

NAGARJUNA GOVERNMENT COLLEGE (AUTONOMOUS)



NALGONDA – 508001
(Affiliated to Mahatma Gandhi University)



Code of Conduct and Ethics Policy

Code of Conduct and Code of Ethics

The purpose of the Code of Conduct and Code of Ethics is to provide Students, Teaching and Non-Teaching Staff at the Nagarjuna Government College (A), Nalgonda with a defined framework for how they are expected to conduct themselves. Individuals can use these guidelines in their daily interactions with coworkers, peers, and subordinates, and they are encouraged to refer to them if an ethical dilemma arises. We endeavour to maintain a healthy and harmonious work environment at all levels through honesty, integrity, and respect. This code addresses some of the most crucial issues of conduct and provides a framework of standards and behaviour guidelines. These recommendations are not exhaustive and are subject to periodic revisions.

Personal and Professional Responsibilities

Self-discipline and initiative are required of every student, faculty member, and non-teaching staff member in order to comprehend their individual responsibilities and obligations. Every individual is responsible for creating and always maintaining a wholesome, beneficial, and highly productive learning environment.

Equality and Justice (Respect for people)

Every individual in the institution has the freedom to access opportunities without discrimination. Individuals are expected to always demonstrate duty and responsibility by acting with honesty and integrity.

Workplace Culture

The institution endeavours to create a healthy, safe, and supportive working culture and environment with diverse values on campus always. It is a place where the Institute's students, faculty, staff, visitors, and other stakeholders are respected, and where communication is open and cordial. Misunderstandings and complaints are addressed with respect, encouragement, and discretion, without discrimination.

Key Faculty Responsibilities on Ethical Aspects

- a) Faculty are expected to fulfil their academic responsibilities of the Department in accordance with the demands and requirements pertaining to the conduct of classes as outlined in the regulations of the Affiliating University.
- b) The teaching faculty is expected to keep apprised of new developments in their respective disciplines and to maintain the necessary credentials due to the fact that quality instruction requires continuous application, dedication, and diligence. He / She should be invested in his / her discipline and able to convey the significance of the subject to the students. The faculty are responsible for advising students on academic questions as part of their teaching responsibilities.
- c) Teaching responsibilities require expeditious, consistent, and punctual attendance in class / laboratories during scheduled class / lab hours. If a faculty member will be absent from class / lab or unable to fulfil his / her teaching responsibilities, or if he / she must change a class / lab's time or location, except in cases of illness or emergency, he / she must make appropriate arrangements in advance and obtain the approval of his / her Reporting Authority. In such a case, it is essential that such arrangements do not impose an undue hardship on any student and are communicated to the students in a timely manner by the concerned faculty member, with prior notification to the Competent Authorities.
- d) Members of the faculty are expected to carry out their professional responsibilities with due care and in accordance with professional standards.
- e) Faculty members are expected to uphold students' rights and academic freedom.
- f) In addition, faculty members are expected to rigorously abstain from engaging in conduct that violates commonly accepted standards of professional ethics, such as conducting private tutoring and counselling during or after duty hours. Extra classes (beyond academic and laboratory hours) may be held on campus with the prior written sanction of the Competent Authorities ONLY for the benefit of the students.
- g) Avoid plagiarizing, misrepresenting, and being dishonest in the performance of responsibilities.
- h) Faculty members are advised to refrain from perpetrating acts of moral improbability that render them unsuitable for their positions. For the sake of clarification, conduct involving moral turpitude refers to unlawful, intentional conduct that is deleterious or detrimental to another person or to society and represents a significant departure from the accepted norms of duty owed to other people and society.

Fraud and Corruption

Students, faculty, and staff are expected to uphold values such as honesty, ethics, and integrity. All forms of corruption are strongly disapproved of. Exchanging bribes or intimidating, blackmailing, harassing, or threatening any individual is a corrupt practise that is strictly forbidden.

Non-Discrimination

The institute does not engage in discrimination or tolerate harassment based on caste, class, religion, race, colour, sex, sexual orientation, physically challenged status, or any other legally protected status.

Anti-ragging

The institute does not discriminate against or permit harassment of individuals on the basis of caste, class, religion, race, colour, sex, sexual orientation, physically challenged, or any other legally protected status.

