

Government Degree College Sumbal

Sonawari, Bandipora, Jammu & Kashmir

Handbook of Ethics & Professional Conduct for Staff

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Handbook of Ethics & Professional Conduct for Staff

Government Degree College, Sumbal

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Principal's Message

Dear Colleagues,

I have full faith in your capability, sincerity, dedication and devotion towards your duties in the college. I am sure that you will work with zeal and zest in line with the vision and mission of the college for the academic upliftment, research activities and teaching learning activities, etc. while pursuing these activities, you will discourage indiscipline, unlawful activities, plagiarism etc. so that the institution touches new heights of academic excellence. I endorse the below mentioned code of conduct for the staff of the college and hope the teaching and non-teaching fraternity will abide by the same in letter and spirit.



Prof. (Dr.) Mohammad Shafi Khan

Principal

Government Degree College Sumbal

Acknowledgements

This Code of Conduct Handbook is inspired by and largely based on the Stanford University Code of Conduct. Although Government Degree College Sumbal is a small and very young institution, and cannot possibly be compared with a world-leading university like Stanford, yet we must aim to achieve similar high standards of ethical and professional conduct.

The author would like to thank the authors of the Stanford University Code of Conduct. Without their able work, this document would not have been possible. The author would also like to thank Ms. Ifra Altaf from the Department of Computer Applications, Dr. M. Rafiq Beigh and Ms. Anisa Firdous Khan from the Department of Electronics and Mr. Latif Ahmad Shergojree; all of whom have helped immensely during the preparation of this handbook.

Author

This Handbook defines the Code of Ethics and Professional Code of Conduct for Government Degree College, Sumbal.

1. Authority

This Handbook was approved by the Principal of this Institution.

2. Applicability

The Code applies to these groups of people, referred to as members of Government Degree College Sumbal Community, or “College Staff”:

1. Faculty, including permanent, contractual and guest faculty, who are working in the college.
2. Non-Teaching staff both permanent and contractual, working in the college.
3. Local-fund staff working in the college.
4. Employees of other departments or institutions, both permanent and contractual, who are presently posted to, deputed to, located in, or functioning from the campus of Government Degree College, Sumbal.
5. Consultants, contractors and others as well as their workers, hired by the college or other departments or institutions, when performing services in or for the college or interacting with members of the College Staff, acting on behalf of the college, or otherwise required under contract to comply with this Code; and
6. Individuals who perform services for the college as volunteers.

The requirements of the Code apply to College Staff members in the daily performance of their work duties. However, they need to be aware that inappropriate or improper conduct outside of the work environment or outside of normal working hours may still be regarded as violation of this code and may bring their professional suitability into question and/or subject them to disciplinary action.

3. Introduction and Purpose

a) Introduction

All members of the College Staff are responsible for sustaining the high ethical standards of this Institution, and those of the society in which we function. The College values integrity, diversity, respect, trust, honesty and fairness and strives to integrate these values into its education and research practices.

b) Purpose

In that spirit, this Code is a shared statement of our commitment to upholding the ethical, moral, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We must all be aware of and comply with the relevant policies, standards, laws and regulations that guide our work. We are each individually accountable for our own actions and, as members of the College Staff, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws, regulations and policies. To that end, the College has established this Code of Ethics and Conduct that must be followed in letter and spirit by the entire College Staff at all times.

4. Code of Ethics

This code of ethics is a set of core values, principles and ideals which are meant to influence the judgment and guide the decision-making of employees and other members of the College Staff. These are ethical standards that serve as general guidelines to assist individuals to apply their judgment concerning a suitable behavior in a given situation.

a) Integrity

The College recognizes that it must earn and maintain a reputation for integrity and quality that includes, but is not limited to, compliance with laws and regulations and its institutional obligations. Even the appearance of misconduct or impropriety by College Staff can be damaging to the College. The College Staff must strive at all times to maintain the highest standards of work and conduct, and strive for the utmost integrity and quality.

There are times when the College's activities and the conduct of the College Staff members are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, morality, and respect for the rights of others will govern our conduct at all times.

In addition, each individual is required to conduct college business transactions with the utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated, even if such practice is "customary" outside of Government Degree College, Sumbal or even if some of the goals it serves are worthy. Expediency should never compromise integrity.

b) Respect

Government Degree College Sumbal is an institution dedicated to the pursuit of excellence in education and inculcating the highest standards of moral and ethical behavior in its students. Central to that institutional commitment is the principle of treating each College Staff member and student fairly and with respect and upholding human dignity.

