

**CODE OF ETHICS POLICY**



Since 1947

**PSG College of Arts & Science**

Autonomous & Affiliated to Bharathiar University  
Accredited with 'A' Grade Level by NAAC (3<sup>rd</sup> Cycle)

College with Potential for Excellence  
(Status Awarded by the UGC)

Star College status awarded by the DBT-MST

An ISO 9001:2015 Certified Institution

Civil Aerodrome Post

Coimbatore - 641 014

## CODE OF ETHICS POLICY

### **Objectives**

- To align with and implement the UGC guidelines MulyaPravah - Inculcation of Human Values and Professionals Ethics in Higher Educational Institutions
- To emphasize the importance of human values in PSG College of Arts & Science
- To provide guidelines on values and ethics to the students, teachers, administrators and other staff

### **Scope**

Applies to all Students, Teaching staff, Support staff and Administrators of PSG College of Arts & Science.

### **Policy**

#### **For Students**

To nurture the Students towards developing a holistic personality and creating socially responsible citizens of India, PSG College of Arts & Science (PSGCAS) has institutionalized the code of conduct to;

- Abide by Act, Statutes, Ordinances, rules, policies, procedures of the College and respect its ideals, vision, mission, cultural practices and the traditions
- Be punctual, disciplined and regular in all academic activities
- Maintain modesty in their overall appearance and behavior
- Behave with dignity and courtesy with teachers, staff and fellow students
- Act as a role model for the junior students by attaining the highest level of values and morality.
- Preserve harmony among students belonging to different socio-economic status, community, caste, religion or region.
- Contribute towards cleanliness of the campus and surroundings.
- Maintain and preserve the institutional properties
- Strictly adhere to the Institutional values and ethics during out-campus programmes/ activities (educational tour/visit or excursion).
- Maintain academic honesty throughout the period of study
- Maintain a conducive classroom culture ensuring positive learning environment for fellow students and teachers

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- Adhere to campus Anti- ragging norms.
- Be sensitive to gender issues and societal needs.
- Uphold good health and refrain from any kind of addiction.
- *The role of ManavarManram* (Students' Council) of PSGCAS would
  - a. Support the administration for right and timely decision.
  - b. Raise legitimate issues in dignified manner

### **For Teachers**

#### The Teachers would

- Act as a role model for students by displaying good conduct, set a standard of dress, speech and behavior.
- Act as friend, philosopher, facilitator and guide to students
- Help students in identifying their potential and support through counseling and mentoring.
- Create a conducive environment for teaching–learning process and strive for innovative practices and knowledge creation.
- Observe punctuality in teaching and other duties.
- Refrain from harassment of student in any form.
- Appreciate equality, accept diversity and act with fairness with all students
- Actively participate in institutional development.
- Inculcate our nation's heritage,culture and human values
- Develop critical thinking and solution based outlook towards environmental &social problems.
- Circumvent conflict among the personal and professional interest
- Encourage students to actively participate in thrust areas of nationaldevelopment.
- Integrating the values of co learning and contribution for the growth & development of fellow peers
- Align and work towards Institutional growth & development
- Uphold national integration and communal harmony.
- Be sensitive to societal needs and development.
- Abide by Act, Statutes, Ordinances, rules, policies, procedures of the College and respect its ideals, vision, mission, cultural practices and the traditions.

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### **For Administrators**

It would include Secretary, Principal and Vice-Principals

The authority would

- Be responsible, as an administrator of PSGCAS, to ensure the provisions of Acts/Statutes/Ordinances and Regulations of the Institution are duly observed and operations of the College is carried out in strict adherence thereto.
- Comply with laws, rules, and regulations of the government as applicable to the Institution.
- Provide inspirational and motivational value-based academic and executive leadership to the College through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the Institution
- Act as an agent of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the College to the maximum extent.
- Follow the objectives and policies of the Institution and contribute constructively to the ongoing evaluation and reformulation.
- Maintain the confidentiality of the records and other sensitive matters.
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Refrain from any misappropriation of financial and other resources.
- Refuse to accept any gift, favor, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties.

### **Administrative /Support Staff**

Administrative/ Support staff would

- Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- Observe punctuality
- Encourage the staff to maximize their efficiency.
- Create conditions that inspire teamwork.

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- Act timely to readdress the genuine grievances.
- Maintain the confidentiality of the records and other sensitive matters.
- Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- Maintain and care for the institute's property.
- Facilitating congenial environment.
- Refrain from any form of discrimination.
- Not accept bribes or indulge in any corrupt practices.
- Make every effort to complete the assigned work in a time-bound manner.

## Process

### For Teachers

- Special Programmes on human values and professional ethics
- Providing inputs of human values and professional ethics during induction programs for newly recruited teachers
- Open interaction on regular-basis with other stakeholders for harmony.
- Encourage teachers for involving students in curricular and co-curricular activities to demonstrate values.
- Promoting teachers to take up inter-disciplinary research ensuring human values and professional ethics.
- Motivate teachers for rendering their services as a mentor for inculcating ethical and human value among their students.
- Encourage teachers to conduct programs/activities on ethics and human values to society at large.

### For Students

- Lectures accentuating the importance of Human Values and Professional Ethics during the first phase of *Deeksharambh*- Student Induction Programme
- Compulsory Foundation Course on Value Education (dealing with Human Values and Professional Ethics) at the undergraduate level (Semester II). A workbook on Value Education is given to the students.
- Compulsory Yoga training for the students as part of Foundation Course on Value Education

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- Special Lecture Programmes on Universal Human Values
- Display of ethical and human value thoughts and edifications at public places
- Repositories (Library and e-library)
- Promoting human values through community engagement :
  - Participation in national schemes and programs such as Fit India, Swachh Bharat Abhiyan, etc.
  - Interface with the societies, NGOs and similar organizations through Extension Activities (part of the curriculum)

#### **For Administrative/Support Staff**

- Open interaction on regular-basis with other stakeholders for harmony
- Encourage staff members for involving other stakeholders to demonstrate human values and professional ethics.
- Exhibit ethical and value thoughts and edifications in official correspondence.

#### **Supportive Documents / References**

- UGC guidelines MulyaPravah - Inculcation of Human Values and Professionals Ethics in Higher Educational Institutions, 2019 (<https://www.ugc.ac.in/e-book/HUMAN%20VALUE%20English.pdf>)
- Value Education Work Book for PSGCAS Students - Foundation Course
- Compendium on Programmes/Activities on Human Values and Professional Ethics
- Minutes of Meeting of the following Committee:
  - Value Education Committee
  - Grievance Redressal Committee / Appeals and Grievances Committee
  - Student Welfare Committee
  - Internal Complaints Committee
  - Sexual Harassment Committee/Harassment Complaints Committee
  - Caste Discrimination Prevention Committee
  - Discipline Committee
  - SC/ST/OBC Grievance Redressal Committee