Sexual Harassment

Sexual assault is unwelcome, unwanted, and unrequited sexual conduct that offends, intimidates, embarrasses, or humiliates an individual. We strive to provide a working and learning environment where all individuals are treated with respect and are free from sexual harassment, intimidation, and exploitation. The perpetrators will receive the appropriate punishment.

Racial Harassment

Racial harassment is any unwanted, intolerable, and objectionable verbal, physical, or written act based on a person's skin colour, physical characteristics, ancestry, country of origin, ethnic heritage, or nationality that is directed at the victim or those closely associated with the victim. Individuals who perpetrate racial discrimination will be subject to the appropriate punishment.

Grievance Redressal

Educational institutions are hardly immune to complaints. However, like disciplinary issues, grievances provide no benefit. Therefore, there is a need for grievance resolution. All complaints will be addressed with an investigation, in a timely manner, and in a manner acceptable within a legal framework.

Dispute Resolution and Mediation

The resolution of ethical conflicts may be as simple as having a conversation with the offending party. Disputes are most effectively resolved amicably between the parties involved. However, we acknowledge that there are circumstances in which a formal process may be advantageous and additional perspectives may be required to review a dispute, in extreme circumstances and if legal intervention is required.

Dealing with Confrontations

It is essential that all confrontations be constructive and that individuals accept responsibility for their actions.

Enforcement and Discipline

Upon notification to the Competent Authorities of the Institution, the person making threats, exhibiting threatening behaviour, or committing any other acts of aggression or violence on the institute's property shall be removed from the property as soon as safety permits and shall remain off the property pending investigation. Any faculty or staff member determined to have committed such acts will be subject to disciplinary action, including termination and/or criminal prosecution. Non-employees who commit violent acts on institute property will be reported to the appropriate authorities and vigorously prosecuted.

Social Media Policy

Social media is an umbrella term for a variety of activities that combine technology, social interaction, and the creation of text, images, videos, and audio. As participation in social media technologies is an integral part of the lives of many people, it can result in a blurring of the public and private identities of individuals and organisations. Individuals are required to take responsibility for their writing, respect their audience (both visible and invisible), and uphold copyrights.

Confidentiality of Information

Individuals with access to official documentation and information must maintain the information's integrity, secrecy, and privacy for the protection of all parties involved. Individuals should also strive to protect the confidentiality of oral communications.

Nepotism

Relatives may be hired if they satisfy the standard recruitment requirements. However, faculty and staff members are not permitted to participate in or otherwise influence Institute decisions involving family members. This includes employment, promotion, retention, absences, salary adjustments, and so forth. When such a relationship exists between individuals with differing levels of authority within the institution-community, it is of particular concern due to the potential for conflict of interest and/or abuse of authority. In such circumstances, decisions that must be made without favouritism or prejudice are questioned, and the arsonists involved may benefit or be armed by the decisions. The mere appearance of bias or impropriety resulting from these relationships can severely disrupt the academic or professional environment. Importantly, these relationships have the potential to erode the Institution's sense of community, mutual trust, and support.

Gift Collection/ Donation

As giving and receiving gifts in KIND is an accepted culture for expressing gratitude, the exchange of gifts and mementos up to the value of Rs. 500/- (Rupees Five Hundred Only) is permissible practise in certain situations, such as a gift received as a memento following a guest lecture.

Workplace Threats/ Violence / Custody of Weapons

The campus is a no-weapons zone, and anyone found in possession of a weapon on campus or engaging in violent behaviour will face severe consequences in accordance with the law. Prohibited weapons include, but are not limited to, any firearm, pellet guns, handguns, blades, daggers, axes, martial arts devices, stun guns, etc.

Drug and Tobacco free Workplace

On campus, it's against the law to smoke cigarettes or have alcohol in your possession or consume it. It is severely forbidden to consume, possess, trade, produce, or distribute drugs like heroin, marijuana, or other restricted substances or paraphernalia.

Minors on Campus

It is absolutely forbidden for contractors and other organisations to hire children to work on campus. Every person hired is required to provide age verification documentation, which will be checked as needed by the institute's competent authorities.

Disciplinary Action

Any breach of a provision of this Code of Conduct and Ethics Policy shall be sufficient cause to subject the offending person to the appropriate disciplinary action.

