

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

(As mandated by UGC Guidelines and in consistence with Goa University Statute SC-16.16)

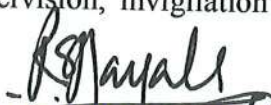
Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practices. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

I. Teachers towards their profession:

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion to participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
5. Maintain active membership of professional organisations and strive to improve education and professor through them.
6. Perform their duties in the form of teaching, tutorials, practicals, seminars and research works, conscientiously and with dedication.
7. Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research.
8. Abide by the Act, Statutes and Ordinances of the University and respect its ideals, vision, mission, cultural practices and tradition.
9. Cooperate and assist in carrying out the functions relating 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.




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10. Participate in extension, co-curricular and extra-curricular activities including community service.

II. Teachers towards Students:

Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues or the administration.

III. Teachers towards Colleagues:

Teachers should:

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




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IV Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest.
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organisations 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 terms of contract.
7. Give and expect due notice before a change of position takes places.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Administrative Staff:

Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers towards Parents/ Guardians:

Teachers Should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the Parents/ Guardians, their students, send reports of their performance



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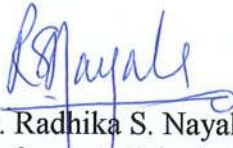
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to the Parents/ guardians whenever necessary and meet the Parents/ guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society:

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the 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 hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.



Dr. Radhika S. Nayak
Professor & Principal

S. S. Dempo College of Commerce and Economics
Cujira, Bambolim, Goa




RULES OF CONDUCT AND DISCIPLINE

The college attaches great importance to Discipline, Disobedience, misconduct, misbehaviour or failure to comply with any of the rules stated below will be severely dealt with:


1. Every student of the college is responsible to the Principal.
2. Every student is expected to come to the college neatly, properly and decently dressed.
3. **Every student must be in possession of a valid identity card. He / she must wear it on campus at all times.**
4. No student is allowed to smoke, consume liquor, drugs or other intoxicants in the college. The students are expected to keep up the good name of the college, even outside the college campus.
5. Silence must be strictly maintained not only in the classrooms but also in the library, reading rooms and corridors of the college.
6. Any student who comes late to the college or is not permitted to attend the lecture by the concerned faculty member should go to the library or reading room and is not to loiter about in the corridors or disturb the classes and office. Any one found loitering is liable to be punished.
7. **A minimum of 75 percent attendance and completing both ISAs are the necessary conditions precedent to permitting the students to appear for the University examination. Students are cautioned that if their attendance at lectures / practicals etc. is unsatisfactory, their names may be excluded from the rolls. Absence from a lecture / test / examination etc. must be justified in writing and if sickness is a cause, a medical certificate must be submitted to the Principal, within 7 days of re-joining the class.**




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8. No student is allowed to attend any class other than his/her own, unless previous sanction is obtained from the Principal / Faculty concerned.
9. No student shall collect / spend any money within the college campus or outside, using the college name in any form without the prior permission of the Principal.
10. Students are strictly prohibited from disfiguring walls, tables, benches, desks etc. Any deliberate damage done to the property of college will be severely dealt with.
11. Prior permission of the Principal must be obtained for the conduct of any student activity, picnic, tour, study tour etc.
12. **Ragging is banned in the college. Any student found indulging in ragging will be severely dealt with, as per UGC regulations.**
13. Students are not permitted to form any society or association without the prior permission of the Principal. The Principal is the ex-officio President of all these associations and her decision in all matters is final.
14. **Students are warned against using College name or logo on any forum including online platform, without prior permission of the Principal. Further any student engaging in defamatory communication, in virtual or real space, using College name or name of any staff of the College will be severely dealt with as per relevant laws.**
15. No person shall be invited to address a college meeting or society without the prior permission of the Principal.
16. **Use of Mobile phones in the classrooms and corridors of the college is strictly prohibited and any student violating this rule shall face disciplinary action including fine and confiscation of mobile phone**




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17. Any student found resorting to unfair practices at college examinations shall be dealt with strictly as per the rules of Goa University.
18. Any additional rule as and when it is introduced / notified by the institution will be binding on the student.
19. The Principal's decision in respect of general discipline is final.

**Arise! Awake!
and stop not until
the goal is reached**

Swami Vivekanand




Rajyal
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LIBRARY RULES

1. Admission to the Library will be given only to students of the college on production of a valid library card/college ID card.
2. Newspapers, periodicals and reference books can be borrowed on reading card/college ID card for reading in the library.
3. Material borrowed on reading card must be returned before leaving the library on the same day.
4. Silence and discipline should be strictly observed in the library.
5. **Students should submit their library cards at the time of claiming refund of library deposits.**
6. Every student must show their reading card on demand by the library staff.
7. In case of loss of Library card, a duplicate card will be issued on application and after payment of the charges. (Rs 10/- per card).
8. In the event of a book being lost or mutilated he / she shall have to replace the book or pay compensation for it.
9. A fine of Rs 1/- per day will be collected for overdue books.
10. All students shall return books borrowed within 3 days after the examinations are over.
11. Library timings are 8.00 a.m. to 2.00 p.m. on all working days unless notified.




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UNDERTAKING BY THE STUDENT

(ANTI-RAGGING)

I, _____
s/o d/o Mr/Mrs/Ms _____,

having been admitted to S.S. Dempo College of Commerce & Economics, Panaji have been made aware of the UGC regulation 2009 on curbing the menace of ragging in institutions of higher education, (hereinafter called the "Regulation") carefully read and fully understood the provisions contained in the said regulation.

2) I have, in particular, perused clause 3 of the regulation and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that:

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of regulation.

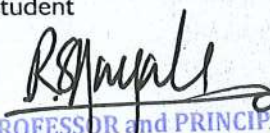
5) I hereby affirm that, if found guilty of ragging, I am liable for a punishment according to clause 9.1 of regulations, without prejudice to any other criminal action that might be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

declared this _____ day of _____ month of _____ year.

Signature of student

Name


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Signature of Parent / Guardian

Name:

