

**SUSHILABAI RAMCHANDRARAIO MAMIDWAR
COLLEGE OF SOCIAL WORK, PADOLI,
CHANDRAPUR**

A

**HANDBOOK ON CODE OF ETHICS AND
CONDUCT ALONG WITH STANDARD
PROCEDURES**

FOR

TEACHING, NON-TEACHING AND STUDENTS

CODE OF CONDUCT FOR TEACHERS

Context

The Code is in accord with the Council's Policy on the Continuum of Teacher Education which envisions the teacher as a reflective practitioner whose key role is to educate. It also sees teachers as members of professional learning communities and advocates a role for the profession in supporting student teachers and newly qualified teachers. In adopting and promoting the Code, the Teaching Council has particular regard for the broader context in which teaching takes place. A valuable synergy has been developed between parents and teachers and this has great potential to benefit pupils/students and their education. The Institution knows the civic and social value of education and the profound contribution that the teaching profession has made to the social, cultural and economic development over many decades. It also recognises the key role of teacher educators in ensuring the quality of teaching. It believes that education, the teaching profession and the process of teacher education merit the active attention and support of the State and the community.

The Institution believes that the Code of Professional Conduct for Teachers provides an ethical foundation along with explicit standards of conduct to be observed at all times, having regard to the broader context set out above.

The following ethical values underpin the standards of teaching,

- knowledge, skill, competence and conduct as set out in this Code.
- Care Teachers' practice is motivated by the best interests of the pupils/students entrusted to their care.
- Teachers show this through positive influence, professional judgement and empathy in practice.
- Integrity Honesty, reliability and moral action are embodied in integrity.
- Teachers exercise integrity through their professional commitments, responsibilities and actions.
- Respect Teachers uphold human dignity and promote equality and emotional and cognitive development.
- In their professional practice, teachers demonstrate respect for spiritual and cultural values, diversity, social justice, freedom, democracy and the environment.
- Trust Teachers' relationships with pupils/students, colleagues, parents, college management and the public are based on trust.
- Trust embodies fairness, openness and honesty.
- The role of the teacher is to educate.

1. Professional Values and Relationships Teachers should:

- 1.1. Be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success
- 1.2. Acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development
- 1.3. Be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, and socio-economic status, and any further grounds as may be referenced in equality legislation in the future.
- 1.4. Seek to develop positive relationships with pupils/students, colleagues, parents, college management and others in the college community, that are characterized by professional integrity and judgement
- 1.5. Work to establish and maintain a culture of mutual trust and respect in their colleges.

2. Professional Integrity Teachers should:

- 2.1. Act with honesty and integrity in all aspects of their work
- 2.2. Respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual
- 2.3. Represent themselves, their professional status, qualifications and experience honestly
- 2.4. Use their name/names as set out in the Register of Teachers, in the course of their professional duties
- 2.5. Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

3. Code of Professional Conduct for Teachers :

In Professional Conduct Teachers should

- 3.1. Uphold the reputation and standing of the profession
- 3.2. Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare
- 3.3. Work within the framework of relevant legislation and regulations

3.4. Comply with agreed national and college policies, procedures and guidelines which aim to promote pupil/student education and welfare and child protection

3.5. Report, where appropriate, incidents or matters which impact on pupil/student welfare

3.6. Communicate effectively with pupils/students, colleagues, parents, college management and others in the college community in a manner that is professional, collaborative and supportive, and based on trust and respect

3.7. Ensure that any communication with pupils/ students, colleagues, parents, college management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites

3.8. Ensure that they do not knowingly access, download or otherwise have in their possession while engaged in college activities, inappropriate materials/images in electronic or other format

3.9. Ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format

3.10 Ensure that they do not practise while under the influence of any substance which impairs their fitness to teach.

4. Professional Practice Teachers should:

4.1. Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback

4.2. Apply their knowledge and experience in facilitating pupils'/students' holistic development

4.3. Plan and communicate clear, challenging and achievable expectations for pupils/students

4.4. Create an environment where pupils/ students can become active agents in the learning process and develop lifelong learning skills

4.5. Develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils/ students

4.6. Inform their professional judgement and practice by engaging with, and reflecting on, pupil/student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation

4.7. In a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance

4.8. Act in the best interest of pupils/students.

5. Professional Development Teachers should:

5.1. Take personal responsibility for sustaining and improving the quality of their professional practice by: • actively maintaining their professional knowledge and understanding to ensure it is current

- Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base
- Availing of opportunities for career-long professional development.