Policy Compliance

The Nagarjuna Government College (A), Nalgonda's competent authorities will check compliance with this policy using a variety of techniques, including but not limited to institutional activities and reporting on them, internal and external audits, and feedback to management. Only the Competent Authorities of the Nagarjuna Government College (A), Nalgonda, have the authority to authorise any deviation from this Code of Conduct and Ethics Policy. The Competent Authorities and all students are required to adhere to the Code of Ethics and Code of Conduct with unwavering integrity, honesty, and nondiscrimination. Every person has a responsibility to make sure that no circumstances emerge that violate the code and that any infringement should be notified.


Principal,
Nagarjuna Government College
(Autonomous) NALGONDA.(T.S.)

NAGARJUNA GOVERNMENT COLLEGE (AUTONOMOUS)



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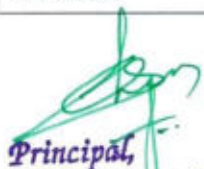
Office of the Principal

Code of Conduct and Ethics Committee

The following teaching, non-teaching and students are drafted for Code of Conduct and Ethics Committee. They shall meet as committee twice in a semester and as when the issues of code of conduct and ethics are raised. They are responsible for the overall discipline in the campus.

They shall submit the report to the Principal from time to time.

S.No.	Name of the Faculty / Student	Designation / Course & Year	Responsibility
1.	Dr. A. Sreenivasulu	Assistant Professor of Chemistry	Convenor for Sciences
2.	Sri. Syed Muneer	Assistant Professor of History	Convenor for Arts
3.	Dr. J. Nagaraju	Assistant Professor of Commerce	Convenor for Commerce
4.	Sri. K. Mallesh	Physical Director	Member
5.	Dr. A. Durga Prasad	Librarian	Member
6.	Sri. Mustafa Ali	Administrative Officer	Member
7.	K. Raju	BA III Year	Student Member from Arts
8.	D. Rekha	B.Sc. BZC III Year	Student Member from Sciences
9.	B. Pallavi	B. Com CA III Year	Student Member from Commerce
10.	Mr. Shankar	Security Guard	Member


Principal,
Nagarjuna Government College
(Autonomous) NALGONDA.(T.S.)

**NAGARJUNA GOVERNMENT COLLEGE, NALGONDA
(AUTONOMOUS)**



**CERTIFICATE COURSE
ON
HUMAN VALUES AND PROFESSIONAL ETHICS
2020-21**

DEPARTMENT OF POLITICAL SCIENCE

CIRCULAR

Academic Year 2020-21

09-10-2020

All the B.A, I/II&III Year Students are hereby informed that the Department of Political Science is conducting **Human Values and Professional Ethics Certificate Course** for the Academic year 2020-21 from 15th Sept, 2020 to 03th Dec, 2020 (30 days Course) Those who are interested students in this programme and enrolment 13th Oct, 2020 at the Department of Political Science. This is for your kind information.


The Head

Department of Political Science

1. K. R. (111) ^{Room no}
2. M. S. (112)
3. Nenu - (116)
4. T. Srinivas (110)
5. Dr. Lakshmaiah (113)
6. A. Mallethani (25)

Human Values and Professional Ethics

Certificate Course 2020-21

OBJECTIVES of HUMAN VALUES & PROFESSIONAL ETHICS

The prime objective of knowing and prescribing to Human Values are as follows:

1. To understand the moral values that ought to guide the under graduation.
2. To create an awareness on Ethics and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that should display concerning morality.

The prime objectives of the Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in under graduation like plagiarism and patenting)
2. Convincing moral reasoning (comprehending, assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious the alternative responses to issues and being receptive to creative solutions)
5. Moral communication, to express and support one's views to others.

MORALLY DESIRABLE AND RESPONSIBLE CONDUCT

1. Moral reasonableness i.e., willing and able to be morally responsible.
2. Moral hope i.e., believes in using rational dialogue for resolving moral conflicts.
3. Respect for persons, which means showing concern for the well-being of others, besides oneself.
4. Tolerance of diversity i.e., respect for ethnic and religious

HUMAN VALUES AND PROFESSIONAL ETHICS

(Total 30 Hrs)

Unit-I: Introduction to Value Education

1. Value Education, Definition, Concept and Need for Value Education
2. The Content and Process of Value Education
3. Self-Exploration as a means of Value Education
4. Happiness and Prosperity as parts of Value Education

Unit-II: Harmony in the Human Being

1. Human Being is more than just the Body
2. Harmony of the Self (Ātman) with the Body
3. Understanding Myself as Co-existence of the Self and the Body
4. Understanding Needs of the Self and the Needs of the Body

Unit-III: Harmony in the Family and Society and Harmony in the Nature

1. Family as a basic unit of Human Interaction and Values in Relationships
2. The Basics for respect and today's Crisis: Affection, Care, Guidance, Reverence, Glory Gratitude and love
3. Comprehensive Human Goal : The Five dimensions of Human Endeavour

Unit-IV: Social Ethics

1. The Basics for Ethical Human conduct
2. Defects in Ethical Human Conduct
3. Holistic Alternative and Universal order
4. Universal Human Order and Ethical Conduct

Unit-V: Professional Ethics

1. Value Based Life and Profession
2. Professional Ethics and Right Understanding
3. Competence in Professional Ethics
4. Issues in Professional Ethics – The Current scenario
5. Vision for Holistic Technologies, Production System and Management Models

Reference Books:

1. A.N.Tripathy, Human Values, New Age International Publishers, 2003
2. Bajpai.B.L., Indian Ethos and Modern Management, New Royal Book Co., Lucknow, Reprinted, 2004
3. Bertrand Russell, Human Society in Ethics and Politics



Faculty Wise Topics

Sl. No	Faculty Name	Name of the Topic	Allocated Hours
1	S.YADAGIRI	Unit-I: Introduction to Value Education Unit-II: Harmony in the Human Being	10
2	E.YADAGIRI REDDY	Unit-III: Harmony in the Family and Society and Harmony in the Nature	07
3	ADE MALLESAM	Unit-IV: Social Ethics	07
4	T. SRINIVAS	Unit-V: Professional Ethics	06

List of Students who attended Human values and Professional Ethics Programme

S.NO	Roll No	Name of the student
1	20044028129055	I.MADHURI
2	20044028136003	CH.SAMPATH
3	20044028129099	P.YOGITHA
4	2044028129051	G.DEEPTHI
5	20044028129133	T.TEJASRI
6	20044028129146	CH.SHYAM RAJ
7	20044028129026	B.SHIVA PRASAD
8	20044028129057	K.MUTHYAM RAJ
9	20044028156015	P.DURGA BHAVANI
10	20044028129010	B.KOMALI
11	20044028129023	B.ANIL
12	20044028129092	N.UDAY KIRAN
13	20044028129109	P.VAMSHI
14	20044028129047	G . EKALAVYA
15	20044028129127	S.KALYAN
16	20044028129096	N.NAGESH
17	20044028129067	K.RAJU
18	20044028129013	B.SHRISHA
19	20044028129115	R.BABU
20	20044028129121	R.BABU
21	20044028156013	P.PRUDHVI KUMAR
22	20044028156014	P.SHIVA
23	20044028129041	D.RAMAKANTH
24	20044028129108	P.VENNELA
25	20044028129088	MOHAMMAD SIDDIQ
26	20044028129004	A.SHIVA
27	20044028129538	M.VANI

28	20044028129544	P.RAMADEVI
29	20044028129522	G.ASHWINI
30	20044028129532	K.SRIDEVI
31	20044028129120	R.THARUN
32	20044028129526	ISHIVA LALITHA

33	20044028129521	G.KARTHEEK
34	20044028129555	SHAIK MATHEEN
35	20044028129554	SHAIK JAVEED
36	20044028129558	V.SHRESHA
37	20044028129527	J.TEJASHWINI
38	20044028129537	M.MURALI
39	20044028129501	A.SAI KUMAR
40	20044028129517	D.GOPI
41	20044028129518	D.KAVERI
42	20044028129551	R.MUNI NAIK
43	20044028129504	B.NAGARAJU
44	20044028129557	S.NAGALAXMI
45	20044028129540	M.PANDU
46	20044028129542	N.THIRUMALESH
47	20044028129530	K.KRISHNA
48	20044028129549	R.DEEPA
49	20044028129007	A.ANIL
50	20044028129138	V.RAJESH
51	20044028129020	B.SIMHADRI
52	20044028129119	R.SHESHANTH NAIK
53	20044028129125	SHAIK YUSUF BABA
54	20044028129101	P.THIRUMAL GOUD
55	20044028129059	K.RAVI
56	20044028129044	E.SUMA
57	20044028129015	B.NARA HARI
58	20044028129143	Y.SAI KIRAN REDDY
59	20044028129071	K.NAVEEN
60	20044028129144	Y.MANASA



