



St. Francis

College for Women

Begumpet, Hyderabad

(Autonomous & Affiliated to Osmania University)

Professional Ethics

Professional ethics are principles that govern the behaviour of an individual or group of individuals in their work environment. Universal ethical principles of honesty, trustworthiness, loyalty, respect for others, doing good and accountability are vital in any organization especially a higher education institution as it sets the ground to achieve academic accomplishments, carve a successful career path as well as better the overall quality of life.

Code of Professional Ethics

St. Francis College for women in accordance with its core values gives highest impetus to professional ethics in fulfilling its role of sculpting women citizens who are Intellectually Competent, Morally Upright, Socially Committed, Emotionally Stable, Spiritually Inspired and Patriotic Women citizens of India. Professional Ethics are woven into the very fabric of the work life in the institution. The code of ethics is designed to facilitate the maintenance of highest standards in discharge of duties during the process of dissemination of knowledge, decision making, interactions with stakeholders at every level in the course of pursuance of the institution's vision and mission.

Teaching Faculty Obligatoriness

A teacher is required to lead by example. As the teacher deals with impressionable minds, it is very vital that they conduct themselves with high Ideals. This profession lays heavy demand on the practitioners in terms of patience, adaptability, empathy and sensitiveness.

Teaching Faculty are required to

- ✓ Work towards Professional excellence by continuous improvement in knowledge base, research and Innovation.
- ✓ Express an unbiased opinion towards betterment of society in academic and non-academic struts.
- ✓ Actively participate and be a member in major Professional Bodies related to the Educator Profession or specialization.
- ✓ Fulfil all the duties assigned by the institution like teaching, evaluation, research, curriculum, extra curriculum, co curriculum activities, assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations (including supervision, invigilation) to the best of their abilities which raises the standard of the institution.
- ✓ Active participation in the parent university initiatives.
- ✓ Play an active role in Consultancy activities, Extension activities and Community service of the Institution.
- ✓ Adhere to a responsible pattern of conduct and demeanour expected of them by the community

Teaching Faculty interaction with Students

Teaching Faculty are required to

- ✓ Respect the rights and dignity of the students in expressing their opinion
- ✓ Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
- ✓ Discern the difference in aptitude and capabilities among students and strive to meet their individual requirements
- ✓ Encourage students to improve their accomplishments, develop their dispositions and at the same time contribute to community wellbeing.
- ✓ Inculcate among student's an entrepreneurial aptitude, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
- ✓ Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason
- ✓ Make themselves available to the students even beyond their class hours and help and guide if required.
- ✓ Refrain from inciting students against other students, colleagues or administration.

Teaching Faculty interaction with Colleagues/Contemporaries

Teaching Faculty are required to

- ✓ Treat all their compeers with respect and dignity due to each other.
- ✓ Maintain healthy professional relationships but respect their right to privacy.
- ✓ Extend assistance for professional betterment
- ✓ Refrain from allowing considerations of caste, creed, religion, race or gender in professional endeavours.

Teaching Faculty interaction with Authorities

Teaching Faculty are required to

- ✓ Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their professional interest.
- ✓ Participate whole heartedly in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- ✓ Adhere to the terms of contract
- ✓ Give and expect due notice before a change of position takes place
- ✓ Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- ✓ Restrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- ✓ Collaborate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.

Teaching Faculty interaction with Non-Teaching Staff

Teaching Faculty are required to

- ✓ Interact with the non-teaching staff as an important pillar of the institution.
- ✓ Collaborate and assist them in carrying out the administrative and supportive activities of the institution so as to work towards the betterment of the institution.
- ✓ Help them to upgrade their work and life skills for their effective rendering of services.

Teaching Faculty interaction with Guardians/Parents

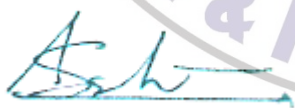
Teaching Faculty are required to

- ✓ Communicate regularly with them in person or through different channels so as to keep them updated about their ward's performance in academics, cocurricular and extra curriculum activities.
- ✓ Have channels of communication open so as to receive timely feedback and suggestions for betterment of the institutions.

Teaching Faculty interaction with Society

Teaching Faculty are required to

- ✓ Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ✓ Strive towards building Intellectually Competent and Morally Upright citizens.
- ✓ Be conscious of social problems and evils and play an active role to digress its spread.
- ✓ Be Socially Committed and actively participate in community activities and shoulder responsibilities of public offices.
- ✓ Refrain from taking part in or subscribing to or assisting in any activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.



(Dr. Sr.Sandra Horta)

Principal
St. Francis' College for Women
BEGUMPET.