



ATHAWALE COLLEGE OF SOCIAL WORK,

Station Road, Bhandara, M. S., India

Run by

Priyadarshini Sports & Cultural Club, Nagpur.

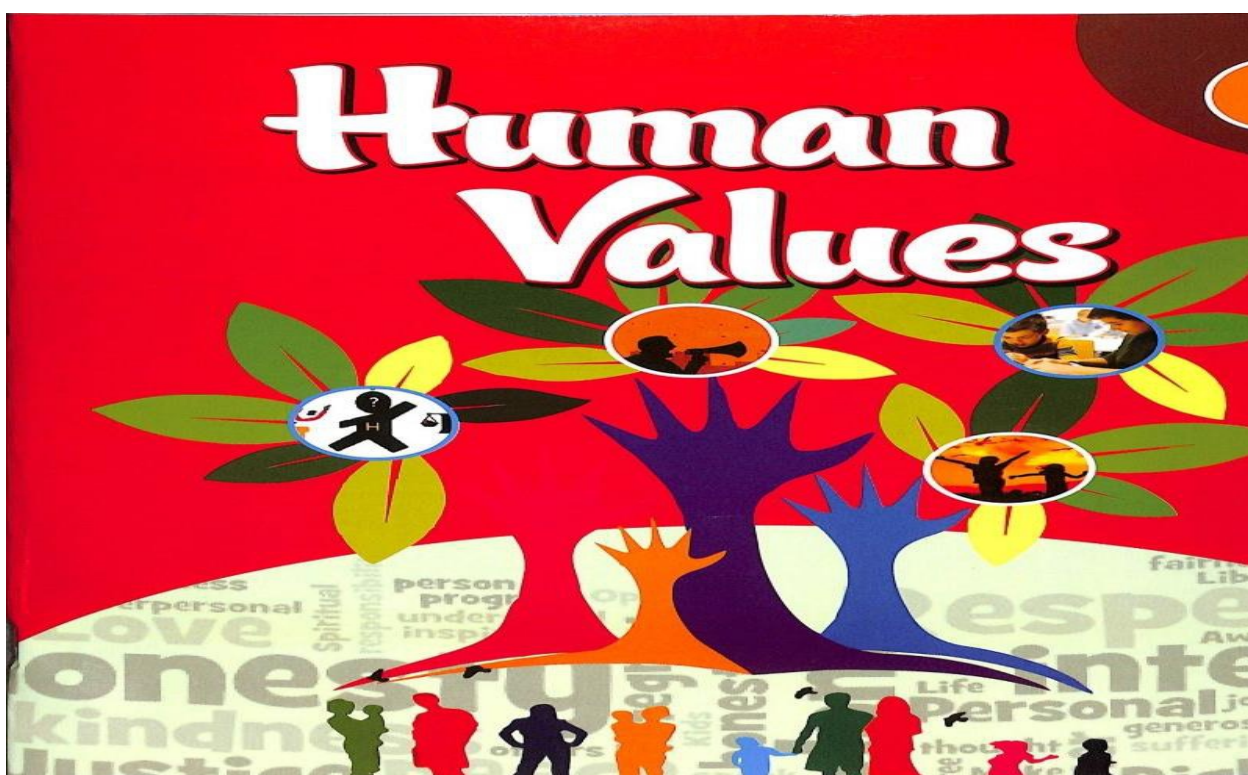
Recognized by Govt. of Maharashtra

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

UGC under Section 2 (F)

“NAAC” Re-Accredited “B” Grade

CODE OF CONDUCT & HUMAN VALUES



Prepared by

Dr. Madhukar J. Nikam

NAAC Coordinator

Dr. Aarti S. Pawar

IQAC Coordinator



From the Pen of President



Dr. Chandansingh P. Rotele

Founder, Rotele Group of Institution

President, Maharashtra Social Work Educators, Management & Staff Forum, Nagpur.

Values are concerned with personal conviction with the core belief or desire that guide or motivate attitudes and actions. Ethics has been described as standards of conduct that indicate how one should behave based on moral duties and virtues arising from principles about right and wrong. Professional ethics is concerned with the concept and framework of moral right or wrong as applied to a professional organisation, execution policies and behaviours.