6. Professional Collegiality and Collaboration Teachers should:

6.1. Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students

6.2. Work in a collaborative manner with pupils/students, parents/guardians, college management, other members of staff, relevant professionals and the wider college community, as appropriate, in seeking to effectively meet the needs of pupils/students

6.3. Co-operate with the Inspectorate of the Department of Education and Skills and other statutory and public non-statutory educational and support services, as appropriate

6.4. Engage with the planning, implementation and evaluation of curriculum at classroom and college level.

Code of conduct for Non-Teaching Staff

Code of ethics and code of conduct policy applies to all non-teaching staff of SRM College of social work.

Policy statement

Non-teaching staff of SRM College of social work are respected to display ethical and professional conduct. This commitment include the proper use of authority and appropriate decorum in group and individual behavior when acting as representatives of SRM College of social work

Code of conducts

1) Non- teaching staff must represent loyalty to the interests of SRM College a social work

a) This loyalty supersedes the interests of advocacy or special interest groups.

2) Non- teaching staff must avoid any conflict of interest with respect to their fiduciary responsibility.

a) There must be no self-dealing or any conduct of private business or personal services between any non-teaching staff of SRM College of social work, assure procedurally controlled to access openers, competitive inside information.

b) Non- teaching staff must not use their positions to obtain for their family members employment with SRM College of social work.

3) Non- teaching staff do not have the authority to exercise individual authority over the organization except as explicitly set forth in SRM College of social work policies or by laws.

a) Non- teaching staff interacting with the principal, superintendent and other staff must recognize the lack of authority in any individual person or group of persons, except as noted above.

b)) Non- teaching staff interaction with the public, press or other entities must recognize the same limitation and their inability to speak for SRM College of social work. They should give due respect to teaching members so as to be a part of the organization.

c) Non- teaching staff will make no judgments of the principals, superintendents or other staff member's performance except as the systematic procedure of performance evaluation criteria of SRM College of social work & its policies or by laws by the official process.

4) Non- teaching staff cannot use SRM College of social work information for their own direct benefit or advantage. This requires that such information be kept confidential whenever required in the best interest of SRM College of social work.

a) That part of a meeting wherein financial information, negotiation strategies or personal matters may be disclosed shall be kept confidential. The proceedings of any meeting of SRM College of social work or of any committee which are conducted in private or any records- shall be kept in confidence by all Non- teaching staff of SRM College of social work.

5) Non- teaching staff will deal with outside entities or individuals, with members that reflects fair play, good communication with moral ethics and straight forward communication.

6) Non- teaching staff members must strive toward absolute integrity in their relationships with parents and staff. They must not knowingly or carelessly by omission or commission misinform or mislead, withhold information that should be disclosed or do anything else to act doubt upon the honesty, integrity or motives of any individual within The SRM College of social work community.

7) In meetings, Non- teaching staff will conduct themselves in accordance with Robert's Rules of order.

8) Non- teaching staff shall meet aspect actions as reasonably required by college authorities, any they shall meet contractual obligations unless released by mutual consent or according to law.

9) Non- teaching staff will Treat students in a professional manner they should not show personal intimacy or miscommunication regarding college administration.

a) Non- teaching staff will interact with students in a manner that respects the rights and dignity of all students as learner without prejudice serving.

b) Non- teaching staff, unless in the best interests of the students or as legally required, may not divulge confidential information received during their duties.

10) Non- teaching staff will dress in a professional manner.

11) Non-teaching staff should not leave college premises without the permission of competent authority in duty hours if it found it will consider as misconduct and this behavior will be punished by rule.