The College prohibits discrimination and harassment and provides equal opportunities for all Staff members, students and applicants regardless of their race, color, religious creed, caste, national origin, ancestry, physical or mental disability, medical condition, marital status, gender, age, social status or any other characteristic protected by law. Where actions are found to have occurred that violate this standard, the College will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

c) Student Care

Faculty and other College Staff members must keep student safety, health, education and welfare paramount and always **act in the best interests of the students** entrusted to their care. They must take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare and do their best to protect students from hurt and/or harm. They must report, where appropriate, incidents or matters which impact on student welfare, and they must communicate with

parents/guardians in a timely and respectful manner that represents the students' best interests.

They must seek to motivate, inspire and celebrate the effort and success of the students. It is also their duty to model and teach the characteristics of being a good citizen in every situation and accept the responsibility of helping each student reach their full potential both academically and socially and further to create a learning environment that promotes the success of every student.

d) Compliance with Applicable Laws, Policies, Procedures, Circulars and Orders

Members of the Government Degree College Sumbal Staff must conduct College activities in compliance with applicable laws, regulations, policies, procedures, and college orders and circulars. When questions arise pertaining to interpretation or applicability of a circular or order, contact the individual who has oversight of the circular or order. Refer all unresolved questions on such a circular or order to the Office of the Principal.

e) Confidentiality

The College Staff members receive and generate various types of confidential, regulated, proprietary and private information on behalf of the College and its students. All members of the Staff are expected to comply with all applicable rules, laws, and regulations, contractual obligations, and college policies pertaining to the use, protection and disclosure of this information. Furthermore, under no circumstances shall any of this confidential, regulated, proprietary or private information be disclosed to any person or entity outside the college without the explicit, written permission of the college administration, unless a legal imperative requires disclosure or there is a legitimate concern for the well-being of an individual. When disaffiliating from Government Degree College Sumbal, the College Staff members must return all sensitive college data unless an exception has been granted.

f) Use of College Resources

College resources must be reserved for business purposes on behalf of the College. They may not be used for personal gain, and may not be employed for personal use except in a manner that is incidental, and reasonable in light of the staff member's duties. College resources include, but are not limited to:

- College systems (e.g., telephone devices and services, internet devices and services, data processing and presentation systems, other communication and networking devices and services),
- The Government Degree College Sumbal domain names, websites and e-mail addresses,
- Government Degree College Sumbal name, logo, and letterhead,
- College equipment (e.g., computers and peripherals, printing and photocopying machines, lab, classroom and other equipment, college vehicles),
- College facilities,
- College records including student, employee, and other records, and
- The time and effort of staff, students and others at Government Degree College Sumbal.

The College resources may also not be employed for outside parties' uses which do not further the academic objectives of Government Degree College Sumbal. The College sometimes receives requests for access to its resources by outside entities. Many of these, if granted, would constitute activities unrelated to the College's mandate. It is the College policy not to engage in such unrelated activities as they have the potential for distorting or disrupting the College's primary teaching and research missions.

In exceptional cases, permission to engage in unrelated business activities at the college may be granted only in those cases in which there is strong likelihood that the activity will significantly benefit the College as a whole.

Furthermore, no person may, on behalf of the College, engage in any political activity in support of or opposition to any candidate for elective

public office, nor shall the college campus or any College resources be used for such purpose.

g) Conflict of Interest

A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, invigilation, paper-setting, evaluation of tests and answer scripts, working on committees, research funding, procurement decisions and so on. It is an ethical obligation of each College Staff member to protect their professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing college policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to the college administration, so that a considered decision can be made on a case-by-case basis.

5. Code of Conduct for Staff

The Code of Conduct outlines specific behaviors that are required or prohibited as a condition of ongoing employment. It lays down the dos and don'ts of an employee. All College Staff Members are responsible for its adherence and held accountable for its violation. The following rules of conduct are applicable to the Government Degree College Sumbal Staff Members at all times:

- (a) **Academic Integrity:** As an institution for scientific and technological research and education, the College values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The College believes that in all academic and research work, the ideas and

contributions of others must be appropriately acknowledged and that every possible effort to avoid, check for and deal with plagiarism must be made by the College Staff involved in research and publication activities. Academic integrity is essential for the success of this institute and its research missions, and hence, violations of academic integrity constitutes a serious offence and violation of this code.

- (b) **Sexual Harassment:** Sexual Harassment of any person within or outside the college is strictly forbidden. Sexual harassment may involve, but is not limited to, such behavior that constitutes unwelcome sexual advances, request for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. The college shall reserve the right to take the utmost strict action against any sort of behavior that is construed as, or likely to be construed as, sexual harassment by any of its staff members.
- (c) **Discrimination and Harassment:** Discrimination and Harassment of any person is explicitly forbidden. Unlawful discrimination is defined by the relevant central and/or state government statues and includes unfavorable or unfair treatment of a person or class of persons because of race, background, origin, skin color, religion, sect, faith, gender, disability, age, family, social circumstance, caste or creed, physical features or appearance. Unlawful harassment is harassment that refers to or is based upon the protected status of the person or persons being harassed. Unlawful harassment in the work environment is created if conduct of another person is sufficiently serious enough that it interferes with a staff member's ability to perform their job.
- (d) **Inappropriate Language:** Use of abusive, explicit, suggestive or imitative language; and making inappropriate jokes or comments which may be offensive, insulting, intimidating or degrading to other staff members is prohibited. It is further prohibited to criticize, demean or dismiss other staff members via any public forum. Any grievance or report of such a nature may instead be brought to the notice of the relevant college committee or directly to the Office of the Principal.

- (e) **Insubordination:** Insubordination or refusal to comply with instructions or directives from a supervisor or the college administration, unless such instructions are illegal, unethical or injurious to health or safety, is strictly prohibited. There are two examples of how a staff member can be insubordinate. The first example is openly refusing to obey the request, either through verbal or physical action. The second example is passively refusing - or ignoring - the request.
- (f) **Gifts:** The College discourages College Staff Members from accepting gifts from individuals or firms doing business with the college. Therefore, no College Staff Member shall solicit, accept or agree to accept anything of value under circumstances which could reasonably be expected to influence the manner in which the College Staff Member performs work or makes decisions. An exception to this rule is made in case the gifts are offered in accordance with social or cultural custom, for example, when an employee retires or leaves the College or visits another institution. In all such cases, however, whenever the gift might influence, or might be reasonably construed as influencing, a business or academic decision it must be refused.
- (g) **Drug-free workplace:** The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (including alcohol, narcotics, prohibited drugs, contraceptives) in the campus. All College Staff Members must abide by this rule to ensure a drug-free workplace.
- (h) **Prohibited Conduct:** College Staff Members are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:
- (a) Causing physical injury to another person.
 - (b) Making threats of any kind.
 - (c) Aggressive, hostile or violent behavior, such as intimidation of others; attempts to instill fear in others; or subjecting others to emotional distress.

- (d) Other behavior which suggests a propensity toward violence, which may include belligerent speech, excessive arguing or swearing, sabotage or threats of sabotage of college property, or a demonstrated pattern of refusing to follow college policies and procedures.
- (e) Intentionally damaging college property or property of another staff member, student or member of the public.

5.1 Conduct with Students

In addition to the above rules, the following rules of conduct relating to interaction with students shall be applicable to every teaching and non-teaching employee and also to every other member of the “College Staff”:

- (a) Under no circumstances shall an employee or College Staff member indulge in any sort of romantic relationship, consensual or otherwise, with a prospective or current student.
- (b) Sexual Harassment of any prospective or current student within or outside the college is explicitly forbidden. The college shall reserve the right to take the utmost strict action against any sort of behavior from an employee or College Staff member that is construed as, or likely to be construed as, sexual harassment of students.
- (c) Soliciting contact details from a student of the opposite gender, including but not limited to phone numbers, email addresses, whatsapp or other messaging service contact details, and any other forms of communication that are non-essential and frivolous, is strictly forbidden. Sending unwelcome messages or content through such communication media may be construed as harassment and is also strictly forbidden. An exception is made, however, in case the contact details are required to be collected in compliance of official orders or directives.
- (d) Discrimination and Harassment of any student is explicitly forbidden. Discrimination is defined by the relevant central and/or state government statues and includes unfavorable or

