



## **Babu Jagjivan Ram Government Degree College**

**Narayanaguda, Hyderabad. (T.S.) 500 029**

(Established – 1974)

Phone: 040 – 23230354

Website: [bjrgdc.in](http://bjrgdc.in)

E - mail: [bjrnampally.ejkc@gmail.com](mailto:bjrnampally.ejkc@gmail.com)

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### **POLICY ON CODE OF ETHICS AND CONDUCT**

Babu Jagjivan Ram Government Degree College, Narayanaguda, is committed to adhering to a strict code of conduct for students, teachers, administrators and other staff. It is also very unequivocal about its concerns regarding Human Values and Professional Ethics. Therefore, a comprehensive policy called the '**B.J.R. Code of Ethics and Conduct**' has been drafted and ratified which brings together all three strands, namely:

1. Human Values
2. Professional Ethics and
3. Code of Conduct

#### **DEFINITION OF KEY TERMS:**

##### **Code of Ethics and Code of Conduct:**

The Code of Ethics and Code of Conduct are basically two separate documents. The difference is as follows:

- The Code of Ethics addresses the institution's broad moral standards and
- The Code of Conduct instructs employees on how to use those standards in their day-to-day workplace actions.

##### **Rationale:**

The college has come up with a comprehensive **Code of Ethics and Conduct** because it is aware of its responsibility towards its stakeholders and towards the community as a whole. As an educational institution and learning community, the college is based on certain core values which are fundamental to the college and the ethical standards of the college and its members. These values are set forth in the policy and form the basis of this Code of Ethics and Conduct.

##### **Policy Statement:**

It is the responsibility of each individual, whether staff or student, of Babu Jagjivan Ram Government Degree College, Narayanaguda, to protect and support the college, its members and its mission as an institution of higher education. Consequently, everyone has to adhere very strictly to the '**B. J. R. Code of Ethics and Conduct**' for students, teachers, administrators and other staff.

## **HUMAN VALUES:**

Human values are the virtues that guide us to take into account the human element when we interact with other human beings. Education should impart the human values, like respect, acceptance, consideration, appreciation, listening, openness, affection, empathy and love towards other human beings. Value education meets the social and emotional learning needs of the students. These human values make the students to put into practice their ethical values such as justice, integrity, refusal of violence. They convey a positive change. Human values enable us to live together in harmony and peace. They are the tools needed to manage human relations and act as a weapon for peace in crisis. Quality education should include human values. Babu Jagjivan Ram Government Degree College is committed to impart quality education along with human values.

Human values are basic and fundamental beliefs that guide or motivate attitudes or actions. They help us to determine what is important to us. Values are the motive behind purposeful action. They are the ends towards which we act and they come in many forms. They build the character. Human values refer to good virtues such as the following:

- Respect
- Honesty
- Integrity
- Truthfulness
- Compassion
- Love
- Hard work
- Reliability
- Open-mindedness
- Efficiency

### **Objectives:**

- To inculcate values among the students
- To adopt right attitude in their personal life and career
- To bring awareness on ethics in diverse professions
- To make the students to take decisions based on their individual value system
- To develop positive values to guide their behaviour

## **PROFESSIONAL ETHICS:**

Professional ethics are principles that govern the behaviour of a person or group in a business environment. Like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment. Professional ethics establishes a baseline for common

decency, respect, fairness, and integrity in a given business area. Our behaviour is governed by different norms. They dictate what we ought or ought not to do. The norms governing the behaviour of a professional are:

- Individual morality
- Positive morality
- Legal norms
- Public Law
- Private Law
- Formal Law
- Common Law

**Objectives:**

- To inculcate ethically motivated interest in caring about community.
- To uphold the dignity and reputation of the profession
- To provide work or services of quality with accepted standards and practices in the profession.
- To observe a strict ethical code in research activities

**CODE OF CONDUCT:**

Babu Jagjivan Ram Government Degree College, Narayanaguda, has formulated a code of conduct for all the major stakeholders. Any violation will be viewed seriously by the institution.

**Code of Conduct for the Administration:**

- The administration has to maintain integrity and transparency in all its activities
- The college timings are to be maintained, scrupulously.
- All records are to be maintained properly and kept ready for auditing at the end of the financial year
- Cooperation and coordination with everyone to be maintained to keep good environment
- Strict obedience to all directions from the Commissionerate of Collegiate Education, T.S., Hyderabad, is mandatory
- The guidelines of University Grants Commission and Telangana State Council of Higher Education are to be abided by.
- Quality assurance and sustenance are mandatory in all the institutional activities and processes
- Decency and discipline have to be strictly followed on the college campus
- The administration is expected to always be impartial towards staff and students, to act in good faith and the best interests of the college, and to be fair and reasonable and act in a just manner
- Involvement of all the stakeholders in the functioning of the college Code of conduct for the student is encouraged
- Ragging is to be strictly prohibited as it is a punishable offence.

- Use of polite language and courteous behaviour is to be the norm with faculty, staff, students and guests of the college.

#### **Code of conduct for Teaching Staff:**

- All teachers should be punctual and always report in time to duty as per the working hours.
- They should be well prepared for their classes and complete the syllabus in time.
- Use of teaching aids is a must for a teacher.
- Teachers should be good counsellors, facilitators, mentors and role models.
- Teachers should help, guide, encourage, and assist the students to ensure that the Teaching-Learning process is effective and successful
- Teachers should carry out other academic, co-curricular and institutional activities that may be assigned to them from time to time
- Any instructions issued by the competent authority by way of circulars and notices from time to time must be complied with.

#### **Code of conduct for Non-teaching Staff:**

- Non-Teaching staff working in the college office or departments should be available in campus during the college hours.
- Absolute integrity and absolute devotion to duty in all times; and impartiality in the discharging of duties are a must.
- Non-Teaching staff must always render prompt service to the students.
- Staff assigned to the laboratories should keep the labs clean.
- Non-Teaching staff shall sign in the attendance registers while reporting for duty.
- Non-Teaching staff working in office should maintain the service records of all employees and periodically update them.
- All the staff members should display the professional behaviour that is required in educational institutions.

#### **Code of Conduct for Students:**

- All the students should be regular to the college, maintain college timings and be attentive in the class
- Attendance is to be marked in the biometric machines provided in the college both at entry and exit after the prescribed stay hours of 6 hours
- Students must be polite and courteous in all interactions with administration, teachers and other students in the class
- Proper and appropriate behaviour must be maintained in the classroom, the library, laboratories and recreational spaces

- Assignments, projects and other classwork/homework has to be completed in time
- Students have to participate in all the co-curricular and extra-curricular activities in the college, like academic competitions like debates, quiz, role plays, group discussions, Just-a-minute sessions, literary and cultural competitions; games and sports; N.S.S activities; ISRC activities; etc.
- All spaces like classrooms, labs, library, gym, washrooms are to kept clean and tidy
- Proper conduct and ethical standards are to be maintained during examinations, both internal and external
- Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the college during their period of study.

<b>Policy Title</b>	Policy on Code of Ethics and Conduct
<b>Ratified by College Planning and Development Council</b>	February 2020
<b>Policy due for review</b>	February 2022



  
**PRINCIPAL**  
**BJR Govt. Degree College**  
**Vittalwadi, Narayanguda,**  
**Hyderabad, T.S.-29.**