

GOVERNMENT DEGREE COLLEGE, RAMANNAPET
YADADRI BHONGIR DISTRICT

Policy Document
On
“ Code of Ethics ”


PRINCIPAL,
GOVT. DEGREE COLLEGE,
RAMANNAPET, YADADRI. DIST.

**GOVERNMENT DEGREE COLLEGE, RAMANNAPET
YADADRI BHONGIR DISTRICT**

POLICY DOCUMENT ON CODE OF ETHICS

As an institution dedicated to maintain the apt ambience for learning and the highest level of academic performance, through its motto "Learn, Serve, Excel", GDC, Ramannapet is committed to excellence and integrity in all its endeavours. In this way, Our college aims to maintain the trust and confidence of both the College community and the public. Our college administrators, employees and students are expected to undertake their responsibilities on the College's behalf with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness. This includes, but is not limited to, being respectful of the rights of others and forthright in all dealings with members of the College community as well as third parties; protecting the privacy of confidential information; and compliance with all applicable laws, rules, and regulations. College representatives should not place their personal interests above the best interests of the College; even the appearance of impropriety must be avoided.

A. SCOPE

This Code of Ethical Conduct applies to all administrators, employees and students of the GDC, Ramannapet. It is not intended to replace, and may be supplemented by, specific College policies that have been adopted in the past and that may be adopted in the future. This Code may be amended or supplemented from time to time by the various administrative bodies of the College.

B. PURPOSE

GDC Ramannapet has always upheld and will continue to uphold the highest levels of ethics, fairness and integrity in all its affairs. To this end, this Code of Ethical Conduct serves to:

1. emphasize the College's commitment to ethical conduct and compliance with the law;
 2. set forth basic standards of ethical behavior;
 3. provide reporting mechanisms for known or suspected ethical or legal violations;
- and


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4. help prevent and detect wrongdoing. Given the variety and complexity of ethical questions that may arise in the course of carrying out the College's business, this Code can serve only as a general guide.

C. BACKGROUND

The Code of Conduct of the college is prescribed as a set of written guidelines, which details the recognized ethical norms and values and professional standards of conduct to which all members of a profession must adhere.

D. ADMINISTRATION OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS

1. The code of conduct and professional ethics is to be stated in the form of independent handbooks for students, teachers, administrators and other Staff.
2. The Code of ethics should be displayed on the college website.
3. The inscriptions and the teachings of the founder are to be displayed on the college corridors.
4. The Vision and Mission of the College is to be displayed in all the class rooms and other common learning facilities like the laboratories, library etc.

E. CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE

The members of the Committee will comprise of:

S.No.	Name of the Faculty	Designation
1	Dr. Belli Yadaiah	Principal
2	Srinivas Reddy	Vice-Principal
3	V Indira	IQAC Co-Ordinator
4	Dr R Yadagiri	Academic Co-Ordinator
5	S Srikanth	HoD, English Department
6	D Bala Narsimha	HoD, Chemistry Department
7	D Madhu	HoD, Physics Department
8	P Ramadevi	HOD, Commerce
9	K Anitha	Physical Director

F. RESPONSIBILITIES OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE

Identifying the code of Conduct for the following stakeholders

- Students
- Teachers
- Administrators

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• Other staff

1. Incorporating the code of Conduct for the various stakeholders on campus in the form of dedicated Handbooks.
2. Reviewing the Codes at specific intervals and reprinting the Handbooks whenever necessary.
3. Monitor adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc.
4. Assist the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of Conduct.
5. Plan and organize in coordination with the IQAC professional ethics programs for students, teachers, administrators and other staff.
6. Monitor the implementation of the Induction week for students, Inviting of Alumni for student interaction programs, Departmental grooming sessions, Placement Orientations and conducting of Exit Interviews.
7. Monitor the Annual Strategic Planning Exercise and Induction Program for the New Faculty Members and other staff

HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

About the Institute...

Government Degree College Ramannapet is established in the year 1994 to serve the rural students of Ramannapet region. It is situated in Ramannapet, Yadadri district.

Vision

The aim of all human endeavors is to enhance the quality of life through intellectual, emotional, spiritual, physical, aesthetic and social development of the individuals. We believe that this goal can be achieved by creating an atmosphere where every student gets an equal opportunity to realize her/his own dreams.

An institute of higher education has a key role to play in making an individual, realize his core strengths, define his goal and strive systematically by observing the basic human values towards its fulfillment. Such an individual, we believe, whatever s/he does, is an asset to the betterment of our society.

