BERHAMPORE COLLEGE

Handbook of Code of Ethics of stakeholders

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Code of ethics for the Principal/TIC of Berhampore College

The Principal/TIC of Berhampore College wears many hats – from administrator and supervisor to leader and inspiration. His/her conduct is guided by a specific set of ethical codes, often aligned with directives from bodies like the University Grants Commission (UGC) and the Ministry of Human Resource Development (MHRD) in India, as well as government rules of West Bengal.

Academic and Administrative Leadership

- Upholding Inclusiveness: Fostering an inclusive environment for education where everyone feels welcome and has equal opportunities, regardless of background.

- Promoting Academic Excellence: Maintaining and enhancing academic standards, encouraging research, exploring new avenues for academic pursuit, and securing necessary infrastructure and financial support.

- Effective Management: Providing value-based leadership through transparent policy formation, efficient operational management, optimizing human resources, and ensuring proper administration.

- Ensuring Compliance: Observing and enforcing all university acts, statutes, ordinances, regulations, and other relevant orders.

- Encouraging Research: Actively promoting research activities by motivating faculty members to undertake projects, publish papers, and participate in conferences and seminars.

- Developing Curriculum: Overseeing curriculum development or upgrades, ensuring they align with academic goals and needs.

Ethical conduct and integrity

- Transparency and Fairness: Conducting all actions with transparency, fairness, honesty, and making decisions that are in the best interest of the college.

- Responsible Resource Management: Acting as a steward of college assets, managing resources optimally and efficiently to provide a conducive teaching and learning environment.

- Maintaining Professional Boundaries: Ensuring appropriate professional boundaries are maintained in interactions with staff, students, and stakeholders.

- Discouraging Misconduct: Strongly discouraging plagiarism and other unethical behavior in teaching and research.

- Promoting Positive Culture: Endeavouring to foster a work culture and ethics that emphasizes quality, professionalism, and service to society.

Stakeholder relations

- Ensuring Equal Treatment: Instituting, nourishing, and enforcing equal treatment for all stakeholders in the college, preventing discriminatory practices.

- Promoting Social Justice: Upholding the essence of social justice for all, regardless of caste, creed, race, sex, or religion.

- Addressing Concerns: Taking responsibility for addressing and resolving all issues concerning the stakeholders of the institution.

- Fostering Healthy Relationships: Maintaining harmonious relationships between the college and the surrounding community.

- Safeguarding against Sexual Harassment: Ensuring a gender-sensitive environment and implementing preventative and redressal measures against sexual harassment, as per relevant acts like The Sexual Harassment of Women at Workplace Act, 2013.

Personal conduct

- Dignified Behaviour: Managing private affairs in a manner consistent with the dignity and respect expected of the profession.

- Avoiding Discrimination: Refraining from allowing considerations of caste, creed, religion, race, gender, or sex to influence professional endeavours.

- Community Involvement: Participating in extension, co-curricular, and extra-curricular activities, including community service.

Code of ethics for the teachers of Berhampore College

In essence, a code of ethics for college teachers serves as a framework to ensure high-quality education, uphold the integrity of the teaching profession, and foster a positive and ethical environment within academic institutions.

1. Responsibilities towards students

- Respect and fairness: Treating students with dignity, respect, and impartiality, regardless of their background or personal characteristics.

- Encouraging academic growth: Fostering students' intellectual development, critical thinking skills, and engagement with the learning process.

- Providing a supportive learning environment: Ensuring a safe, inclusive, and encouraging classroom where students feel comfortable expressing themselves and seeking assistance.

- Impartial evaluation: Assessing student performance fairly and objectively, based on merit and established standards.

- Availability and guidance: Making themselves accessible to students for consultation and support, both during and outside of class hours.

- Maintaining professional boundaries: Avoiding inappropriate relationships or actions that could exploit students' vulnerability or create a conflict of interest.

- Protecting confidentiality: Respecting students' privacy and safeguarding sensitive personal and academic information.

2. Responsibilities towards the profession

- Continuous professional development: Striving for continuous improvement in teaching practices, subject knowledge, and professional skills through research, study, and participation in professional activities.

- Upholding the dignity of the profession: Maintaining a responsible pattern of conduct and demeanour, both inside and outside the classroom, consistent with the ideals of the teaching profession.

- Collaboration and mutual respect: Treating colleagues with respect, collaborating constructively, and refraining from making unsubstantiated allegations.

- Academic integrity: Maintaining honesty and originality in research and academic endeavours, avoiding plagiarism and other forms of misconduct.

3. Responsibilities towards the institution and authorities

- Adherence to rules and regulations: Abiding by the policies, statutes, and ordinances of the college.

- Cooperation and collaboration: Assisting the institution in its educational responsibilities and participating in relevant committees and activities.

- Ethical use of resources: Utilizing institutional resources responsibly and avoiding unauthorized use for personal gain.

- Dignity and respect for non-teaching staff: Treating non-teaching staff as colleagues and equal partners within the educational institution.

4. Responsibilities towards society

- Promoting education as a public service: Recognizing the broader societal impact of education and working to improve the community's moral and intellectual life.

- Social awareness and participation: Being mindful of social problems and engaging in activities that contribute to societal progress and national integration.

- Upholding constitutional and ethical values: Inculcating among students' values such as democracy, patriotism, social justice, and respect for diversity.

