

HANDBOOK OF PROFESSIONAL ETHICS

(Guidelines for code conduct of stakeholders)



**REMUNA DEGREE COLLEGE,
REMUNA, BALASORE**

e-mail:- remunadegreecollege@gmail.com

Effective from 2016-17 Academic Session



**OFFICE OF THE PRINCIPAL, REMUNA DEGREE COLLEGE,
REMUNA, BALASORE**

Notice No:.....474.....

Date:.....07/07/16.....

It is hereby informed that a Monitoring Committee is formed with the following members for regulating and implementing different activities and look into the matter relating to rules and regulations of the students, staff and other stakeholders of the college-

Members of the Monitoring Committee:

- Dr. Trilochan Sahu – Chairperson
- Mr. Jayanta Kumar Pradhan – Member
- Mr. Debendra Das – Member
- Mrs. Malati Samal – Member
- Dr. Deba Bijaya Mishra – Member
- Mr. Ashis Kumar Choudhury – Member


The rules and regulations as set herewith are:

- The members are to provide information about periodical assessments of the activities in every quarter of the academic year and bring out model code of conduct for students, teachers, staff and alumni.
- The Committee is responsible for drafting, regulating, implementing different academic policies and facilitating coordination with alumni and stakeholders.
- Before the commencement of academic session, action-plans will be discussed with the Principal and Heads of various Departments for delivering and bringing the teaching-learning process into effect.
- They are also required to suggest remedial measures for any type of discrepancy like misconduct, misbehaviour, absence of duty, negligence and any disorder that arise in college administrations.
- All the members of the Committee are to take up the charges honestly and discharge their duties without favour or fear and decisions of the Committee will be taken into consideration in the Governing Body of the college.


Principal / C Cum - Secretary
Remuna Degree College
Remuna, Balasore

Principal's Note

The role of human being is important in shaping a healthy society. So the personality, conduct, behaviour, duties, responsibilities and role of the individual are extremely significant. As a rule, in an educational institution, one has to obey certain rules and regularities as well as abide by the guidelines and principles. Hence, it is required to formulate certain codes of conduct and ethical behaviour, rules, regulations, duties and responsibilities for the stakeholders in each college. The handbook of professional ethics is published for teachers, students, alumni, parents, employees and public to know the core values and theme of conduct, rules and regulations in a college. It is hoped that this handbook will serve the need and help to understand its importance in bringing new change in the college environment, enhance to build the capacity of carrying out assigned tasks and noble relationship among all.


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Human Values and Professional Ethics for Students:

- Students need be value-oriented as well as ethically sound.
- They shall respect unity, integrity and assimilate values.
- They shall be punctual, regular and sincere and rely on liberty, equality and fraternity.
- The students need to rear up fellow-feeling, friendship and fraternity among themselves.
- They must not indulge in ragging, using obscene words and hints that may tarnish the individual liberty of anyone.
- Students are required to attend classes regularly and observe discipline during class hours as well as in the campus so that peaceful milieu is maintained.
- Students shall obey examination rules so set by the University.

Human Values and Professional Ethics for Teachers:

- Since the teachers are responsible for building the future generation, they must devote and dedicate in mind and spirit for the noble cause.
- Faculties must not be misled by selfishness, egotism and corruption in any form.
- They must instil creativity, curiosity and extempore in the students.
- Faculties need to engage in research, innovation and follow latest teaching methods.
- They shall carry out co-curricular activities as assigned to them.
- They must mentor their students on and off the campus.

Human Values and Professional Ethics for Parents:

- Parents are expected to assist in discharge of the duties of the institution.
- They should be judicious and study the inborn talents of their wards and inspire them to bring out in the right platform.
- Parents should attend PT meetings and furnish their valuable suggestions.
- They are to co-operate in academic and other activities and provide their feedbacks.
- They should pay the dues of the students in time and review the progress of their wards.

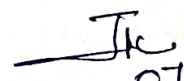
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Human Values and Professional Ethics for Employers

- Employees shall take interest in infrastructure, academic, cultural and administrative development of the institution.
- They need to be honest and obey the code conduct of the office.
- They must not indulge in any type of corruption.
- The employers are to assist the institution with proper approval, suggestion, guidance and clarification.
- They are to attend meetings and official policy formulation whenever their presence is required.
- The employers are to allocate funds and assist in proper planning of various academic assets, maintenance of infrastructure and environmental health of the campus.
- The employers are visit to the institution and supervise the working standard and work culture in the campus.
- They have joined in the celebration, festivity, memorable occasion of the institution.

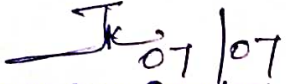
Human Values and Professional Ethics for Alumni Association:

- Alumni must take interest in maintaining healthy environment and study atmosphere in the campus.
- They must have interest in academic matters and offer timely suggestion for infrastructure development and capacity building.
- They must proceed voluntarily to aid and assist in the growth academic and physical facilities of the institution.
- They must inform Principal about their interest in college affairs.
- The Alumni are the road model for future learners and lead them towards noble citizenship.
- Alumni are to provide fruitful suggestions, personal contribution to academic, administrative and cultural upliftment of the college.
- They are to attend Alumni meeting and devote time in planning for the development of the college.


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Human Values and Professional Ethics for Public:

- Public are to support for prevailing academic atmosphere and good name with fame of the college.
- The public are not allowed into the college compound and whenever they have genuine business can enter into the campus with due permission of the Principal.
- They are also prohibited to unnecessarily and create dissension in free zone of academic activities, happy life of learners and working condition of the college.
- The public are strictly prohibited not to enter into the college campus when the examinations of the students are going on.
- The public are show due respect to the employees of the college while they discuss any necessary matter.
- The local public are joined in various awareness programme of the college and advised them will not create unhealthy atmosphere and trouble in the college.


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