

Ethics Policy of the Institution

(Including Ethics in Research)



SUNDARBAN HAZI DESARAT COLLEGE, PATHANKHALI, WEST BENGAL-743611

(Established 1961, NAAC Accredited, affiliated to University of Calcutta, RUSA 2.0 Funded)

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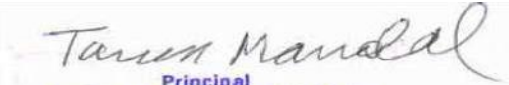
ETHICS CELL

SUNDARBAN HAZI DESARAT COLLEGE, PATHANKHALI

“Constitutional morality is not a natural sentiment. It has to be cultivated. We must realize that our people have yet to learn it.”

Dr Babasaheb Ambedkar


Principal
Sunderban Hazi Desarat College
Pathankhali, South 24 Parganas



Tarun Mandal
Principal
Sunderban Hazi Desarat College

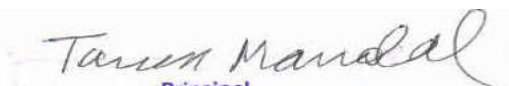
INTRODUCTION:

Ethics plays a very important role in identifying the difference between what is wrong and what is right according to societal and cultural norms. When question comes how to behave professionally in work place, it is the code of ethics which helps an individual being a professional to do their work with honesty and integrity. Following are some of the ethical practices followed between the various groups of the college:

PROFESSIONAL ETHICS RELATED TO TEACHERS AND SOCIETY

Teachers are the most respected people in the society. As human beings, teachers have the highest responsibility towards the society. Teachers have to think for the society beyond his/her professional work. Following are some of the significant professional ethics that a teacher should adopt when he/she deal with the society:

- 1) A teacher should try to recognize that education is a public service and strive to keep the public informed about the educational programmes which are being provided in the institute. And for this, s/he should respect local sentiments and try to connect with the socio-economic milieu of the areas from which
- 2) A teacher should try to improve education in the community and strengthen the community's moral and intellectual life.
- 3) A teacher should try to perform the duties of citizenship, participate in community development activities and should take responsibilities of public offices.
- 4) A teacher should try to bring about desirable social teacher in the community of the people.



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- 5) A teacher should try to educate the students in accordance with the nation's socio-political and economic need, aims and objectives.

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PROFESSIONAL ETHICS RELATED TO TEACHERS-INSTITUTION-AUTHORITIES

The teaching is all about inspiring and motivating students to realize and exceed their potentials. The greatest teachers of all time have devoted their life in inspiring and empowering their students to achieve great things and be a good human being. A teacher should follow the following professional ethics when he/she deal with the teachers-institutions-authorities:

1. He/she should try to report to duty at least 10-15 minutes in advance.
2. He/she should try to follow the college class routine sternly.
3. He/she should try to remain on duty during college hours.
4. He/she should try to adhere strictly to the laws and regulations of the college.
5. He/she should try to respect and maintain the hierarchy in the administration.
6. He/she should try to maintain honesty, integrity, fairness in all activities.
7. He/she should try not to divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
8. He/she should try to uphold the honour and dignity of the teaching profession.
9. He/she should try not to be absent from duty without official approval of leave.
10. He/she should try to take up the work assigned by the management, head of the institution without refusal, in the interest of the institution.
11. He/she should try to stay beyond the college hours when the nature of work entails in the interest of the institution.
12. He/she should try to follow all the rules and regulations of the service set by the college, the University of Calcutta, the Govt. of West Bengal and Govt. of India.
13. He/she should try to sign the attendance register regularly after arrival and should put the time of departure while leaving the college.
14. He/she should try not to refrain from enjoying unauthorized leave or leaves.
15. He/she should try to complete the teaching assignments allotted to him/her in time and look after the weaker section of the students to help them to improve.
16. He/she should try to perform his/her duties and responsibilities as different committee members to help the college administration.