Mission

The mission of this College is to contribute to society through the quest of knowledge by maintaining the highest standard of excellence in every endeavor that we undertake. As an inherent part of our mission, we are pledged to impart education in a way that enhances the ability of students to learn throughout life.

Core Value

As an institution of higher education, we have the responsibility towards different stakeholders like students, teachers, parents, employers and the neighborhood community. We on the college campus have been practicing the certain values sourced out of our institutional vision and mission. These we consider as our core values:

- Honesty & Integrity
- Belief in Individual Dignity
- Commitment
- Excellence
- Accountability
- Diversity
- Commitment

PART-I HUMAN VALUES

MORALS

Morals are the welfare principles enunciated by the wise people, based on their experience and wisdom. They were edited, changed or modified in accordance with the development of knowledge from time to time. Morality is concerned with principles and practices of morals such as: What ought or ought not to be done in a given situation?

What is right or wrong about the handling of a situation? What is good or bad about the people, policies, and ideals involved?

VALUES

Humans have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person 's behavior. People have gone to great lengths to demonstrate the validity of their beliefs, including war and sacrificing their own life. Conversely, people are not motivated to support or validate the beliefs of another, when those beliefs are contrary to their own. People will act congruent with their personal values or what they deem to be important. A value is defined as a principle that promotes well-being or prevents harm. Values are our guidelines for our success—our paradigm about what is acceptable. Personal values are defined as emotional beliefs in principles regarded as particularly favorable or important for the individual. Our values associate emotions to our experiences and guide our choices, decisions and actions.

INTEGRITY

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person 's peace of mind, and hence adds strength and consistency in character, decisions, and actions. This paves way to one 's success. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Moral integrity is defined as a virtue, which reflects the consistency of one 's attitudes, emotions, and conduct in relation to justified moral values. Integrity comes in many forms, but honesty and dependability are two traits that are expected in most workplace situations.

Without responsible behavior, distrust can make a work environment tense and uncomfortable. A strong work ethic shows co-workers and clients that you're reliable and take your responsibilities seriously. Polite communication, respectable behavior and fiscal responsibility also help you stand out as a trustworthy employee.

CIVIC VIRTUES

Civic virtues are the moral duties and rights, as a citizen of the country or an integral part of the society and environment. An individual may exhibit civic virtues by voting, volunteering, and organizing welfare groups and meetings.

The duties are

- To pay taxes to the local government and state, in time.□
- To keep the surroundings clean and green.□
- Not to pollute the water, land, and air by following hygiene and proper□
- garbage disposal. For example, not to burn wood, tyres, plastic materials, spit in the open, even not to smoke in the open, and not to cause nuisance to the public, are some of the civic (duties) virtues.
- To follow the road safety rules.□
- On the other hand, the rights are
- To vote the local or state government.□
- To contest in the elections to the local or state government.
- To seek a public welfare facility such as a school, hospital or a community hall or transport or communication facility, for the residents.
- To establish a green and safe environment, pollution free, corruption free, and to

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follow ethical principles. People are said to have the right to breathe in fresh air, by not allowing smoking in public. People have inalienable right to accept or reject a project in their area. One has the right to seek legal remedy, in this respect, through public interest petition Civic virtues as indispensable for a self-governing administration.

RESPECT FOR OTHERS

This is a basic requirement for nurturing friendship, team work, and for the synergy it promotes and sustains. The principles enunciated in this regard are: Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have. Respect others' ideas (decisions), words, and labor (actions). One need not accept or approve or award them, but shall listen to them first. One can correct or warn, if they commit mistakes. Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more efforts. Show goodwill on others. Love others. Allow others to grow. Basically, the goodwill reflects on the originator and multiplies itself on everybody. This will facilitate collinearity, focus, coherence, and strength to achieve the goals.

LIVING PEACEFULLY

To live peacefully, one should start to install peace within (self). Charity begins at home. Then one can spread peace to family, organization where one works, and then to the world, including the environment. Only who are at peace can spread peace. You can't gift an article which you do not possess. The essence of oriental philosophy is that one should not fight for peace. It is oxymoron. War or peace can be won only by peace, and not by wars. One should adopt the following means to live peacefully, in the world.

CARING

Caring is feeling for others. It is a process which exhibits the interest in, and support for, the welfare of others with fairness, impartiality and justice in all activities, among the employees, in the context of professional ethics. It includes showing respect to the feelings of others, and also respecting and preserving the interests of all others concerned. Caring is reflected in activities such

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as friendship, membership in social clubs and professional societies, and through various transactions in the family, fraternity, community, country and in international councils.

