



**HANDBOOK OF HUMAN  
VALUES AND  
PROFESSIONAL ETHICS**

**Government College of  
Commerce and  
Economics,  
Borda-Margao, Goa**



## INTRODUCTION

The Government College of Commerce and Economics was established in the Year 2010 with the basic objective of providing students belonging to the less privileged sections of society an access to higher education. The mono faculty college offers a graduation programme in Commerce and is affiliated to the Goa University.

### **Vision.....**

*“We intend to be a leading Institution in providing quality education and equal opportunities to heterogeneous student community from diverse backgrounds.”*

### **Mission....**

*“To offer holistic and interactive academic environment to the students from diverse backgrounds, enabling them to develop academic, interpersonal and technological skills and empower them to achieve their highest potential for adapting to the competitive global society.”*

## CORE VALUES

**Equity:** The institution believes in the principal of universal education and equity providing access to all students irrespective of gender, caste, class or religion. It embraces diversity and aims at promoting an inclusive society.

**Empowerment:** At the government college of Commerce and Economics, we believe that education is the path to true enlightenment and empowerment. We aim at enriching the teaching learning experience by adopting a student-centric approach and using Information and Communication Technology. Our motive is to develop competences of our human resources – both students and faculty.

**Excellence:** We believe in a holistic approach to education. Our college is committed to provide each and every student the best educational experience possible, providing them not just what their curriculum demands but also according them avenues to explore their inherent potential, give expression to their creativity, develop their personalities and become global citizens.

**Value system:** We believe in the values of honesty, integrity, brotherhood co-operation and aim at inculcating and imbibing these values in our students. We encourage student learning and empower our students to embrace attributes of accountability and responsibility and develop in them a respect for diversity and plurality.

**Student Learning:** We believe our very existence revolves around our students. They are our 'raison d'être.' We have the power to shape and mould them into employable citizens. We aim at being the connective tissue between academia and industry, imbibing in our students the requisite skills, learning and knowledge, acumen and wherewithal required by the ever evolving global market.

## STUDENT ATTRIBUTES

**Lifelong Skills:** The course curriculum melded with an amalgam of curricular and co-curricular activities and blended with the impartation of requisite work skills manifests itself in the development of life long attributes which makes the students ready for the world of work.

**Value System:** Students involvement in various extension services and curricular activities leads to the inculcation of a deep rooted value system in consonance with the socio-cultural ethos of the institution in particular, and the nation at large.

**Multifarious ethnicity:** Disparate backgrounds of students pave a way for fostering harmony, equal educational benefits and creating a tolerant ambience towards all races and ethnicity. They are left adept to cope with the workloads of their chosen course.

**Dauntlessness:** Career exploration through internships emboldens the students to experience the real world beyond the fetters of the classrooms. The ICT enabled teaching makes the student proficient to grapple with the ever consuming technological demands.

**Éclat:** Infectious interest extended by students in various extracurricular activities exhibits passion and perseverance which are the highly sought essentials by employees. It leads to thinking and learning independently and hones their social skills despite their background.

**Rectitude:** Instilling a humane approach amalgamating humour and pathos. Assimilating acceptance that mistakes are the stumbling blocks to success. Highlighting the significance of developing good character which in turn plays a pivotal role in determining the type of person you become.

**Mindset for Success:** Reiterating self belief in achieving set goals. It endows them with a capacity to respond ethically in various situations. Recapitulating self-worth in the students' mind leads to greater self esteem and confidence. This mindset enables them to put in their best effort in all their endeavours.

## **CODE OF ETHICS POLICY**

### **Scope**

The College is bound to assure a safe, positive learning environment for the students and a respectful and cooperative working environment for the staff. Considering the progress of the Institution, all the students, teaching and non-teaching staff have to abide by the College Code of Conduct. The Code of Conduct for the students as well as staff members, outlines how students and staff should behave to reflect the Institutions wider mission and acts as a guiding principle for the stakeholders. Also, the Code of Ethics for responsible Research provides standards of good practice to guide individuals working on all types of research.

### **Objectives**

- To constitute a Code of Conduct Committee
- To create a Code of Conduct for the primary stakeholders of the College
- To make available the Code of Conduct to the stakeholders through College website
- To provide a Grievance Mechanism, both Offline and Online
- To conduct activities aimed at orienting students and faculty on implementation of College Code of Conduct.

