

**Sri Sathya Sai College for Women,
Bhopal - 462024**

**CODE OF ETHICS
POLICY DOCUMENT**



Sri Sathya Sai College for Women, Bhopal is committed to upholding the highest standards of ethics, integrity, and accountability in all aspects of its operations. The Ethics Policy Document outlines the principles and guidelines that guide the behavior and conduct of all members of the college community, including students, faculty, staff and administrators.

Purpose

The purpose of the Ethics Policy Document is to:

- Define the ethical standards and values that Sri Sathya Sai College for Women, Bhopal expects from its community members.
- Establish guidelines for ethical decision-making and behavior.
- Provide a framework for addressing ethical concerns and conflicts of interest.

Core Principles

Integrity and Honesty: All members of the Sri Sathya Sai College for Women, Bhopal community are expected to act with honesty, transparency, and truthfulness in all interactions, both within the college and with external stakeholders.

Respect and Dignity: Sri Sathya Sai College for Women, Bhopal values diversity and inclusivity. All individuals are expected to treat one another with respect, fairness, and dignity, regardless of gender, religion, nationality, or other characteristics.

Academic Integrity: Sri Sathya Sai College for Women, Bhopal is committed to promoting a culture of academic honesty. Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated.


Principal

Conflicts of Interest: Any situation that may compromise or appear to compromise the objectivity or fairness of a decision or action should be disclosed promptly.

Reporting and Resolution

If any member of the Sri Sathya Sai College for Women, Bhopal community believes that an ethical violation has occurred, they are encouraged to report it through the appropriate channels. The college will take all reports seriously and will conduct a thorough investigation.

Protection from Retaliation

No individual who reports an ethical concern in good faith shall be subject to retaliation or adverse action as a result of making such a report.

Consequences of Violation

Violations of the Ethics Policy may result in disciplinary action, up to and including suspension or expulsion for students, termination of employment for staff and faculty, or legal action as deemed necessary.

Review and Revision

The Ethics Policy Document will be reviewed periodically to ensure its continued relevance and effectiveness. Changes may be made with input from the college community.



CODE OF ETHICS & CONDUCT COMMITTEE

| | |
|---------------------|------------------|
| Dr. Asha Agarwal | Principal |
| Dr. Jyotsna Galgale | Vice Principal |
| Dr. Renu Mishra | IQAC Coordinator |
| Dr. Shubha D.Kapdeo | Member |
| Dr. Sadhana Ananth | Member |
| Dr. Purnima Joshi | Member |
| Dr. Kusum Dixit | Member |

Introduction

Within the realm of a college environment, ethics and values serve as the guiding stars illuminating the path of all stakeholders. These principles, deeply ingrained in the fabric of the institution, dictate behavior, shape decisions, and govern interactions. From students to faculty, administrators, and the broader community, they form a collective moral compass, ensuring alignment with a shared code of conduct.

Embedded within this framework are pillars of fairness, integrity, accountability, and respect, elevating academic life to a higher standard. For students, it's a pledge to uphold honesty in every assignment, to engage respectfully with peers and mentors, and to steward resources responsibly. Faculty members, in turn, are entrusted with cultivating an environment of inclusivity and intellectual rigor, where academic excellence flourishes hand in hand with empathy and understanding.



Administrators shoulder the weight of transparency, ensuring that every decision and resource allocation reflects an unwavering commitment to student well-being and success. And beyond the campus walls, the wider community is embraced as partners in a shared mission of knowledge dissemination and societal progress.

In essence, these ethics and values are not merely abstract ideals; they are the bedrock upon which a college's reputation is built, the fertile soil from which growth springs forth, and the beacon that guides its journey toward making a meaningful impact on the world.

For Teaching Staff

As educators, our teaching faculty are the guardians of ethics and values within our institution, shaping the learning environment and influencing students' lives. Here's how we ensure a vibrant and ethical atmosphere:

Exemplary Professionalism: We lead by example, embodying professionalism through punctuality, appropriate attire, and respectful interactions with students, colleagues, and administrators.

Unwavering Integrity: Upholding the highest standards of integrity, we approach all professional dealings with honesty and transparency, while steadfastly avoiding plagiarism and academic dishonesty.

Respect for Diversity: We honor the dignity and rights of every student, fostering an inclusive environment free from discrimination or bias of any kind.

Equal Learning Opportunities: We ensure all students receive equal treatment and opportunities to learn, maintaining fairness and transparency in all academic proceedings.



Confidentiality and Privacy: We safeguard the privacy of our students and colleagues, respecting their personal and academic information and disclosing it only when legally required or with proper consent.

Safe and Supportive Environment: We prioritize the physical and emotional safety of our students, cultivating a welcoming and inclusive space where they can freely express themselves.

Constructive Feedback: We provide students with constructive feedback to aid their growth, while also being open to receiving feedback from both students and colleagues.

Community Engagement: We encourage students to engage with their communities, fostering social responsibility and ethical citizenship.

Collaborative Spirit: We collaborate with colleagues to enhance the educational experience and collectively address ethical challenges within our institution.

Continuous Growth: We commit to continuous professional development, reflecting on our teaching methods and ethical choices to adapt and improve.

Environmental Stewardship: We promote environmental responsibility and sustainability in our teaching practices and beyond.