- unfair treatment of a student or group of students because of race, background, origin, skin color, religion, sect, faith, gender, disability, age, family, social circumstance, caste or creed, physical features or appearance.
- (e) Insulting a student's background, family, social circumstance, faith, caste or creed, physical features or appearance is prohibited.
 - (f) Use of abusive, explicit, suggestive or imitative language towards a student is prohibited.
 - (g) Socializing with a student of the opposite gender, in a way that is in violation of our core Islamic tenets of moral behavior, is strictly forbidden.
 - (h) Visiting a student's home during or after office hours, unless on an official assignment, is strictly forbidden.
 - (i) Financial transactions with prospective, current or former students, including lending, borrowing, transferring, handling of money or financial instruments, or facilitating any financial exchange for or on behalf of a student, his guardians or his family are strictly forbidden. This prohibition shall also apply to the lending, borrowing, purchase, supply or exchange of physical goods.
 - (j) Soliciting a bribe or payment, monetary or otherwise from a student, his guardians or his family is strictly prohibited.
 - (k) Soliciting or accepting any sort of gift or service, financial or otherwise, from a student, his guardians or his family is strictly forbidden.
 - (l) Advertising or referring students to a service provider or merchant, unless requested voluntarily by the student, is prohibited.
 - (m) Asking a student to perform a personal errand outside the college with the implication that complying with such requests shall

result in an advantage or disadvantage in the student's academic or other achievements is strictly prohibited.

- (n) Divulging personal details of a student to any other student in the college or to a person outside the college who is not the student's parent/guardian/family member/blood relation is strictly forbidden unless required by law.
- (o) Recording video or audio, or taking pictures of students of the opposite gender, unless done publicly/openly and with the knowledge of said students and staff, and unless not objected to by the student(s) being recorded, is discouraged. In case of objections from the subjects of the recording, the recorded material must be immediately deleted in presence of the subjects.
- (p) Uploading or sharing any pictorial, audiographic or videographic material of students or faculty in your possession, without the knowledge/consent of the persons in the material to an online service including, but not limited to, social media like Facebook, twitter, Instagram etc., online video or photo sharing sites like YouTube, Dubsmash, TikTok etc, or groups on Whatsapp and similar messenger services that include members who are not part of the College Staff, is prohibited.

6. Reporting Suspected Violations

Adherence to this Code also requires that any suspected violations of this code in particular, as well as any suspected violations of applicable laws, policies, orders or regulations in general, be brought to the attention of the appropriate cognizant office. Raising such concerns is a service to the College and does not jeopardize the College Staff member's position or employment.

a) Reporting to Management

Members of the College Staff should report suspected violations of this Code as well as suspected violations of applicable laws, rules and regulations, government contract and contract requirements or College policies and procedures. This reporting should normally be made initially

through standard management channels, beginning with the immediate supervisor. If for any reason it is not appropriate to report suspected violations to the immediate supervisor (e.g., the suspected violation is by the supervisor), or the employee is uncomfortable doing so, individuals may report the violation directly to both the convener of the College Discipline Committee and/or any other relevant committees and to the Office of the Principal as well.

b) Other Reporting

If for any reason it is not appropriate to report suspected violations through management channels within the college, or the employee is uncomfortable doing so, individuals may go to:

1. The Office of the Principal

Mobile: +91 9419-058989

Phone (off): +91 194-230208,

Email: principalgdcsumbal@gmail.com

2. Web Form (anonymous):

URL: <http://gdcsumbal.edu.in/feedback.aspx>

Every concern is treated seriously and promptly reviewed in the appropriate manner.

c) Confidentiality

Concerns may be reported confidentially, and even anonymously, although the more information given, the easier it is to investigate the concerns. The only anonymous reporting mechanism at the College is the Grievance Redressal/Complaint/Feedback web form:

<http://gdcsumbal.edu.in/feedback.aspx>

d) Cooperation

All members of the College Staff are expected to cooperate fully in the investigation of potential violations of the Code of Conduct and applicable rules, laws, or regulations.

e) Non-Retaliation

The college policy prohibits retaliation against an individual who in good faith reports or provides information about concerns or suspected violations. Retaliation is an adverse action taken because an individual has made a report or has participated in an investigation. An adverse action is any action that materially affects that individual's standing or terms and conditions of employment. False accusations made with the intent of harming or retaliating against another person may subject the accuser to disciplinary action.

f) Consequences of Violation

Confirmed violations of this Code, or any conduct which may constitute a breach of this Code, will result in appropriate disciplinary action up to and including termination of employment or other relationships with the College. In certain circumstances, civil or criminal charges and penalties may apply and legal proceedings and/or police action may be initiated.

