



HANDBOOK OF PROFESSIONAL ETHICS

(Guidelines for code of conduct of stakeholders)

GOPALPUR COLLEGE ,GOPALPUR,BALASORE

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Principal's Note

A man has certain role in life and professional activities that the person has to have refined conduct, behaviour, duties, responsibilities and chart of duties to carry on a specific place of work. One has to obey certain rules, regulation and abide by guidelines and principles of the Institution to make one self efficient and effortful in profession. A format of code of conduct and ethical behaviour is required for each stakeholder that the college has consolidated certain rules and regulation, character role, responsibilities and duties in form of a Handbook that one has to adopt and discharge while taking up the act of teaching, studies or intellectual discussion in the college compound. The stakeholder are to adopt the core values of honesty, trust worthiness, transparency, accountability, confidentiality, objectivity, respect, obedience to law and loyalty to the authorities. The "Handbook of Professional Ethics" published for circulation for creating awareness on code of conduct has focused on core values of the teachers, students, alumni, parents, Employers and public required for smooth access and in connection with works in this educational intuition.

Hope, the publication will help for need for which it is designed for.

Principal

Gopalpur College, Gopalpur, Balasore
Gopalpur, Balasore

Institution students charter:

The students are the asset the product of the institution, so, need proper care schooling, love, mentoring and guidance for career shaping and character building. They are the future of Nation, the prospect of the society and the protector of their families. We need to promise for shaping their goals of life promoting their efficiency, fulfilling their aim and offering the best in them to humanity.

Students Duties and Responsibility:

While pursuing their studies in the institution, students ought to maintain integrity in studies, subline behaviour, moral conduct and honesty adopt human values and ethical standard to emerge as a good personality and noble citizen to be the pride of the institution so, and they are to follow the following human values and professional ethics.

Human Values and Professional Ethics for Students:

- Students must stick to the path of being value oriented and ethically sound in light of Indianness and finer aspect of Western concepts.
- They must be regular, time bound and sincere in their studies, assignments and trusted duties.
- They must have interest in studies and let others help and inspire to be learned.
- They must have faith in catering values of friendship liberty, equality and fraternity among their equals, juniors and superiors.
- They must respect unity, integrity, reputation and assimilative values of the institutions, students population, public motherhood, teachers and employees.
- They must strive for deep studies of facts clear knowledge and ultimate truth to achieve greatness of life.
- They must take interest in social responsibility and devote to the cause of serene outlook of life-truth, non-Violence, honesty and fellow feelings.
- They must have interest in advanced studies, observation, experiment, tour, visit and internship and participate in training camps, events, programmes, orientation and celebration of the institution meant for them.
- The students are to maintain absolute peaceful atmosphere, environment cleanliness, mental health and do not engage in any or all sort of act of pertaining to torture, giving pain and ragging to the co-mates, seniors or juniors.
- The Students are to attend classes regularly, co-operate with the teachers for dissemination of learning not to create un reasonable noise, use mobile phone or taking up disruptive activities in the classroom.

- They are to maintain discipline in the campus and maintain peaceful atmosphere for smooth academic activities, trespassing on their vehicles into an academic zone.
- The students are to maintain campus absolutely clean, dispose wrappers, peels and garbage in dustbins boycott polythene to make the campus polythene free zone.
- The students are to keep their Bicycles and Motor Bikes in parking zone and avoid rush driving.
- The students are to obey examination rules, prohibited to bring mobile phones, digital watch, scientific calculator and malpractice materials into examination hall
- The students are warned not to engage themselves in activities of stealing or damaging materials and property of the institution any sort of and involving criminal attitude or unauthorised access to others property.
- The students are prohibited to carry any arms, weapon, explosive and ammunition into the campus.
- They are denied to paste any poster, write anything on the wall/board, pass comment, arrange any meeting or participate in any movement or procession except those ones by the order, direction or due permission of the authorities.
- They are not to arrange any meeting in the campus or interact to media on behalf of the college.
- They are disallowed to take up membership of any professional or terrorist group or show any of such activities in the campus.
- They are to avoid smoking, bringing, consuming or distributing drugs and alcoholic products.
- They are to defer any act of discrimination of individual, Gender, Language, religions belief, colour, region, sexual orientation, material or family status.
- They are not to be late but meet deadlines of all programmes, schedules, deposits and clear off pending dues including hostel, Department, Examination and college dues.
- In all cases in campus give respect to dress code, produce Identity Card to prove valid studentship and deter from indulging in any or all form misconduct.
- In case of student requires to leave the institution, cease studentship and apply for leaving certificate, get written consent from the Head of the Department and clearance from library or any other section concerned.