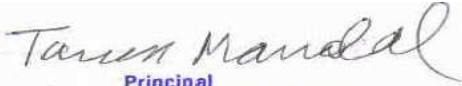
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17. He/she should try to take part in co-curricular and extension programmes of the college to promote the core values of the institution.
18. He/she should try to inspire the students by leading a life of positive values and principles.
19. He/she should try to engaged himself/herself in widening their horizon of knowledge and participate in serious research works in their respective fields.
20. He/she should try to express his/her opinion or expertise by active participation at administrative meetings, seminars and conferences.
21. He/she should try to take up extra classes for students in the context of Career Oriented Programmes.
22. He/she should try to conduct at least one/two meeting(s) every month regarding academic purpose, student progression as a departmental head.
23. He/she should try not to send any circulars or handbills to the teaching and non-teaching staff and organize any meetings in the campus without the prior permission from the Principal.

PROFESSIONAL ETHICS RELATED TO GOVERNING BODY

Governing Body of the Institution should:

1. Provide effective academic and administrative leadership to the institution.
2. Act as a guidinghead by providing support and advice to the College.
3. Fulfil their lawful duties and obligations towards the government and local authorities with honesty and integrity.
4. Ensure welfare of teaching, non-teaching staff and students.
5. Maintain financial transparency of all activities and transactions.
6. Prescribes the rules for admission in accordance with the reservation policy of the State and Central Govt.
7. Take responsible action to maintain educational ambience.
8. Keep the interest of institution above personal interest.


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9. Use modern tools for effective implementation of educational technology to achieve the highest standards and greater creativity.

PROFESSIONAL ETHICS RELATED TO PRINCIPAL

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following professional ethics are expected from the Principal:

1. He/she should try to implement the policies approved by the highest decision making body of the college.
2. He/she should try to achieve coordination among various statutory committees and non-statutory bodies including academic council.
3. He/she should try to monitor admissions, examinations, evaluation procedure for smooth functioning of the system.
4. He/she should try to provide guidance, leadership, direction to the all stakeholders.
5. He/she should try to draw a policy and plan to execute the vision and mission of the college.
6. He/she should try to recommend and forward communication to all the authorities on time to time basis.
7. He/she should try to ensure that the teaching, non-teaching staff and students aware of rules, policies and procedures laid down by the college and enforce them correctly.
8. He/she should try to execute any other qualitative and quantitative work for the welfare of the institution.
9. He/she should try to be fair in his/her actions for all the members of teaching, non-teaching staff and students.
10. He/she should try to observe various academic activities like classes as per routine, conduct of technical fests, conferences, seminars, workshops, training


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programmes, different committee's activities, different statutory bodies activities etc.

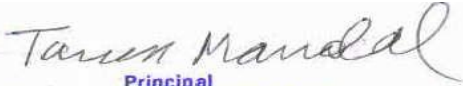
11. He/she should try to conduct meetings with the heads of departments to review the progress of the academic work and suggest effective measures to achieve desired academic outcome.
12. He/she should try to ensure quality assurance with the help of IQAC cell of the college.

PROFESSIONAL ETHICS RELATED TO TEACHER AND TEACHER:

The teachers are considered as important and integral part of any educational institutions. Without their cooperation, support and active involvement the ultimate goal of the institution cannot be achieved in proper and systematic manner. So, the professional coordination among the teachers of the institution is very important for the harmony and team work. The following professional ethics are expected from the various groups of teachers of the organization:

A Teacher Should

1. Treat each and every teacher of the other departments with equal importance by maintaining the professional dignity and they should treat each and every teacher in the same manner as an individual and professional teacher wanted himself or herself to be treated in the work place.
2. Express his or her views, feelings, reactions and information with suitable admiration with other teachers.
3. Keep away himself or herself from creating the redundant buzzword for any other teacher or teachers which create cynicism and misapprehension among all.
4. Restrict himself or herself to grumble against the highest authorities if it absolutely not found necessary and try to resolve the issue by mutual understanding within themselves.


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5. Not make any decimation in behavior on the basis of caste, community, religion and gender among the other teachers of the various department.

PROFESSIONAL ETHICSRELATED TO TEACHER- NON-TEACHING:

Coordination among the various groups of the organization is important to achieve any goal of the organization. All are considered as important wings of the same tree. The following professional ethicsare expected from the various groups of teachers and non-teaching staff of the institution:

Teacher Should

1. Treat the each and every non-teaching staff as an important wing of the organization by considering themselves as an integral and essential part of the organization.
2. Understand the importance of team work when they deal or work with the non-teaching staffs of the organization.
3. Not make any non-teaching staff of the organization feel bad or isolated by highlighting that they contribution less towards the organization's development as they are working in the middle or lower order of hierarchy of the organization.
4. Make each and every non-teaching staff realize about their concealed contribution towards the students, their professional and organization's growth and development.
5. Co-ordinate each and very non-teaching staff of the organization by maintaining the professional relationship among themselves for the overall development of the students and the organization.

PROFESSIONAL ETHICSRELATED TO TEACHERAND STUDENT

Teaching is a profession, through which a teacher attempts to bring positive changes in the behaviour of students and their manner of thinking. A teacher has a different

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code of ethics with his/her students, colleagues, parents/guardians, society, etc. to ensure development of a high degree of recognition and regard for this noble profession. The following professional ethics are expected from the teachers towards the students of the institutions:

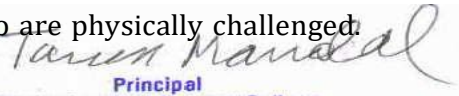
1. A teacher should try to respect the right and dignity of a student in expressing his/her opinion.
2. A teacher should try to treat students impartially regardless of their caste, religion, political and/or social beliefs, economic and physical characteristics, etc.
3. A teacher should try to recognize the difference of aptitudes and capabilities among various students and strive to meet their individual need accordingly. A teacher should always try to encourage students to develop their personality in both personal and professional fields.
4. He/she should try to inculcate among students the scientific outlook to fight against various social evils.
5. A teacher should try to instil respect for physical labour, ideals of democracy, patriotism and peace among students.
6. He/she should try to make himself/herself available to the students even beyond the classroom and class hours for any academic work.
7. 4. A teacher should try to refrain from provoking students against other students, teachers or administration.
8. A teacher should try not to act violently towards any student or he/she should not treat students vindictively for any reason.
9. He/she should try to be considerate to the feelings of the students and should use respectful language towards them.
10. A teacher should try to protect the students from all such conditions those are harmful to health and safety.
11. A teacher should try not to take any personal advantage from students.
12. A teacher should try not to make false or malicious statements about students.
13. A teacher should try to promote scientific temper among students to develop rational thinking among them and also to combat superstition.


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PROFESSIONAL ETHICS RELATED TO STUDENTS:

Students are the real jewel of any institution and society. Their nature, behaviour and attitude is largely influenced by the institutions in which they gain personal and subject knowledge. The following professional ethics are expected from the students:

1. All students should try to follow the rules and regulations of the institute in and outside the campus so as to ensure smooth functioning of the institute and proper learning environment. They should avoid any such behaviour which brings disrespect for the institute. They should always carry ID cards given by the college within the campus.
2. All students should try to maintain a proper dress code within the campus. Mobile phones or any such device should not be used during on-going lectures or classes.
2. All students should try to adhere to the truthfulness and honesty. They will work hard to achieve their goals in a fair and honest way. They should refrain from lying, cheating, stealing or any other malpractices.
3. All students should try to develop the sense of responsibility in them which is an integral part of students' moral character. Collaboration, harmonious relations and mutual understanding are very important among students.
4. All students try to work constructively and cohesively to achieve common goals, despite their personal disagreements.
5. All students should try to be respectful for open exchange of ideas. Students should always share study materials among their peers.
6. All student should try to use respectful language towards his/her peers. They should not do any sexual assault to other students and make no fun of them. Their approach should always be in a dignified manner.
7. All students should try to refrain from ragging, bullying or harassing any student in and outside the campus. In the classroom setting, they should not interrupt classmates and should not disrupt the learning environment by any means.
8. All Students should try to always help their peers who are physically challenged.


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9. All students should try to be respectful towards institutional property and should not steal or destroy those.

PROFESSIONAL ETHICS TOWARDS TEACHER AND GUARDIAN:

Every guardian or parents send their children with the expectation that they will achieve and gain the highest level of knowledge and personal development from the institution. Following professional ethics are expected among the guardian and teacher:

1. A teacher should try to establish friendly and co-operative relations with the guardians.
2. A teacher should try to provide the guardians all the information regarding the attainments and shortfalls of the student regularly.
3. A teacher should try to promote the effective parent-teacher association.
4. A teacher should try to encourage parents to engage themselves actively in the education and welfare of their children.
5. A teacher should try to communicate with the guardians of each and every event/activity of the institution.