## **Composition of Code of Conduct Committee**

The Code of Conduct Committee will constitute of staff members and a Convenor, who will ensure that the students and staff are following the Code of Conduct mentioned in the College Prospectus, UGC Regulations, Vishaka Guidelines, College Discipline Policy, Circulars issued by various competent authorities and the rules mentioned and applicable as per the CCS rules.

### **UGC REGULATIONS: CODE OF PROFESSIONAL ETHICS, 2019 (17.0)**

#### **CODE OF PROFESSIONAL ETHICS**

##### **I. Teachers and their Responsibilities:**

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 students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. 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. One profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

##### **Teachers should:**

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research,
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them,

- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. Teachers and the Students**

Teachers should:

- i. Respect the right and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs,
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare,
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace,
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason,
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals, and
- x. Refrain from inciting students against other student's colleagues or administration.

### **III. Teachers and Colleagues**

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated.
- ii. Speak respectfully of other teachers and render assistance for professional betterment.
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste creed, religion race or sex in their professional endeavor.

### **IV. Teachers and Authorities:**

Teachers should:

- i. Discharge their professional responsibilities according 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 organizations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices,
- v. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with poor intimation, keeping in view their particular responsibility for completion of academic schedule.

## **V. Teachers and Non-Teaching Staff:**

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

## **VI. Teachers and Guardians**

### **Teachers should:**

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the 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:**

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the communities moral and intellectual life;
- iii. 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;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. 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 amenities, religions or linguistic groups but actively work for national integration.

## **COLLEGE CODES OF CONDUCT**

### **A] CODE OF CONDUCT FOR TEACHERS**

Faculty members of the Government College of Commerce and Economics are required to abide by the Code of Conduct for teachers specified by the Goa University to which the College is affiliated. Besides, rules and regulations as specified by the Directorate of Higher Education and the college are also applicable to the teaching fraternity of the institution.

#### **Extract from: Goa University Statute No. SC -5 applicable to the Colleges** **SC-5 (xx) Code of Conduct**

(a) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility/duties.

(b) A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.

(c) A teacher shall not remain absent from duty without proper sanction of leave in case of emergency.

(d) A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.

(e) A teacher may be permitted to take up consultancy under terms and conditions as outlined in the ordinance O.7 as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any private tuition.

(f) A teacher shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.

(g) A teacher shall have freedom of thought and expressions. He/she shall not misuse the facilities or forum of the college/University.

(h) A teacher shall not make use of the resources and/or facilities of the Department/College/University/ Governing Body for personal, commercial, political or religious purposes.

(i) A teacher shall not be partial in assessment of a student or deliberately over mark, undermark or victimize a student on any grounds.

(j) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination / administration.

### **College Rules and Regulations applicable to Teachers**

1. Teachers should act as guides and facilitators, led by example through empathy and devotion to duty. As role models, Teachers are expected to display qualities of punctuality, diligence, accountability and a sense of devotion.
2. Faculty members are not permitted to engage in private tuitions either individually or through coaching classes or operate coaching classes meant for monetary gain.
3. Smoking and drinking is strictly prohibited in the college campus or within a radius of 10 metres of the campus. Disciplinary action will be initiated against those indulging in the same who will be dealt in accordance with the rules.
4. Teachers are required to report for duty on time and be on campus for the mandated time specified under the UGC norms and as per circular No.1/20/2015-DHE/1018 dated 06/06/2018 issued by Government of Goa, Directorate of Higher Education.

## **B] CODE OF CONDUCT FOR STUDENTS**

*Students admitted to the Bachelor of Commerce Programme in the Government College of Commerce and Economics, Borda-Margao are required to strictly adhere to the Code of Conduct specified below:*

1. All the students are responsible to the college Principal for their general conduct within the campus.
2. Insubordination to any Teacher/staff member and other college authorities and use of indecent language or conduct in the class /campus are sufficient reasons for the suspension or /and dismissal of a student.
3. Every student is expected to come to the college decently dressed and should be well groomed. Any deviation from the said practice is not acceptable and will be seriously dealt with.
4. Every student should wear his/her identity card while in campus.
5. Every student is expected to be in the classroom before the lecturer comes in. Habitual late comers will be denied entry to the class and will be recorded as absent. Lack of conveyance, employment, etc will not be treated as a valid reason for habitual late coming. Similarly, no one shall leave the classroom before the lecturer leaves the room except with the latter's permission. Students must not loiter in and around the college premises when classes/lectures/practicals/tutorials/test/exams are in progress.
6. Students are required to mandatorily adhere to the 75% attendance requirement specified by the Goa University. A student, having less than 75% cumulative attendance in a semester/ term/year and /or less than 50% attendance in individual paper/course shall not be eligible to appear for that semester/term/annual examination.
7. Every student is expected to deal with the college property with due care and help in keeping the premises clean and tidy.
8. Use of mobile phones and other communication devices are not permitted in the class room while the lectures are in progress.
9. No student is allowed to smoke, consume /take liquor, drugs or intoxicants within the college campus. Even outside the campus the students are expected to have a good moral and social behaviour, so as to keep up the name of the College.
10. Unauthorised picnics on College working days are not allowed. Similarly picnics to beaches, waterfalls and other dangerous places are banned by the state government. The college will not be responsible for any untoward incidents occurring during such picnics.