Principal

Sri Sathya Sai College for Women
BHEL, BHOPA (M.P.)

Sri Sathya Sai College for Women, Bhopal

Academic Freedom: We respect and uphold academic freedom, allowing students to explore diverse ideas and perspectives within the curriculum.

Empathy and Support: We show care and empathy toward our students, understanding their individual needs and challenges and providing support whenever necessary.

By adhering to these principles, our teaching faculty create a dynamic and ethical learning environment that nurtures students' growth while upholding the integrity of education.

For Administrative Staff

At our college, administrative staff are pivotal in upholding the institution's ethical standards and ensuring smooth operations. Our code of ethics highlights the following principles:

Integrity: Maintain the highest standards of integrity, honesty, and transparency in all administrative activities.

Fairness and Equality: Treat all students, faculty, and colleagues with equality and fairness, ensuring administrative processes are unbiased and transparent.

Privacy and Confidentiality: Respect the privacy and confidentiality of student and employee information, sharing it only as necessary and authorized by law.

Clarity and Transparency: Provide clear and understandable information about college policies, procedures, and finances to all stakeholders.



Professionalism: Demonstrate professionalism in all interactions and communications, maintaining a positive and respectful demeanor.

Accountability: Take responsibility for actions and decisions, admitting mistakes and taking corrective measures when necessary.

Efficient Resource Use: Ensure efficient use of resources for the benefit of the college community.

Professional Development: Commit to ongoing professional development and improvement in your role.

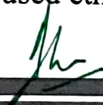
Best Practices: Stay informed about best practices in higher education administration and strive for continuous improvement.

Inclusivity and Accessibility: Ensure administrative processes are inclusive and accessible to individuals of all backgrounds and abilities.

Environmental Sustainability: Promote environmental sustainability and responsible practices within administrative functions.

Community Engagement: Encourage staff to engage with the college and local community, supporting initiatives that enhance relationships.

Data Integrity: Safeguard the accuracy and integrity of institutional data, ensuring it is used ethically and not manipulated or misused.



By adhering to these values, our administrative staff contribute to the ethical and effective operation of the college, fostering a positive environment for all stakeholders.

For Students

College students are expected to adhere to a high standard of ethical conduct to cultivate a positive and respectful learning environment, fostering personal development and preparing for responsible citizenship. Our code of conduct emphasizes the following principles: **Academic Integrity:** Maintain the utmost honesty in all academic endeavours, refraining from plagiarism, cheating, or any form of academic dishonesty.

Honesty and Truthfulness: Interact with faculty, peers, and staff with integrity, providing accurate information and upholding honesty in all interactions.

Respect for Others: Demonstrate respect for the rights, opinions, and differences of others, treating everyone with courtesy and consideration, regardless of background or belief.

Celebration of Diversity: Embrace and celebrate diversity in culture, gender, religion, and perspectives, actively supporting initiatives that promote a diverse and inclusive campus community.

Personal Responsibility: Take ownership of academic performance and personal growth, attending classes regularly, meeting deadlines, and seeking assistance when necessary.



Civil Discourse: Engage in civil discourse and respectful debate, expressing opinions and beliefs with courtesy and open-mindedness, even on sensitive or controversial topics.

Privacy and Confidentiality: Respect the privacy and confidentiality of fellow students, refraining from sharing sensitive or personal information without consent.

By upholding these principles, students contribute to a culture of integrity, respect, and inclusivity, enhancing the college experience for all members of the community.

Code of Conduct for Governing Body Members in College:

Commitment to the Institution: Demonstrate unwavering dedication to the mission, vision, and values of the college, working in the best interests of the institution at all times.

Ethical Leadership: Uphold the highest standards of integrity, honesty, and transparency in all governance activities, setting a positive example for the entire college community.

Accountability and Responsibility: Accept accountability for decisions made and actions taken, ensuring they align with legal requirements, regulatory standards, and ethical principles.

Confidentiality: Respect the confidentiality of sensitive information discussed during governance meetings, refraining from unauthorized disclosure of privileged information.

Conflict of Interest: Disclose any potential conflicts of interest promptly and recuse oneself from decision-making processes where personal interests may conflict with the best interests of the college.

Fairness and Equity: Ensure fairness and equity in decision-making processes, considering diverse perspectives and avoiding bias or discrimination based on any factor.

Effective Communication: Maintain open and transparent communication with all stakeholders, fostering a culture of trust, collaboration, and mutual respect.

Professional Development: Commit to ongoing professional development and education to stay informed about best practices in governance, higher education, and relevant fields.

Compliance and Governance: Familiarize oneself with relevant laws, regulations, and policies governing higher education and ensure the college's compliance with them.

Promotion of Institutional Excellence: Support initiatives that promote academic excellence, student success, diversity, inclusion, and innovation within the college.

Community Engagement: Engage with the wider community to build partnerships, enhance the college's reputation, and contribute positively to society.

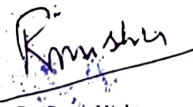


Policy Document of Code of Ethics

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Stewardship of Resources: Exercise prudent stewardship of the college's resources, ensuring their efficient and effective use to advance the institution's mission and goals.

By adhering to this code of conduct, governing body members demonstrate their commitment to ethical governance, accountability, and the advancement of the college's mission and vision.


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