PROFESSIONAL ETHICS TOWARDS ENVIRONMENT OF SUNDARBAN AND NEAR ISLAND:

We should try to protect the environment not for only living creatures, but for the plants and trees that provide even more benefits to us directly - they provide us with oxygen which we need to breathe. Industrial and developed countries are also facing threats of being polluted and affected by the detrimental environmental impact made by human actions. We live in an area which is blessed with its natural beauties. So it's our moral duty being a teacher, non-teaching staff, authority and student to make efforts to protect the environment from our own part. Following professional ethics are expected from all the stake holders of the college towards the environment:


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1. We should try to plant tree and especially those tree which are under shield for protecting our environment on regular basis.
2. Less use of plastic should be made inside the college campus and near sundarban areas and islands in order to make the area and campus a plastic free zone.
3. We should try to conduct an awareness towards the local community and local fisherman towards the fish and animal which are precious and under protection and not to rescind or kill such fish and animal.
4. We should try to conduct an awareness for local community towards the mangrove and what is their role in environment.
5. We should try to conduct an awareness towards the tree and animal which create energy and liveliness for us.

PROFESSIONAL ETHICS IN RESEARCH:

Ethics gives us moral values which enable us to differentiate between what is good or what is bad. The same practice being an institution or integral part of the institution like: teachers, non-teaching staff, students and scholars needs to be adopted while conducting or involving in the process of doing any research work like: - preparing any research report, writing any research paper or article, acting as research head in any funded (national or international) or non-funded research project by faculty members, dissertation report prepared by the students and any research report prepared by the non-teaching or administrative staff of the college. The ethics in research include the following key points in the institutions' best practices of conducting or involving in research:

1. The research practices of the institutions should not compromise the mission and vision guidelines of conducting research of the institution while carrying out or involved in the process of research work.
2. Honesty with integrity should be followed while carrying out the best practices of research like: writing research article as teacher or students, supervising a research project as a teacher or preparing a research project as a student.
3. The subjective or biased work and activities should be avoided while conducting research work.


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4. Research work should be carried out with the intention to provide benefit to the society as it is the responsibility of the institution to provide quality information or knowledge in the form of research outcome to the society.
5. Research work should be carried out with mammoth responsibility as it is the responsibility of the institution or affiliates of the institutions that true and fair results of the research work has been revealed as it will be used by the people in the society who are in need of or search of that kind of research based work.
6. Being an institution it is the responsibility of the institution to ensure that the best ethical practices are being followed and carried by the members who are integral part of the institutions.
7. Institution has a zero tolerance policy towards the use of those animals which are under the dogma of wildlife conservation and utmost precaution is taken into consideration while conducting these kind of research.
8. Institutions has a very stringent policy towards the use of any kind copy right, patent based content and any content which comes under Intellectual Property Rights (IPR) in carrying out research based work.
9. For ensuring best practices in research and avoid plagiarism in research work, it is being highly recommended by the institution to use plagiarism checking software like: Urkund, Turnitin, Grammarly and free or open source software to safeguard eminence in research work.

BIRD FEEDING POINT:

The college campus is surrounded by the natural beauty of Sundarban Island where various types of bird's species were found. So, on the recommendation of the ethics cell it has been decided to create four Bird's shelters and feeding points within the college campus. One is on the roof top of Boy's Hostel, second one on the roof top of Girl's hostel, third one on the roof top of Administrative Building of the college and the another one on the roof top of the teacher's retiring room building. It acts as a major supporting place for water and cool shelter for birds during the blistering weather of West Bengal summer.

STRAY DOG'S FEEDING POINT:

The institution also take care of various types of stray dogs which hang about and ramble nearby college area as the Supreme Court of our country had mentioned that the stray dogs also have the right to food like other citizens of our country. So, on the recommendation of the Ethics Cell various dog shelter points have been established within the college campus

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which is taken care by the teaching, non teaching staff and students of the college. And a range of counseling sessions regarding how to treat strays dogs and other animal that were part of nature's beauty and God creation are given to the students of the college of different disciplines.

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