11. Ragging in any form inside or outside the College is banned. Students found indulging in ragging will be summarily expelled from the college by the Principal, as per directives received from Directorate of Education, Govt. of Goa (No.DE/CC/MISC/265/95496/dated 21.4.1995).
12. No student shall collect any money within or outside the college campus, using the college name in any form, as contribution for picnics, trips, educational visits, get-together, charity or any other activity, without the prior permission of the Principal.
13. No Society, Association or Union shall be formed in the College by the students and no person shall be invited to address any meeting without obtaining prior permission of the Principal.
14. Students should make themselves familiar with the syllabi of their course of study as well as with other college regulations and notices displayed from time to time on the college notice board.
15. No visitors/outsideers are allowed in the college campus, unless permitted by the college Authorities. Visitors will not be permitted to meet or speak to the students during lectures or when practical session is going on. However visitors may be allowed to meet students during emergencies with due permission of the principal.
16. Any breach of the college rules and regulations will be dealt with severely. Genuine problems of the students should be put forth in writing to the Principal. Every effort will be made to solve these problems with due empathy.

### **C] CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

1. The administrative staff need to adhere to the following norms of discipline in the execution of their duties:
2. The staff need to report on time to the office.
3. Biometric/face recognition along is a requisite.
4. The MTS need to wear the uniform that is provided to them
5. All staff are compulsorily required to note timings of their entry and exit from the College premises.
6. Communicate in advance to the HEI leave if availed of and the period of the same.
7. Familiarize themselves to the relevant policies of the college and adhere to the same.
8. Ensure a conducive working culture and environment.

9. Show courtesy and respect when dealing with stakeholder of the institution-students, parents, teachers and Head of Institution,
10. Complete tasks assigned to them as per the norms and time schedules specified in the Citizen Charter of the Institution.
11. Maintain decorum and discipline at all times, adhering to the rules and regulations of the college and the authorities.

## **D] CODE OF ETHICS FOR RESEARCH**

The Policy of the Government College of Commerce and Economics is to promote a Culture of Research among its faculty and encourage them to get their research works published in recognized research journals. Faculty members are required to note the below given code of ethics to be adopted when submitting their research contributions and manuscripts for publication as also submission of minor/major research projects and Ph.D thesis.

1. Faculty/ Authors/Researchers (FAR) are required to submit their original work for publication. Submitted manuscripts should contain original and new results, data and ideas which have not submitted for publishing to other publications or already published elsewhere. Authors should also refrain from publishing the same matter in two different places.
2. FAR are advised to check the validity of their data and results derived therefrom before submission of the paper.
3. All FAR are required to get their research work checked for similarity before submission. The Goa University Librarian has been nominated as Shodaganga's Co-ordinator for the Goa University, Goa. FAR can get their research publications scanned for plagiarism at the Goa University using the URKUND Software available at the Goa University.
4. FAR are required to ideally submit their manuscripts for publication to journals that are included in the UGC list of recognized journals. This is essential from the point of view of calculation of the API score.
5. When submitting manuscripts for publication, authors are required to strictly adhere to the guidelines specified by the journal/publishers.

6. FAR are required to do careful due diligence of the journal / publisher and ensure that the journal/publication to which they intend submitting their manuscript for publication is indexed in globally accepted databases.
7. FAR must avoid research misconduct. Fabrication, falsification, plagiarism of data, misreporting, misrepresentation, and fudging of data findings is to be avoided.
8. FARs are required to cite and credit the work of others if used and also acknowledge funds/grants if any received from any institution or body for the conduct of the research, in the text of their manuscript.
9. The Research Policy of the institution:
  - i. Permits faculty to use institutional resources to facilitate their research endeavors and
  - ii. Encourages faculty to organize research related workshops and attend workshops organized by other institutions and academic bodies.