Noble Conduct of Students

- Integrity- Obey rules, moral and ethical principles for contribution to good reputation of the college.
- Respect- Maintained positive relationship and honour to students, staff, parents, public and teacher.
- Open-Mindedness- Ask clarification of doubts, suggestion, guidance and assistance
- Discipline- Be good, emotionally, Subre and obey code of conduct.
- Tolerance- Be friendly, avoid unruly attitude, maintain gentleness, prevent doing harm to the institution and others.
- Team Sprit- Have co-operation and belongingness to study, teacher, department and institution.
- Autonomy- Maintain personal identity, find for justice, be were of rights and student welfare and have sense of responsibility in respective places.

Teacher as Role Model

The teacher has been the most respected person in the society. He has equal responsibility for construction of society, character building of children and fulfilling aspiration of the nation. He most posses strong personality an ideal character. Hence they are to be co-operative and collaborating to have fair and reasonable rapport with students, their family and care givers.

Human values and professional Ethics for Teachers:

- The teachers are to be the archpriest of Nation Building and man making counsellor.
- They must devote and dedicate own spirit to the cause of learners and provide valuable life lesson by setting examples.
- They must avoid selfishness, egotisms and escapism and become rule model being fair, honest in providing uncompromising education.
- They must cultivate a skill of clarity and precision in teaching and search for latest new models of teaching.
- They should cast off laziness and indolence, become time-bound and maintain love respect and fellow felling to students, parents and co-workers.
- They must develop curiosity, creativity and communication skill of learners and keep continuous constant search for knowledge and professional development.
- The teachers are to devote their time and sprit for students progression and are prohibited to engage in private tuition (Govt of Odisha Higher Education Dept letter No –RDE-4164,Dt.31.03.2017).
- The teachers are to treat the other staff of the institution with honour and treat students with kindness equality and respect without showing favourism, partiality or prejudice.

- They are to avoid discussion on private affairs of their colleagues, unnecessary gossip, comments and create conducting atmosphere for learning.
- They are to refrain from physical punishment, sexual abuse, mental and moral harassment, avoid bullying, hostility, dishonesty and offensive conduct.
- The teachers are to mind on innovation , research activities and adopt to latest technique of teaching and encourage students for attainment of academic excellence.
- The teachers are to participate in co-curricular activities as a part of their duties, participate in curriculum development, completion of curriculum in time, wanted regularity and punctuality and commitment to job.
- The teachers are to participate in workshop, seminar, conference administrative orientation, training programmes, devote time in research and accept various assignments spiritedly entrusted by the institution and the Government.
- The teachers are to assist the students in mentoring and counselling inside and outside campus.
- The teachers are to maintain polite behaviour, soberness ,friendly attitude and obey protocol of the institution.
- They are to model strong character traits such as perseverance, honesty, accountability, lawfulness, patience, fairness, responsibility and unity and do not act any way to spoil good reputation of the institution.

Human Values and Professional Ethics for Parents:

- Parents as the first teachers need to abjure noble virtues to teach charity and socialization process at home.
- They must be broad minded to distinguish between right and wrong.
- They must be free from the coils of attachment and enable their wards to cast off homesickness
- They must be devote their spirit for good education and institutional well-being.
- They must develop sound vision of social system, globalised context and positive attitude.
- They must furnish right suggestion and views as per their capacity.
- Parents are to attend PTA to suggest viable solution to different problems.
- Parents are to meet teachers personally to know about the progress of their children.
- Parents are the first guide and teachers of young ones. Hence, they are to look after their children's wellbeing and good behaviour.
- Parents are to study the inborn talents and preferences of their children and lead them in those fields to achieve excellence.

- Parents are to pay the students dues in time, review their progress in courses and building their career.
- They are to co-operate in academic and cultural activities of the Institution and provide feedback there of .
- They are to possess soberness while enquiring the prospect and where about of study of their wards from the concerned teachers.

