tubelights and conserve electricity.

10) Protect all college property from damage. No scribbling on walls, carving on benches or destroying college furniture. Handle test tubes,glass and other fragile lab equipments , chemicals and acids safely and with care so as to minimize damages due to mishandling/ breakage .

11) All teaching aids, projectors, white boards, fixed in certain classrooms are to be carefully handled by students.

12) Discipline is to be maintained in the classroom in the absence of teacher in classroom .Donot disturb the other classes .

13) Computers made available in computer lab and IT department are to be used for academic purposes only.

14) Students are advised to know about disaster management procedures and safety measures to deal with emergencies like fire, flood etc

D) EXAMINATIONS

1) The college has adopted Zero tolerance towards unfair means and cheating in the examination

- 2) The college strongly advocates academic honesty in examination and views academic dishonesty seriously.
- 3) Students are required to refer to the examination time table and take the examination as per the schedule.
- 4) The college has constituted an Unfair means committee to investigate into the reported cases of cheating or copying in exams and the committee after due diligence with the concerned student submits its report . The consequence may vary depending on the severity of the unfair means . It is very important to maintain ones academic integrity, be honest, truthful and not resort to dishonest practices.
- 5) Students are required to follow the instructions given by the supervisors / senior supervisors during the examination.

APPENDIX- EXPLANATORY NOTES

READY RECKONER TO GOLDEN WORDS EVERY STUDENT SHOULD LEARN KNOW SPEAK AND MEAN

SAY **“THANKYOU”** WHEN SOMEONE OFFERS TO HELP YOU

SAY **“SORRY”** IF YOU HAVE HURT ANYONE THROUGH YOUR WORD OR DEED

SAY **“ PLEASE”** IF YOU ARE REQUESTING SOMEONE TO HELP YOU

SAY **“MAY I ”**WHEN YOU SEEK PERMISSION –WHILE ENTERING PRINCIPAL SIR’S CABIN KNOCK BEFORE YOU ENTER AND ASK PERMISSION MAY I COME IN SIR?

MANNERS MAKETH A MAN/ WOMAN. IT COSTS NOTHING TO BE POLITE AND COURTEOUS . REMEMBER TO TREAT OTHERS IN THE SAME MANNER AS YOU WOULD WANT TO BE TREATED BY THEM BECAUSE WHAT GOES AROUND FROM YOU COMES AROUND BACK TO YOU. .

SOME BASIC NICETIES AND ETTIQUETTES TO BE FOLLOWED BY STUDENTS

- 1) Wish all your teachers and Principal as an acknowledgement of their presence be it in a classroom, college office or anywhere in the college premises.
- 2) Thank all those who have helped you; be it teaching staff or non- teaching staff. Develop an attitude of Gratitude.
- 3) Request with humility to enlist the help of others and develop an inclusive approach .
- 4) Remember Honesty still remains the best policy.
- 5) Co-operate and collaborate with peers to make learning fun and enjoyable.
- 6) Life is beautiful. Make it more beautiful by helping others in any way you can- lending a patient ear, uttering a kind word, an encouraging pat on the back, a smile. If not, politely express your regret and your inability to help the person who sought your help.
- 7) Practice old age values of respect and regard for all and send positive vibrations to all .Attract love, peace, joy, calmness from the universe. We are human beings but strive to be

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remembered for 'being human' .Raise the happiness index around you. It important to be educated but it more important to be human.

III)CODE OF CONDUCT FOR TEACHERS

STATEMENT OF PURPOSE IN DESIGNING CODE OF CONDUCT FOR TEACHERS

THE CODE OF CONDUCT SETS THE BENCHMARK OF EXPECTED BEHAVIOUR BY TEACHERS AND UNDERLINES MUTUAL RESPECT AND REGARD TOWARDS COLLEAGUES MAINTAINING PROFESSIONALISM AND THE DIGNIFIED STATUS OF THE TEACHING PROFESSION.

THE CODE OF CONDUCT FOR TEACHERS INCLUDES NORMS DURING TEACHING, EVALUATION AND INTERACTIONS WITH STUDENTS , AUTHORITIES, COLLEAGUES AND SENIORS.

- 1) Wear I-card at all times when present in the college.
- 2) Be punctual. Report on time for work – engaging lectures and practicals and for supervision during exams. Engage the lectures and practicals as per the individual timetable allotted
- 3) Record presence by signing attendance muster and marking biometric attendance (entry and exit time) and also attendance for each lecture/ practical.
- 4) Complete all teaching work allotted within given time duration. All evaluation and exam related work to be completed within the stipulated time.
- 5) The shared College resources like computers are to be used carefully and judiciously .
- 6) While interacting with students, teachers must endeavor to be objective without any bias or preconceived notions.
- 7) Teachers are not only required to teach but mentor students and guide them in academic areas. This will help build a stronger rapport between the teacher and students and make the students feel safe and secure in college .
- 8) While interacting with colleagues, be polite and courteous and show mutual respect and regard.
- 9) Work as a team as then Together Each one Achieves More.
- 10) Adopt an inclusive approach . Cooperation and collaboration can bring better results.
- 11) Leave cannot be demanded as a matter of right. It is granted subject to administrative convenience.

In addition to teaching, they are required to help college administration when called for.

IV)CODE OF CONDUCT FOR NON –TEACHING AND SUPPORT STAFF

STATEMENT OF PURPOSE IN DESIGNING CODE OF CONDUCT FOR NON-TEACHING STAFF

The primary objective of formulating a code is to formalize the acceptable norms of behavior in an organisation. The non- teaching staff is the backbone of an educational institution which aid, supports and helps in the day to day administration of the college. They play an important role in assisting in the conduct of smooth and effective teaching learning and evaluation . The duties of the non teaching staff are varied and hence the code prescribes a general code of conduct .

CODE OF CONDUCT FOR NON- TEACHING STAFF

- 1) Report on time for work. Be punctual and discharge duties allotted promptly.
- 2) Behave decently in keeping with the discipline and decorum of the institution
- 3) Consumption of alcohol, intoxicants, tobacco, smoking is strictly prohibited while on duty.
- 4) Know the service conditions, duties and responsibilities , rules and regulations regarding leave, salary and other related matters
- 5) Follow the organizational hierarchy and protocol .