

## CODE OF ETHICS

Our Goal:

The following 'Code of Conduct' guidelines have been adopted by University College for Women, Koti, Hyderabad for Teachers, students, Administrative staff, Non-teaching staff and Hostels; from the guidelines provided by UGC, to ensure a safe and progressive teaching and learning environment on its campus.

Education enlightens the mind and provides direction and skill needed by individuals to fit into the social fabric of life. It produces intellectuals who can lead the country to a bright future with commitment and high moral standards.

University College for Women, Hyderabad strives towards safeguarding the fundamental rights of its students and staff, academic excellence, productive extension activity outcomes, equality for all individuals on campus irrespective of their economic status, caste, creed or religion, and quality conditions of service.

We believe and ensure that there is Conducive teaching and learning environment such that the education and holistic learning provided meets the Nation's needs and also International standards.

NOTE: Anti-ragging and POSH will be strictly as per Supreme Court guidelines

## CODE OF ETHICS FOR COLLEGE TEACHERS

1. Responsibility of Teachers:
  - a) To conduct themselves appropriately on the campus with all fellow individuals.
  - b) To strictly follow the Ethics and discipline taught to the students.
  - c) Compatibility in thought, speech and action.
  - d) Open to patient, productive and calm communication with students and colleagues.
  - e) Pleasant disposition.
  
2. Teachers should:
  - a) Lead by Example
  - b) Strive to live up to international/national standards of teaching with dedication and utmost commitment.
  - c) Refrain from physical and verbal abuse of any sort towards any individual on campus.
  - d) Manage their private affairs with dignity desired by the profession.
  - e) Strive for academic progress all through by actively taking part in academic and extension activities like conferences, workshops, seminars and lectures.
  - f) Extend complete Co-operation to all activities allotted by the institution.
  - g) Allocate time to duties at college as per the time frame set by the college.
  - h) Conduct outreach and other extension activities without disturbing the academic schedules of the college.
  - i) Provide safety and immediately respond/guide to any concerns raised by the student, academic or otherwise.
  - j) Strive to meet the individual academic needs of students.
  - k) Must not participate in any anti-social activities on campus and must ensure safety of the students and every other individual on campus.
  - l) Prior approval and appropriate documentation for absence must be provided.

## CODE OF ETHICS FOR STUDENTS

### 1. Responsibility of Students:

- a) Maintain timings and decorum
- b) Attend and actively participate in all academic and extension activities of the College
- c) Strive to increase their horizon of Knowledge by continuous productive engagement with peers and teachers.
- d) Strictly adhere to appropriate behavior as expected by the Institution and refrain from anti-social activities like ragging and abuse of peers/any other individual on campus.
- e) Manage their private affairs with dignity and by seeking the help 'cell' provided by the college.

### Students should:

- a) Strive to excel academically
- b) Engage themselves productively by joining the various activities offered by college.
- c) Dress appropriately as per the dignity of their class.
- d) Refrain from malpractice, abuse, bad-mouthing and ragging peers and subordinates on campus.
- e) Maintain amicable relationships with every individual on campus and refrain from arguments or fights pertaining to caste, creed and religion.
- f) Self-Monitor their health and well-being and in case of dispute approach the appropriate authority of the Institution.
- g) Keep the campus clean and safe.
- h) Make maximum use of facilities like library and playground for their mental and physical health.
- i) Prior permissions must be sought and appropriate explanations must be provided for absenting themselves.
- j) Must maintain 75% or more attendance throughout the academic year.
- k) Appropriate documents and proofs must be provided upon demand of the Institution.
- l) Ensure that all financial commitments are settled on time.
- m) Must avoid bringing friends outside the college into campus to ensure safety of all.

## CODE OF ETHICS FOR HOSTEL:

- a) Must be kept clean and hygienic at all times of the day and year.
- b) Garbage disposal must be carefully monitored.
- c) Wastage of resources like water, electricity and food must be avoided.
- d) Conducive learning and living environment must be ensured by the Warden, Students and non-teaching staff equally.
- e) Students' issues must be heard and solutions provided as and where needed immediately.
- f) Healthy relations should be maintained between all individuals at the hostel at all times. Any issues regarding inter-personal conflict must be reported to the concerned authority always.
- g) Self-monitoring of physical and mental health.

- h) Prior notice must be given to go on temporary leave or vacate the rooms. Prior approval and appropriate documentation must be provided as and when asked by the Warden
- i) Wardens must ensure equal treatment of all individuals in the hostel irrespective of their caste, creed and religion.
- j) Warden must be just and of high moral and ethical standards and cannot abuse students on any grounds –personal or professional. Same applies for students and other staff present in the hostel at all times.
- k) All inappropriate purchases and dishonest procuring of necessities must be strictly avoided.
- l) Students rations must be honestly and justifiably distributed.
- m) Students must not bring any out of college friends to stay in the hostel for the safety of everyone else involved.

#### CODE OF ETHICS FOR NON-TEACHING STAFF:

- a) Strict time schedules must be maintained.
- b) Leave of absence must be justified and appropriate documents must be provided upon the Institute's demand.
- c) Must be available all through the stipulated time-frame.
- d) Must willingly participate and co-operate to the institution at all times of duty.
- e) Must help maintain a clean campus.
- f) Must not participate in any anti-social activities on campus and must ensure safety of the students and every other individual on campus.
- g) Spitting and disposal of waste food must be carefully monitored and objected to.
- h) Must maintain good relationship with every other individual on campus.
- i) All allocated duties must be performed with utmost care and dedication.

#### CODE OF ETHICS FOR ADMINISTRATIVE STAFF

- a) All individuals on campus must be treated with respect, irrespective of their position within the organization, caste, creed, social status and religion.
- b) Interests of the students must be safeguarded at all times and necessary help must be extended always to every individual on campus.
- c) Issues brought to the notice must be resolved in an amicable way and must do possible justice to all parties involved.
- d) Co-operation must be provided at all times and organization must be served with utmost dedication.
- e) Confidential matters must be safeguarded at all times.
- f) Scheduling of exams, admissions, fee collection and all activities under their jurisdiction must be notified well in advance and suitably.
- g) Must be available during the stipulated/scheduled duty hours all through.
- h) Prior approval and appropriate documentation for absence must be provided.