

**OFFICE OF THE PRINCIPAL
KENDRAPARA AUTONOMOUS COLLEGE, KENDRAPARA**

Letter No.....187.....

Date...22.01.21

POLICY DOCUMENT ON PROFESSIONAL ETHICS

This policy document includes the prescribed set of rules and regulations of acceptable behaviour by professionals and expected compliance of the rules or standards set in the discharge of their duties.

1. Applicability

This policy document has been prepared by the College as per UGC guidelines.

2. Relevance of professional ethics

A professional code of Ethics offers a set of guidelines to the institutions which can be used to make appropriate and correct decisions at work place. Setting a professional code of Ethics provide a road map to approach and deal with problems in a morally and socially acceptable manner thereby imbibing honesty and integrity in the institutional ethos and work culture leading to a healthier work environment.

Teachers as professionals engaged in the teaching learning process are required to show impartiality, integrity and ethical behavior in the classroom and in their conduct with stake holders and colleagues

Institutional Ethics: Every organization must maintain a moral profile to gain credibility in the eyes of the stakeholders and build a good institutional image. Ethical conduct is to be practiced in all facets of the institutional operations and activities, policy decision making, implementation, and follow up.

It is not only necessary to frame ethical standards but also to ensure that the standards and benchmarks set are followed in letter and spirit.

In an educational institution, Ethical behavior and conduct are to be followed by all the participants in the teaching-learning-evaluation process. Ethical dimensions of an Educational Institution cannot be ignored and it has a significant impact on society at large.

Every profession has its own code of Ethics and Professional Ethics which encompasses the personal and corporate standards of behavior expected by professional .The Ethics are the guidelines which can be referred to by the stakeholders of an educational institution-students, teachers, alumni, parents and society in general.

3. Ethical guidelines are applicable to :

- Principal
- Faculty
- Students
- Non-teaching and support staff

4. Role of Ethics committee in an educational Institution

- Identifying and Understanding Ethics relevant for the institutional activities
- Establishing standards/acceptable benchmarks
- Framing ethical policies and also whistle blower policies to report deviations
- Consultation
- Education and creating awareness
- Mediation
- Review of policies or practices

5. Area of Ethical applications:

- Teaching learning-evaluation
- Day to day administration
- Research and project consultancy
- Professional conduct.

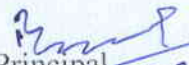
6. Role of Institutional Ethical Committee

- Establishing procedures to deal with ethical deviations/professional misconduct.
- Malpractice and Lapses enquire committee to investigate into reported cases of academic dishonesty during examinations.
- Support the squad to maintain overall dignity, discipline and decorum of the institution
- To ensure protection and safety of whistle blowers and acknowledge their contribution in maintaining the ethical standards.

7. General principles of professional Ethics

- Engage in educational activities in keeping with the vision and mission of the institute. Practice the immemorial virtue of respect and consideration towards all.
- Set high standards of professional conduct; insist on adherence and universal compliance of the same.
- Practice open, honest and inclusive communication strategies with colleagues.
- Maintain confidentiality in professional relationships and adopt professional approach.
- Be responsible, accountable and fulfill all commitments as promised or agreed upon.
- Be punctual and report for work on time.

- Display commitment towards discharging duties with competence.
- Maintain self-discipline, impartiality and objectivity while dealing with others without any preconceived notions or biases.
- Upgrading professional competencies-up skilling oneself to adopt to the changing educational scenario to deliver quality education.
- Appreciate, acknowledge and encourage merit at organizational levels.


Principal 22.1.21

Kendrapara Autonomous College

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