SHARING

Primarily, caring influences sharing. Sharing is a process that describes the transfer of knowledge (teaching, learning, and information), experience (training), commodities (material possession) and facilities with others. The transfer should be genuine, legal, positive, voluntary, and without any expectation in return. However, the proprietary information should not be shared with outsiders. Through this process of sharing, experience, expertise, wisdom and other benefits reach more people faster. Sharing is voluntary and it can't be driven by force, but motivated successfully through ethical principles. In short, sharing is charity. For humanity, sharing is a culture. Happiness and wealth are multiplied, and crimes and sufferings are reduced, by sharing. It paves the way for peace and obviates militancy. Philosophically, the sharing maximizes the happiness for all the human beings. In terms of psychology, the fear, divides, and distrust between the haves and have-nots disappear. Sharing not only paves the way to prosperity, but also sustains it. Economically speaking, benefits are maximized as there is no wastage or loss, and everybody gets one's needs fulfilled and satisfied. Commercially speaking, the profit is maximized. Technologically, the productivity and utilization are maximized by sharing.

HONESTY

Honesty is a virtue, and it is exhibited in two aspects namely, truthfulness & trustworthiness. Truthfulness is to face the responsibilities upon telling truth. One should keep one's word or promise. By admitting one's mistake committed (one needs courage to do that), it is easy to fix them. Reliable judgement, maintenance of truth, defending the truth, and communicating the truth, only when it does good to others, are some of the reflections of truthfulness. But trustworthiness is maintaining integrity and taking responsibility for personal performance. People abide by law and live by mutual trust. They play the right way to win, according to the laws or rules (legally and morally). They build trust through reliability and authenticity. They admit their own mistakes and confront unethical actions in others and take tough and principled stand even if unpopular.

COURAGE

Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks. Physical courage - The thrust is on the adequacy of the physical strength, including muscle power and armaments. People with high adrenalin, may be prepared to face challenges for the mere thrill or driven by a decision to excel. Social courage – It involves the decisions and actions to change the order, based on the conviction for or against certain social behaviors. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for a social cause. Intellectual courage – It is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. In professional ethics, courage is applicable to the employers, employees, public, and the press. Look before you leap. One should perform Strengths, Weakness, Opportunities, and Threat (SWOT) analysis. Calculate (estimate) the risks, compare with one's strengths, and anticipate the end results, while taking decisions and before getting into action. Learning from the past helps. Past experience (one's own or borrowed) and wisdom gained from self-study or others will prepare one to plan and act with self-confidence, succeed in achieving the desired ethical goals through ethical means. Opportunities and threat existing and likely to exist in future are also to be studied and measures to be planned.

CO-OPERATION

It is a team-spirit present with every individual engaged in business. Cooperation is an activity between two persons or sectors that aims at integration of operations (synergy), while not sacrificing the autonomy of either party. Further, working together ensures, coherence, i.e. blending of different skills required, towards common goals. Willingness to understand others, think and act together and putting this into practice, is cooperation. Cooperation promotes co linearity, coherence (blend), co-ordination (activities linked in sequence or priority) and the synergy (maximizing the output, by reinforcement). The whole is more than the sum of the individuals. It helps in minimizing the input resources (including time) and maximizes the outputs, which include quantity, quality, effectiveness, and efficiency.

COMMITMENT


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Commitment means alignment to goals and adherence to ethical principles during the activities. First of all, one must believe in one's action performed and the expected end results (confidence). It means one should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. Only when the teacher (Guru) is committed to his job, the students will succeed in life and contribute good to the society. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large.

EMPATHY

Empathy is social radar. Sensing what others feel about, without their open talk, is the essence of empathy. Empathy begins with showing concern, and then obtaining and understanding the feelings of others, from others' point of view. It is also defined as the ability to put oneself into the psychological frame or reference or point of view of another, to know what the other person feels. It includes the imaginative projection into other's feelings and understanding of other's background such as parentage, physical and mental state, economic situation, and association. This is an essential ingredient for good human relations and transactions.

SELF-CONFIDENCE

Certainty in one's own capabilities, values, and goals, is self-confidence. These people are usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is a positive attitude, wherein the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. The people with self-confidence exhibit courage to get into action and unshakable faith in their abilities, whatever may be their positions. They are not influenced by threats or challenges and are prepared to face them and the natural or unexpected consequences. The self-confidence in a person develops a sense of partnership, respect, and accountability, and this helps the organization to obtain maximum ideas, efforts, and guidelines from its employees.

CHARACTER

It is a characteristic property that defines the behavior of an individual. It is the pattern of virtues (morally-desirable features). Character includes attributes that determine a person's moral and ethical actions and responses. It is also the ground on which morals and values blossom. People are divided into several categories, according to common tendencies such as ruthlessness, aggressiveness, ambition, constricting selfishness, stinginess, cheerfulness, generosity and goodwill. Individuals vary not only in the type of their character but also in the degree. Those whose lives are determined and directed by the prevailing habits, fashions, beliefs, attitudes, opinions and values of the society in which they live, have at best a developed social as opposed to an individual character.

The aim of education is not only the cultivation of the intellect but also the formation of moral character. Increased intelligence or physical skill may easily be employed to the detriment of the community, if not accompanied by improved will. It is the function of ethics to determine the ideals of human character.

SPIRITUALITY

Spirituality is a way of living that emphasizes the constant awareness and recognition of the spiritual dimension (mind and its development) of nature and people, with a dynamic balance between the material development and the spiritual development.

This is said to be the great virtue of Indian philosophy. Sometimes, spirituality includes the faith or belief in supernatural power/ God, regarding the worldly events. It functions as a fertilizer for the soil character to blossom into values and morals. Spirituality includes creativity, communication, recognition of the individual as human being (as opposed to a life-less machine), respect to others, acceptance (stop finding faults with colleagues and accept them the way they are), vision (looking beyond the obvious and not believing anyone blindly), and partnership (not being too authoritative, and always sharing responsibility with others, for better returns). Spirituality is motivation as it encourages the colleagues to perform better. Lack of motivation leads to isolation. Spirituality is also the energy and flexibility to adapt to challenging and changing situations. One should not be too dominating. Make space for everyone and learn to recognize and accept people the way they are. Variety is the order of the day. But one can

influence their mind to think and act together. Tolerance and empathy are the reflections of spirituality

PART-II PROFESSIONAL ETHICS

1. Integrity:

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's „peace of mind“, and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards

2. Credibility& Responsibility:

The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

3. Loyalty:

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

4. Commitment:

Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude

and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

5. Attitude:

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, stakeholders' behavior, and attitude-behavior relationships. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day-to-day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

6. Valuing Time

Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. The proverbs, „Time and tide wait for nobody“ and „Procrastination is the thief of time. Time management is the key to increase effectiveness, efficiency or productivity

7. Passion

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation, they tend to work more resulting in more work satisfaction.

**PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT DEGREE COLLEGE,
RAMANNA PET, YADADRI BHUVANAGIRI DISTRICT**

Present: Dr Belli Yadaiah, M.A, M.Phil,NET, Ph.D, Principal

Re. No. 032/Est/GDC/RPT/2018 Dated: 20-07-2018

**Sub:- COMPOSITION OF MONITORING COMMITTEE OF CODE OF CONDUCT AND
PROFESSIONAL ETHICS FOR THE ACADEMIC YEAR 2018-2019-Reg**

* * * *

The members of the Monitoring Committee will comprise of:

S.No.	Name of the Faculty	Designation
1	Dr. Belli Yadaiah	Principal
2	Srinivas Reddy	Vice-Principal
3	V Indira	IQAC Co-Ordinator
4	Dr R Yadagiri	Academic Co-Ordinator
5	S Srikanth	HoD, English Department
6	D Bala Narsimha	HoD, Chemistry Department
7	D Madhu	HoD, Physics Department
8	P Ramadevi	HOD, Commerce
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**PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT DEGREE COLLEGE,
RAMANNA PET, YADADRI BHUVANAGIRI DISTRICT**

Present: Dr Belli Yadaiah, M.A, M.Phil,NET, Ph.D, Principal


Rc. No. 045/Estt/GDC/RPT/2019 Dated: 01-07-2019

**Sub:- COMPOSITION OF MONITORING COMMITTEE OF CODE OF CONDUCT AND
PROFESSIONAL ETHICS FOR THE ACADEMIC YEAR 2019-2020-Reg**

* * * * *

The members of the Monitoring Committee will comprise of:

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1	Dr. Belli Yadaiah	Principal
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**PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT DEGREE COLLEGE,
RAMANNA PET, YADADRI BHUVANAGIRI DISTRICT**

Present: Dr Belli Yadaiah, M.A, M.Phil,NET, Ph.D, Principal

Re. No. 020/Estt/GDC/RPT/2020 Dated: 26-08-2020

**Sub:- COMPOSITION OF MONITORING COMMITTEE OF CODE OF CONDUCT AND
PROFESSIONAL ETHICS FOR THE ACADEMIC YEAR 2020-2021-Reg**

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The members of the Monitoring Committee will comprise of:

S.No.	Name of the Faculty	Designation
1	Dr. Belli Yadaiah	Principal
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