NAGARJUNA GOVERNMENT COLLEGE (A) NALGONDA

TELANGANA STATE
Department of Political Science

SHORT TERM CERTIFICATE COURSE

Certificate

This is to certify that Mr/Miss -----
- S/o or D/o a student of.....
has attended and successfully completed Short Term Certificate Course
in.....from.....
to..... This certificate course provides a detailed theoretical and
practical knowledge on the subject and also enhances employability skills
in trainee.

Course Coordinator

Principal

ROOL No.	NAME OF THE STUDENT	Sign. of Teacher	No. of Lectures													
				1	2	3	4	5	6	7	8	9	10	11	12	13
1.	J. Madhuri			1	2	3	3	4	5	6	7	8	9	10	11	12
2.	CH. Sampath			2	2	3	4	5	5	6	7	8	9	10	11	12
3.	P. Yogitha			1	2	3	4	5	6	7	8	9	10	10	11	12
4.	G. Deepthi			1	2	3	4	5	5	6	7	8	9	10	11	12
5.	T. Teja Sri			1	2	3	4	5	6	6	7	8	9	10	11	12
6.	CH. Shyam Raj			1	2	3	4	5	6	7	8	9	10	11	12	13
7.	B. Shiva Prasad			1	2	3	4	4	5	6	7	8	9	9	10	11
8.	K. Muthyam Raj			1	2	3	4	5	6	7	8	9	10	11	12	13
9.	P. Durga Bhavani			1	2	3	4	5	6	7	8	9	10	11	12	13
10.	B. Komali			1	2	3	3	4	5	6	7	8	9	10	11	11
11.	B. Anil			1	2	3	3	4	5	6	6	7	8	9	10	11
12.	N. Uday Kiran			1	2	2	3	4	5	5	6	7	8	8	9	10
13.	P. Vamsbi			1	1	2	3	4	5	6	7	7	8	9	10	11
14.	G. Ekalavya			1	2	3	4	5	6	6	7	8	9	10	11	12
15.	G. Kalyan			1	2	3	4	5	6	6	7	8	9	10	10	11
16.	N. Nagesh			1	2	3	4	4	5	6	7	8	8	9	10	11
17.	K. Raju			1	2	3	3	4	5	6	7	8	9	10	11	12
18.	B. Shrishta			1	1	2	3	4	5	6	7	7	8	9	10	11
19.	R. Babu			1	1	2	3	4	4	5	5	6	7	8	9	10
20.	R. Babu			1	2	3	3	4	5	6	6	7	8	9	9	10
21.	P. Prudhvi Kumar			1	2	2	3	4	5	6	7	8	9	10	11	12
22.	P. Shiva			1	1	2	3	4	4	5	6	7	8	9	10	10
23.	D. Ramakanth			1	2	3	4	5	5	6	6	7	8	9	10	11
24.	P. Vennela			1	2	3	4	5	6	6	7	8	9	10	10	11
25.	Mohammad Siddiq			1	2	3	4	5	6	7	8	9	10	11	12	13
26.	A. Shiva			1	2	3	3	4	5	6	7	8	9	10	11	11
27.	M. Vani			1	2	3	4	4	5	6	7	7	8	9	10	11
28.	P. Rama Devi			1	1	2	3	4	5	6	6	7	8	9	9	10
29.	G. Ashwini			1	2	2	3	4	5	5	6	7	8	9	10	10
30.	K. Sri Devi			1	2	3	3	4	5	6	6	7	8	9	10	11
31.	R. Thorun			1	1	2	3	4	5	6	7	8	8	9	10	11
32.	J. Shivalitha			1	2	2	3	4	5	6	7	8	9	9	10	

