



## Code of Ethics- Policy Document

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## 1.2. POLICY ON CODE OF ETHICS

### TEACHERS:

Professionalism, honesty, integrity and credibility are essential core values that a teacher is expected to follow and the Policy on Code of Ethics drawn out by Fatima College ensures that the teachers fulfil their responsibilities in their profession in every possible way, meeting the expectations of all the stakeholders:

1. Conduct themselves honestly, efficiently and diligently under the orders of the Management.
2. Update their knowledge and skills by utilizing the facilities in the campus and off the campus, seek to make professional growth continuous through study and research and shall give active guidance to students in research, consultancy and extension activities.
3. Partake in all the activities that fulfill the institution's social responsibility.
4. Participate in all activities of the institution regarding decision making, policy formulation and accept duties and responsibilities with full commitment.
5. Maintain high standards of responsible research through intellectual honesty and integrity.
6. Make themselves available and take full participation in all programmes conducted by or connected with the institution.
7. Inculcate values of patriotism and a sense of social justice in students that can ensure peace and harmony in the society.
8. Mould students as responsible future citizens with a deep concern for the environment.
9. Be impartial and unbiased in recognising the talents and capabilities of the students.
10. Be sensitive to the physical, psychological and academic needs of the students and counsel them appropriately.



## STUDENTS:

When it is an undeniable claim that every child has a right to education it is also essential that she/he has to be aware of the duties of being a student. The following are the Code of Ethics that a student of Fatima College is expected to follow:

1. Show Courtesy, kindness, loyalty, dignity of labour, compassion for the less fortunate, a friendly attitude towards fellow-students, respect for teachers and authority.
2. Make use of every opportunity that is made available to strive towards academic excellence, skill and holistic development.
3. Conduct themselves in such a manner (whether inside the campus or outside) as to safeguard the dignity of womanhood.
4. Consider it as a personal responsibility to maintain cleanliness of the college.
5. Strive to keep the classrooms and campus clean and eco-friendly and "Plastic Free".
6. Wear clean, decent clothes and conform to the rules of modesty and dress code of the college.
7. Regularity in attendance is obligatory.
8. No private collection of funds or sale of items can be made without the approval of the Principal.
9. Discourage ragging of any sort, not indulge in emotional violence inside the College / Hostel Campus.
10. Not indulge in malpractice (cheating, copying in tests and examinations, giving false declarations etc.) in the campus or anywhere else is prohibited.

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## 6. HEALTH AND SAFETY

### 6.1. PREVENTION OF SEXUAL HARASSMENT

The College aims at providing a safe environment for its students. Along with various safety measures the College also has an exclusive **Cell for Prevention of Sexual Harassment** to ensure the safety of its students.

Any kind of sexual harassment of a student by fellow students or staff in campus or off campus in public (in the form of obscene oral or written abuse, sexual advances, unethical sexual behaviour) is dealt with very seriously and complaints about such acts are to be submitted to the Cell. The following are the members of the Cell:

1. The Principal – Chairperson
2. Vice Principal I – Shift I
3. Vice Principal I – Shift II
4. Sub-Inspector of Police – External Member 1
5. Advocate – External Member 2
6. Senior Faculty Member – 1
7. President of Students' Union – Shift I
8. Secretary of Students' Union – Shift II

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## 6.2. ANTI-RAGGING

Fatima College follows the UGC Regulations, Court Directives and State Act to ban any and all sorts of ragging activities in the campus. The college totally prohibits and prevents ragging. An anti-ragging cell is created with the Principal as the Chairperson and the Physical Directress as the Staff-in-charge. The Staff-in-charge can be contacted any time by the students in case there is any ragging related issues.

The steps taken to implement anti-ragging both in college campus and in hostel are as follows.

- During orientation programme for the freshers, they are given instruction to reach the staff in-charge for anti-ragging in case they have any problems.
- To establish a friendly ambience there is a welcome party hosted by the seniors to the juniors in the presence of the faculty members.
- To overcome their shyness and fears and to extend a friendly hand shake with the seniors, a thanks giving party is hosted by the juniors to the seniors
- The first-year students are also made to be part of the students' union so they overcome their fears and mingle well with their seniors.
- The office bearers of the Students' Union along with the student members of the discipline committee also monitor and that prevents ragging.

Beyond all these measures if any student is found guilty of ragging strict action will be taken. Action towards the guilty will be based on the extent of behaviour.

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## 6.5. ANTI NARCOTICS CLUB

The policy of **Anti Narcotics Club** of Fatima College is created with an objective to ensure that the College stays free of Drug addiction issues as it is at present.

- ▶ The Club creates awareness among students about the ill effects of substance abuse through various awareness programmes organized with the help of the Police Department and NGOs.
- ▶ Students are involved in educating the public about the adverse effects of drugs and alcohol through rallies, street plays, songs and dances, distribution of pamphlets, display of posters.
- ▶ Anti-narcotics pledge is to be taken on the International Day against Drug abuse.
- ▶ Students are encouraged to report such acts of possession or consumption of drugs by the students inside the College Campus to one of the following who comprise the Cell:
  - ✿ The Principal
  - ✿ Vice Principal II (Shift I)
  - ✿ Faculty-in-charge
- ▶ If any student is forced to consume such substance by other student/s the same can also be reported to the members of the Cell.
- ▶ The Students' Counseling & Guidance Cell also gives Counseling to students whose family members are addicts.
- ▶ Information regarding facilities for rehabilitation that can be arranged by the College is also shared with the students.
- ▶ Details of the policy are shared with the Students at the Student Induction Programme conducted for First Year students every year.

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