



Re-accredited by NAAC with 'A' Grade with CGPA 3.62/4
Recognised by UGC as "College with Potential for Excellence"
Conferred "College with "STAR STATUS" by DBT, Government of India.

15.06.2015

CODE OF INSTITUTIONAL PROFESSIONAL ETHICS

Preamble

St Aloysius College (Autonomous) is guided by the motto "Lucet et Ardet" meaning shine to enkindle by committing self to spread the light of knowledge and wisdom to kindle the ardour of faith that does justice by forming men and women for and with others. This policy is to be read with the "Service Rules and Conditions" published by MJES and the College Annual Handbook and its amendments which will supersede this policy. Our core values embed the spirit of:

- 1. Being Academically Accomplished:** The institute promotes and encourages faculty in their individual academic development and also provides scope for skill enhancement with diverse opportunities .
- 2. Emotionally Balanced:** The institute gives equal priority to the emotional quotient and the spiritual quotient alongside the intellectual quotient.
- 3. Morally Upright:** It is expected that all activities be conducted in an ethical manner such that interactions at all levels demonstrate transparency, dignity and respect to individuals. Research and teaching shall be carried out in an environment of academic freedom with honesty and Integrity.
- 4. Socially Responsible:** The Institute is committed to developing responsible citizens and skilled manpower to serve the Nation. Civic engagements and responsibilities are upheld in great esteem.
- 5. Ecologically Sensitive:** Environmental stewardship committed in practicing eco-friendly sustainable green technologies for sustainable development and preservation of our planet Earth.
- 6. Professionally dedicated:** The staff are expected to be self-motivated and guided with roles and responsibilities as issued in their job descriptions. The institutional motto conveys responsibility of forming men and women for and with others catalysing transformation of society.

Scope

Staff & student in the Institute are expected to be involved in activities that uphold the scope of its motto supporting the vision and mission of the Institute. Each staff and student should conduct oneself respectfully towards oneself and others with actions that are a part of the Institutional code of conduct prescribed in the hand book

I.TEACHERS AND THEIR RESPONSIBILITIES:

Every member of the staff at St Aloysius is required to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher must ensure that there is no incompatibility between his precepts and practice. The National ideals of education and the standards of the Institution alongside the job description assigned set and the personnel and academic values which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers demonstrate calm, patient, communicative, orientation and amiable in temperament

Teachers are expected to:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the institutional code of ethics and the society;
2. Manage their private affairs in a manner in consonance with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at the professional meetings, seminars, conferences etc. towards contribution to knowledge;
5. Maintain active membership of professional organizations and strive to improve the quality of education and profession through them;
6. Perform duties explicitly defined in the job descriptions in terms of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions related to the educational responsibilities of the College and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and College examinations, including supervision, invigilation and evaluation;
8. Participate in extension, consultancy, co-curricular and extra-curricular activities with a special thrust towards community service and civic engagement.

II. TEACHERS AND THE STUDENTS

Teachers are expected to:

1. Respect the right and dignity of the student while expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social categories and physical features;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainment level, develop their personalities and contribute to community welfare;
5. Inculcate scientific outlook and respect for physical labour and ideals of democracy & love for the nation among students;
6. Refrain from being vindictive towards students for any reason;
7. Pay attention to only the attainment level of the student in all matters related to academic assessment;
8. Be available to students even beyond the class hours and help and guide students;
9. Help students to develop an understanding of our national heritage and goals;
10. Refrain from inciting students against other students, colleagues or administration.
11. bring any disputes/ grievances of students, colleges to the notice of the relevant authorities immediately.

III. TEACHERS AND COLLEAGUES

Teachers are expected to:

1. Treat other members of the profession in similar manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional enhancement;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional and functional capacities and endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers are expected to:

1. Discharge their professional responsibilities in accordance with the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of such rules that are detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including engaging in talking private tuitions and coaching classes which are likely to interfere with discharging of their professional responsibilities;

3. Co-operate in the formulation of policies of the institution by accepting assigned offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
6. Adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable circumstances and as far as possible with prior intimation, keeping in view their particular responsibility and timely completion of academic schedule.

V. TEACHING AND NON-TEACHING STAFF:

Teachers are expected to:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the institution
2. Collaborate and cooperate on issues that concern involving both teaching and non-teaching.

VI. TEACHERS AND GUARDIANS

Teachers are expected to:

1. Ensure that the institution maintains regular contact with the guardians, their wards, send reports of their performance to the guardians whenever necessary and meet the guardians during meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers are expected to:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are provided;
2. Work to improve the quality of education in the community and strengthen the community's moral and intellectual caliber;
3. Be aware of the social problems and engage in such activities as would facilitate progress of society and the country as a whole;
4. Perform duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of discord or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Reporting and Compliance:

St Aloysius College (Autonomous) Mangalore is committed to adhere to the set standards enshrined in the Code of Professional Ethics formulated in alignment of UGC code for engagement of Staff with Students, Colleagues, Authorities, Non-Teaching Staff, Guardians & Society.

Committee In-charge:

The College Campus Ministry committee under the leadership of the Principal will have representation that connects all sections and function with a tenure of 3 years. The committee affairs will be managed by the Co-ordinator / Campus Minister along with a Program coordinator and members. The committee will take cognizance of process, practice and implementation of the code and support all other connected committees constituted for maintaining ethical code of conduct at the campus.

Functions and Purpose of the Committee:

The committee will conduct programs that build awareness, sense of belonging and bonding that helps uphold the spirit of the policy and the goals of the Institution.

The committee will meet at least once in every 6 months to evaluate effectiveness of programs with measurable outcomes listed for programs conducted, list matters and complaints for hearing and roll out plans for the year ahead.

The committee will present to the management key findings and suggest programs that can help in the process of compliance.

Arman

Principal

Principal
ST.ALOYSIUS COLLEGE (AUTONOMOUS)
MANGALORE-575003

