

**Code of Ethics for
Students, Faculty and Administration**

SHAH SATNAM JI BOYS' COLLEGE, SIRSA

CODE OF ETHICS

Staff, Administration & Students

DISCLAIMER

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Draft Committee:

S.No.	Name	Designation	Role
1.	Dr. Dilawar Singh	Principal	Convener
2.	Dr. Anil Kumar	Co-ordinator (IQAC)	Member
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FOREWORD

This document on 'Code of Ethics for Students, Faculty and Administration' has been compiled to provide all the stakeholders of Shah Satnam Ji Boys College, Sirsa a broad view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic and co-curricular activities, along with the fulfillment of social responsibilities at designated levels.

In cognizance of the magnitude of the responsibility inherently involved in education system. All the concerned stakeholders including governing body, staff and students, need to accept and adhere to the highest ethical standards in the teaching/learning process.

This system of 'Corrective Measures' in place will help the administration to identify any kind of breach of code of conduct and immediately adopt necessary corrective steps for restoring the desired professional ethics and human values.

CODE OF ETHICS FOR FACULTY AND ADMINISTRATION

1. Maintain decorum both inside and outside the classroom and set a good example to the students.
2. Should act with integrity, comply with laws. Plagiarism of any nature is prohibited. Maintain a professional work environment and comply with institution policies.
3. Welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion and mental and physical ability.
4. Always conduct professionally. Be kind to others. Do not insult or put down others, trust others as you would like to be treated. Harassment and exclusionary behavior aren't acceptable.
5. It is essential that one should avoid relationships and activities that host, or appears to hurt, their ability to make objective and fair decisions and thus avoid conflict of interest.
6. Protect institution assets, including physical, intellectual, and electronic or digital properties.
7. To be regular and punctual in attendance. This means being in the college, ready to work, at starting time each day. Absenteeism and tardiness burden others and the institution.
8. As per the rules of the institute, staff members (in ordinary circumstances) must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HoD before going on leave, failing which, the leave will be treated as unauthorized and necessary action will be taken up.
9. Being under the influence of illegal drugs, alcohol, or substances of abuse is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited.
10. Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency.
11. Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and in respectful of others. Overall appearance should be neat, clean and

modest and be reflective of the profession the employee is involved in. faculty should sport their ID cards in campus.

CODE OF ETHICS FOR STUDENTS

1. Treat institute teachers, administrators, offers, employees, guest and visitors and other students with respect, dignity, impartiality, courtesy and sensitivity.
2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a peer group.
3. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
4. Violations of academic conduct like cheating on an exam, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
5. Avoid any activity or behavior that would unfairly give advantage or disadvantage to another student academically.
6. Stealing, misusing, destroying, defacing or damaging college property or personal property of others is prohibited.
7. Refrain from getting involved in or encouraging any sort of discrimination, harassment or bullying of employees and other students.
8. Posting derogatory comments about individuals of the institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the institute is prohibited.
9. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.
10. All the students who secure admission in college should follow the prescribed dress code during all the years of their study, barring in exempted days/ occasions.
11. Use of cell phones in the campus is prohibited.
12. Audio or video recording in class rooms or actions of others students, faculty, or staff shall not be done without prior permission.