Human Values and Professional Ethics for Employers

- The employers are to take interest in academic , infrastructure, cultural and administrative development of the college.
- They are to supervise the proper working of offices, academic activities ,transparency in finance matters and welfare of the stakeholders.
- The employers are to assist the institution with proper approval, suggestion, guidance, clarification and issuing guidelines.
- They are to attend meetings, conference, workshop or in the forum of any official policy formulation when ever their presence is required.
- The employer are to allocate funds and assist in proper planning of various projects , maintenance of infrastructure, academic assets , augmentation of support services, beautification and environmental health of the campus.
- They are to have interest of paying visit to the institution and supervise the working standard and work culture in the campus .
- The employers are to join in the celebrations , festivity , memorable occasions and intellectual discussion of the Institution .
- They are to possess refined behaviour, soberness and considerative attitude of mind while taking decision on professional ethics, work environment and discipline matter.

Human Values and Professional Ethics for Alumni Association:

- The Alumni provides link to past, present and future of an institution and cherish a noble goal to promote intuitional progress, integrity and reputation of the Almater.
- They must have interest in academic matters and offer timely suggestion for Academic, physical infrastructure development and capacity building.
- They must assist in maintaining healthy environment and study atmosphere in the campus and provide professional assistance as to their capability.
- They must proceed voluntarily to aid and assist academic excellence and improvement of physical facilities of the institution. .
- They must be role models for future learners and lead them to the stages of noble citizenship.

- They must involve in upkeeping traditional identity, reputation and glory of the institution
- They must respect for public good as a charitable association and inform the Principal about their interest and engagement for welfare of the institution
- The Alumni have to feel proud of their belongingness to the institution and embody values of the rules of the association in doing good to her.
- They are to contribute fruitful suggestions ,professional assistance, monitory contribution for academic , administrative, infrastructure and cultural upliftment of the college and avoid private or personal gain.
- They are to attend Alumni meetings and devote time in planning for the welfare of the Institution, avoid falsification of records, misappropriation and destruction of property of the Association as well as the institution.
- They are to avoid discrimination against any person on basis of race, religion, region, sex as disability or marital status.
- They must deter sexual harassment physical force, hostile nature, offensive behaviour and criminal conduct.
- They are to join in functions, special occasions, celebration and glorious days of the institution when informed.

Human Values and Professional Ethics for Public:

- Public are not permitted free access into the college compound and whenever they have genuine business can enter into the compound with due permission of the Authority.
- They are to support for prevailing academic atmosphere and good name of the college.
- They shall not trespass into the compound unnecessarily and create dissension in the free zone of academic activities, happy life of students and work atmosphere of the college.
- The Public are prohibited to unnecessarily entangle in normal business of the college and co-operate in freehandedness and autonomy of the Institution.
- The public are strictly prohibited not to enter into the college compound when the examinations of the students are going on.
- The public are to show due respect to the employees of the college while they deal with them in any necessary matter.
- The public are denied to allow their domestic animals enter into college compound and create unhealthy atmosphere and trouble in the college.



Principal
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GOPALPUR COLLEGE, GOPALPUR, BALASORE

MEETING OF MONITORING COMMITTEE FOR MAINTAINING HUMAN VALUES AND PROFESSIONAL ETHICS

RESOLUTION

Date: 09.10.2018

A meeting of the monitoring committee on human values and professional ethics of Gopalpur College, Gopalpur, Balasore was held on 09.10.2018, Tuesday at 2.00 P.M. to discuss about the code of conduct on the issue arose for women's hostel on conduct of matron and attendant Chairmanship of Principal I/C Prof. Naresh Kumar Parhi. The following members remain present and discussed the matter vividly and the conclusion was drawn as follows.

Members Present

1. Pravakar Mahajan, Reader in English.
2. Ramakanta sahu, Reader in History
3. Rabindra Kumar Sahoo, Reader in Sanskrit
4. Biswanath Sahoo, Reader in Pol.Science
5. Shishir Kumar Parhi, Head Clerk
6. Umesh Chandra Panigrahi, Supdt. Of Subhadra Ladies Hostel.

After discussion on the matter it was unanimously decided to lodge a show cause notice to Santilata Dash, Attendent of the Ladies Hostel and Sakuntala Sahu, Matron of Ladies Hostel why necessary action deemed fit will not be taken against them.

After discussion on the issue and decision of asking for the show cause compliance of the ladies staff of Women's Hostel, it was unanimously decided to inform the issue to the President, Governing Body for taking necessary steps to disengage the trouble some employees of the ladies hostel in their session. The meeting was over with thanks to chair.

Principal

Gopalpur College

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