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11	12	13	13	14	15	16	17	18	19	20	21	22
12	13	14	15	15	16	17	18	18	19	20	21	21
11	12	13	14	15	15	16	17	18	18	19	20	21

Rool No.	NAME OF THE STUDENT	No. of Lectures	Teacher												
			1	2	3	4	5	6	7	8	9	10	11	12	13
33.	Gr. Kartheek		1	2	2	3	4	5	6	6	7	8	9	9	10
34.	Shaik Matheen		1	1	2	3	4	4	5	6	6	7	8	9	10
35.	Shaik Javed		1	2	2	3	4	5	6	6	7	8	9	10	10
36.	V. Shresha		1	2	3	4	5	5	6	7	8	9	10	11	12
37.	J. Tejaswini		1	2	3	3	4	5	6	7	7	8	9	10	11
38.	M. Murali		1	2	3	4	5	6	6	7	8	9	10	11	12
39.	A. Sai Kumar		1	2	3	3	4	5	6	6	7	8	9	9	10
40.	D. Gopi		1	2	3	3	4	5	6	7	7	8	9	10	11
41.	D. Kaveri		1	2	3	3	4	5	6	6	7	8	9	10	10
42.	R. Muni Naik		1	2	2	3	4	5	5	6	7	8	8	9	10
43.	B. Naga Raju		1	2	3	3	4	5	6	6	7	8	9	9	10
44.	S. Naga Laxmi		1	2	2	3	4	4	5	6	7	7	8	9	10
45.	M. Padu		1	2	3	3	4	5	6	6	7	7	8	9	10
46.	N. Thirumalesh		1	2	3	4	4	5	6	7	7	8	9	10	11
47.	K. Krishna		1	2	3	4	5	5	6	7	8	8	9	10	11
48.	R. Deepa		1	2	3	3	4	5	6	7	7	8	9	10	11
49.	A. Anil		1	1	2	3	4	5	6	7	7	8	9	10	11
50.	V. Rajesh		1	2	3	4	5	6	6	7	8	9	10	10	11
51.	B. Simhadri		1	2	3	4	5	6	6	7	8	9	9	10	11
52.	R. Sheshanth Naik		1	1	2	3	4	5	6	6	7	8	9	9	10
53.	P. Thirumal Goud		1	2	3	3	4	5	6	6	7	8	9	10	10
54.	Shaik Yusuf Baba		1	1	2	3	4	4	5	6	7	7	8	9	10
55.	K. Ravi		1	1	2	3	4	4	5	6	7	8	9	10	11
56.	E. Suma		1	2	3	4	5	5	6	7	8	9	10	11	12
57.	B. Nara-Hari		1	2	3	4	4	5	6	7	7	8	9	10	10
58.	Y. Sai Kiran Reddy		1	2	3	4	5	6	7	8	8	9	10	11	12
59.	K. Naveen		1	1	2	3	4	4	5	6	7	7	8	9	10
60.	Y. Manasa		1	2	3	4	4	5	6	7	8	9	9	10	11

Teacher																												
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NAGARJUNA GOVERNMENT COLLEGE (AUTONOMOUS)



NALGONDA – 508001
(Affiliated to Mahatma Gandhi University)



1. Professional ethics programmes for students, teachers, administrators, and other staff



Yoga Programme conducted to imbibe ethics for all the teaching and non-teaching staff.





Department of Political Science conducted Professional Ethics Programme for the staff on National Education Day.



Red Ribbon Club, NSS and NCC wings participated in world anti-AIDS day 2022 rally.



Students and faculty are given awareness on AIDS and ethical behaviour on World AIDS Day



Students and Teachers practicing ethics not to litter the college

2. Annual awareness programmes on Code of Conduct are organized.



Induction Programme Conducted – Principal explaining code of conduct for 1st year students.



Anti-Ragging Posters around the college campus reminding code of conduct to students



Code of Conduct with Other Genders in the Campus on the Occasion of Gender Equality Day



Code of Conduct explained by the Police Officer on the occasion of World Anti-Drugs Day



Students and Faculty taking oath to observe code of conduct in the campus



Teaching & non-teaching staff awareness Programme on conduct in the campus