CODE OF ETHICS AND CONDUCT FOR STUDENTS

PREAMBLE

This Handbook indicates the standard procedures and practices of the SRM College of Social Work for all students enrolling with the College for pursuing social work courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the college Endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the College

JURISDICTION

1 The College shall have the jurisdiction over the conduct of the students associated /enrolled with the College and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the College campus or in connection with the College/ college related activities and functions.

2 College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on college campus which shall include

- a) Any violations of the Sexual Harassment Policy of the College/ college against other students of the College.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College/ college;
- c) Possession or use of weapons, explosives, or destructive devices in college campus.
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc in among the college campus.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College/ college shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

Ethics and Conduct

1 This Code shall apply to all kinds of conduct of students that occurs on the College premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

a) he/she shall be regular and must complete his/her studies in the College.

b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the College subject to written consent of the Principal

c) As a result of such relieving, the student shall be required to clear pending hostel dues and if a student had joined the College on a scholarship, the said grant shall be revoked.

3. College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:

5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, religion, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

6 Intentionally damaging or destroying College property or property of other students and/or faculty members

7 Any disruptive activity in a class room or in an event sponsored by the College

8 Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards

9 Participating in activities including

- Organizing meetings and processions without permission from the College.
- Accepting membership of terrorist groups banned by the College/Government of India
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs
- Smoking & chewing of tobaccos (khara) on the campus of the College
- Possessing, Consuming, distributing, selling of tobacco (khara) and alcohol in the College and/or throwing empty plastics, bottles on the campus of the College

- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- Rash driving on the campus that may cause any inconvenience to others
- Not disclosing a pre-existing health condition, either physical or psychological, to the principal or college administration which may cause hindrance to the academic progress.
- Theft or unauthorized access to others resources
- Misbehavior at the time of student body elections or during any activity of the College.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.
- Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.
- Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.
- Theft or abuse through the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of College property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- Damage to, or destruction of, any property of the College, or any property of others on the College premises.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

EXPULSION - Expulsion of a student from the College permanently. Indicating prohibition from entering the College premises or participating in any student related activities or campus residences etc.

MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

- Ineligibility to reapply for admission to the College for a period of three years, and
- Withholding the grade card or certificate for the courses studied or work carried out

APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the principal. The principal may decide on one of the following:

1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

2 Refer the case back to the committee for reconsideration. In any case the principal's decision is final and binding in all the cases where there is a possible misconduct by a student.

Academic Integrity As a premier institution for social work 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 student and future professional social worker. The College believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the College and its research missions, and hence, violations of academic integrity constitute a serious offence.

Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the College and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.
- NOTE : These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the college community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student properly acknowledges and cites use of the ideas, results, material or words of

- Others properly acknowledge all contributors to a given piece of work.
- Makes sure that all work submitted as his or her own in a course or other
- Academic activity is produced without the aid of impermissible materials or impermissible collaboration. Obtains all data or results by ethical means and reports them accurately without
- Suppressing any results inconsistent with his or her interpretation or conclusions. Treats all other students in an ethical manner, respecting their integrity and
- Right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

Violations of this policy include, but are not limited to:

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

(a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.

(b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

(c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.

(d) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating Cheating includes, but is not limited to:

(a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.

(b) Allowing or facilitating copying, or writing a report or taking examination for someone else.

(c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.

(d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

(e) Creating sources, or citations that do not exist

(f) Altering previously evaluated and re-submitting the work for re-evaluation

(g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) 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, working on committees, research funding and consultancy. It is necessary to protect actual 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 public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

(a) Use proper methodology for research and computational work. Accurately describe and compile data.

(b) Carefully record and save primary and secondary data such as original pictures, data notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.

(c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").

(d) research work notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or printing. Page no should be indicated on each page.

(e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.

(f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

Individual and Collective Responsibility: The responsibility varies with the role one plays.

a) Student roles: Before submitting a thesis of (BSW, MSW or PhD) to the college and university, the student is responsible for self checking the thesis for plagiarism. In addition, the student should undertake that he/she is aware of the academic guidelines of the College, has checked the document for plagiarism, and that the thesis is original work. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

b) Faculty roles: Faculty members should ensure that proper methods are followed for research work and theoretical developments, and that data are properly arranged, recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the College’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.