Code of ethics for non-teaching staff of Berhampore College

A code of ethics for non-teaching staff in colleges is crucial for promoting a positive and professional working environment, ensuring smooth functioning, and upholding the integrity and reputation of the institution.

I. Professional conduct and integrity

- Honesty and Impartiality: Always act with integrity, honesty, and impartiality in all official dealings and interactions within the college community and with external stakeholders.

- Devotion to Duty: Perform assigned duties sincerely, diligently, and with accountability, adhering to college policies and procedures.

- Punctuality and Responsibility: Be punctual in reporting to duty and adhering to prescribed working hours.

- Respect for Authority and Hierarchy: Respect and maintain the hierarchy within the administration and adhere to the instructions of reporting officers.

- Confidentiality: Maintain strict confidentiality of sensitive information related to students, faculty, other staff members, and the college's operations.

- Avoidance of Misconduct: Refrain from actions that could bring disrepute to the institution or compromise professional integrity, such as engaging in political activities on campus, misusing college resources, or accepting bribes.

- Conflict of Interest: Disclose any potential conflicts of interest that may affect objectivity in performing duties and avoid engaging in activities that could compromise the college's interests.

II. Workplace conduct and relationships

- Respectful and Harmonious Interactions: Treat all individuals (colleagues, faculty, students, and visitors) with respect and courtesy, fostering a supportive and collaborative environment.

- Non-discrimination: Prevent any form of discrimination based on gender, race, caste, religion, social status, etc., and promote equality.

- Cooperation and Teamwork: Cooperate with colleagues, providing support and guidance as needed, and contribute to inspire teamwork for the betterment of the institution.

- Maintaining Discipline: Assist the college authority in enforcing and maintaining discipline among students and other stakeholders.

- Responsible Use of Resources: Use college resources (facilities, equipment, funds, etc.) responsibly and ethically, avoiding waste, misuse, or personal gain.

- Safety and Security: Prioritize the safety and security of oneself and others within the college premises, promptly reporting any concerns or incidents.

III. Adherence to policies and regulations

- Compliance: Familiarize with and adhere to all college policies, rules, and regulations, including those laid down by statutory bodies such as the UGC.

- Seeking Permission for Leave/Absence: Obtain prior permission for leave/absence from duty, except in unforeseen emergencies, and promptly inform the authority.

- Reporting Misconduct: Report any concerns or violations of policies through appropriate channels for resolution.

IV. Personal and professional development

- Continuous Learning: Engage in professional development activities (training programs, workshops, etc.) to enhance skills and knowledge, contributing to individual growth and the effectiveness of the college.

- Community Engagement: Participate in community events and extend services for the welfare of society at large.

Code of ethics for the students of Berhampore College

By adhering to these principles, the college not only contribute to a better learning experience, but also develops a strong foundation for future personal and professional success.

1. Academic integrity

- Integrity forms the core of academic ethics and the college upholds them wholeheartedly.

- The college is committed to honesty and fairness; ethical conduct is of paramount importance in all academic work, including assignments and exams.

- Avoiding plagiarism: It is the duty of students to properly acknowledge and cite the work of others, and refraining from the malpractice of presenting another person's ideas or work as one's own. Our college has a zero-tolerance policy regarding plagiarism.

- All ethical malpractices which tarnish academic integrity are strictly dealt with.

2. Respect and responsibility

- Respectful conduct: All students of the college must uphold the dignity and respect of other students in the college. It is essential to show respect for all students.

- Strict policy of non-discrimination: Any form of discrimination based on gender, religion, caste, race, colour, region, language, disability or sexual orientation is strictly prohibited in the campus. Violations are dealt with in accordance with the law of the land.

- Responsible conduct: All students are requested to maintain a sense of accountability and responsibility in actions and decisions, both on and off-campus.

- Property care: All students must adhere to the duty of respecting and taking care of the college's property and facilities.

- Compliance with rules: As students must abide by the institution's rules and regulations, as well as those of the UGC, state and central governments. The college

upholds and abides by the constitutional values and fundamental rights and duties of all students.

3. Creating a positive and safe environment

- Order and discipline: The college is committed to contribute towards building a safe learning environment, free from fear, and maintaining order and discipline within the campus.

- Prohibiting disruptive behaviour: Students must avoid disorderly conduct, excessive noise, or any activities that interfere with the learning environment or the rights of others.

- Zero tolerance for ragging/bullying: The college strongly condemns and prohibits any form of ragging (hazing) or bullying, and takes immediate action in accordance with the law of the land. Strict implementation of UGC guidelines is the policy of the college.

- Responsible use of resources: The college encourages and promotes the proper and ethical use of college resources like libraries, computer systems, and laboratory equipment.

- Healthy social interactions: The college promotes a healthy work culture fostering positive relationships with peers and avoiding actions that could damage the reputation of the institution or others.

4. Professionalism

- Punctuality and attendance: All students are abiding by professionalism in the conduct of their respective capacities. This applies to attending classes, meetings, and other academic activities regularly and on time.

- Professional communication: Everyone has to use respectful language in all communications, whether written or verbal in and outside the college premises as far as activities of the college is concern.

- Dressing appropriately: All students must adhere to formal dress and maintain a reasonable level of decency in attire.

- Responsible use of technology: All students are committed to avoiding misuse of electronic gadgets and cell phones during class hours and using social media responsibly.

5. Reporting violations

- Reporting misconduct: It is the responsibility of every student to report any observed violations of the code of conduct or instances of academic dishonesty to the relevant authorities.