From the Desk of Internal Quality Assurance Cell:

The Internal Quality Assurance Cell has been established on 29th July, 2002 with the prime objective of to maintain the Academic and Administrative Qualities of the institution's all stakeholders. Since first cycle of the NAAC (2004), IQAC continuously take efforts to maintain the conduct of students, teaching, non-teaching staff, parents, alumni, and other stakeholders of the institution by sensitizing them through circulating and reading the code of conduct handbook in the very prime days of the each academic session. This activity focused on to maintain the human values so that they can change their behaviour and conduct while playing the social role and responsibility towards fraternity and society as well as Nation Building.

Dr. Madhukar J. Nikam

NAAC Coordinator

Dr. Aarti S. Pawar

IQAC Coordinator

ATHAWALE COLLEGE OF SOCIAL WORK, BHANDARA

CODE OF CONDUCT

CODE OF CONDUCT FOR COLLEGE STUDENT

While attending College during regular hours or during college activities, students are expected to follow these basic rules, procedures, and expectations:

1. Your first priority at College is to learn. Avoid distractions that interfere with or are counter-intuitive to that mission.
2. Be in the assigned place with appropriate materials, ready to work at the designated time that class begins.
3. Due to COVID-19 epidemic “NO MASK, NO ENTRY”, this formula applicable to everyone those who are in the campus of the college. Frequently use of hand sanitizer and need to maintain the distance. Follow the guidelines given by the college time to time.
4. Keep hands, feet, and objects to yourself and never intentionally harm another student.
5. Use College-appropriate language and behaviour at all times while maintaining friendly and courteous behaviour.
6. Be polite and respectful to everyone, including students, teachers, administrators, support staff, and visitors.
7. Follow individual teacher instructions, class rules, and expectations at all times.
8. Do not be a bully. If you see someone being bullied, intervene by telling them to stop or immediately report it to College personnel.
9. Do not become a distraction for others. Give every other student the opportunity to maximize their potential. Encourage your fellow students. Never tear them down.
10. College attendance and participation in class as well as in the field work practicum are an essential part of the educational process. Regular attendance at College is necessary for student success. Furthermore, it allows students to achieve the maximum possible benefits from their educational experience through their field work activities and theory classes. All students are encouraged to be present and prompt. College attendance is the responsibility of both parents and students.
11. Represent yourself in a manner that you will be proud of in coming years. You only get one opportunity to get life right. Take advantage of the opportunities you have at College. They will help you be successful throughout your life.



GRID OF HUMAN VALUES AND SUB VALUES

Right Conduct	Peace	Truth	Love	Non-Violence
Manners	Patience	Truthfulness	Kindness	Consideration
Health Awareness	Concentration	Creativity	Friendship	Cooperation
Helpfulness	Positiveness	Honesty	Forgiveness	Global Stewardship
Responsibility	Self Acceptance	Determination	Generosity	Loyalty
Independence	Self Discipline	Fairness	Compassion	Active Citizenship
Perseverance	Thankfulness	Trust	Tolerance	Justice
Courage	Contentment	Reflection	Service	Respect

CODE OF CONDUCT FOR TEACHER IN COLLEGE

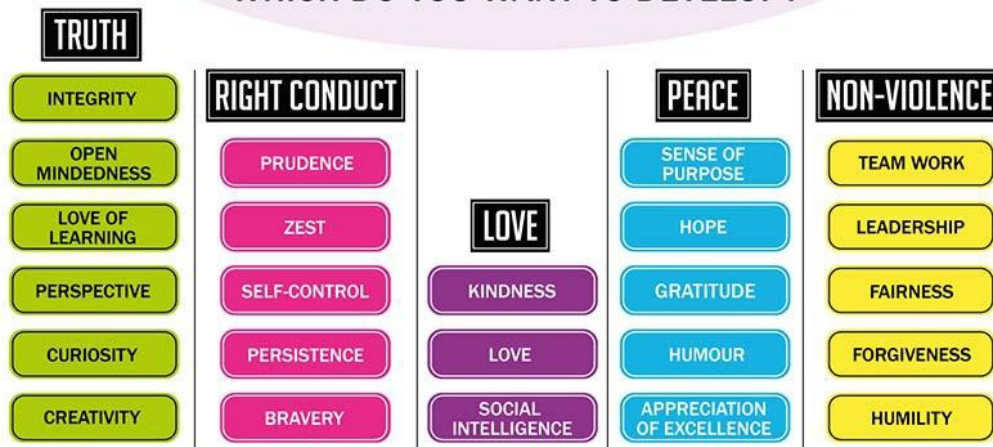
1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the College Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
6. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.



7. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
8. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
9. No teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
10. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

PERIODIC TABLE OF CHARACTER STRENGTHS

WHAT ARE YOUR STRENGTHS AND WHICH DO YOU WANT TO DEVELOP?





CODE OF CONDUCT FOR NON TEACHING STAFF:

1. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. No Staff employed in a college shall absent himself from his/her duties without prior permission.
3. No staff employed in a college shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
4. No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
5. No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
6. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.



CODE OF CONDUCT FOR STAKE HOLDERS:

- All the stakeholders are expected to collaborate actively with the Institutional planning and program for the welfare of the society.
- To implement the social activities and programmes with the help of internal and external resources available in the community.
- To participate in the planning process and decision making process as well.
- To execute the development policy and programme under the guidance of the formal and informal leader of the community.
- To develop the life skills for the quality life of own selves and for the betterment of the society as a whole.
- Keep away political issues from the college.



HUMAN VALUES AND PROFESSIONAL ETHICS:

Human Values Human civilization is known for the values that it cherishes and practices. Across various times and places, sages, saints and seers, drawing on their experience, developed practices that placed vital importance on human values, though the names used by them differed, as their languages varied but the spirit was same. Human values are values that human beings cherish and hold in common consciously and otherwise in most of the places and times and practice them. Human values are the yield of the field called human nature. This yield has many precious grains of which tyaaga (renunciation) is the foundation of all values.

Inculcation of Human Values and Professional Ethics in HEIs True love leads to compassion. It may be seen in operation in human acts of generosity, mercy (dayaa) and charity (daana). The concept of 'Love for all' leads to consideration of the whole world as a family as in the concept of vasudhaiva kutumbakam. Peace (Shanti): The scope of peace includes peace at the individual level and at the world level. For world peace, peace at the level of individual, society and nations is imperative. Marcus Aurelius stated, 'He who lives in harmony with himself lives in harmony with the universe.' Mahatma Gandhi had remarked, 'Always aim at complete harmony of thought, word and deed. Always aim at purifying your thoughts and everything will be well.'

Values are to be learned through practices. Hence, the administrators and teachers in higher education need to bear in mind that they are being watched and observed by their peers and Inculcation of Human Values and Professional Ethics in HEIs learners in general and they (peers/learners) are learning values by observing them (seniors and peer learners). So the ambiance in and around higher educational institutions should be such as would be conducive to value education and bring qualitative change in life and work at home and workplace with professional ethics. The end of higher education is knowledge, and the end of knowledge is to know about life. The end of life is happiness, though some may think that it is a success. Success does not necessarily ensure happiness or greatness. Happiness and greatness are attained only when success is attended by values and professional ethics. Human values and professional ethics, thus, are indispensable steps in the odyssey of transformational learning and life of happiness and greatness. Professional Ethics Human values and professional ethics are intertwined.



Social Work Code of Ethics:

Professional ethics are at the core of social work.

An ethical code, detailing the values and ethical principles of a profession is developed by the professional organization.

Ethical principles listed in a Social Work Code of Ethics are developed based on social work's core values of:

- Service
- Social justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence

CORE SOCIAL WORK VALUES AND PRINCIPLES OF SOCIAL WORKERS UPHOLD THE FOLLOWING CORE SOCIAL WORK VALUES:

Value 1: Respect for Inherent Dignity of Persons.

Value 2: Social Justice

Value 3: Service to Humanity

Value 4: Integrity of Professional Practice

Value 5: Confidentiality in Professional Practice

Value 6: Professional Practice

The following section describes each of these values and discusses their underlying principles.

Value 1: Respect for the Inherent Dignity of Persons. Social work is founded on a long-standing commitment to respect the inherent dignity and individual worth of all persons. When required by law to override a client's wishes, social workers take care to use the minimum coercion required. Social workers recognize and respect the diversity of Canadian society, taking into account the breadth of differences that exist among individuals, families, groups and communities.



Principles: • Social workers respect the unique worth and inherent dignity of all people and uphold human rights. • Social workers uphold each person's right to self-determination, consistent with that person's capacity and with the rights of others.

- Social workers respect the diversity among individuals in Canadian society and the right of individuals to their unique beliefs consistent with the rights of others.

- Social workers respect the client's right to make choices based on voluntary, informed consent.

- Social workers who have children as clients determine the child's ability to consent and where appropriate, explain to the child and to the child's parents/guardians, the nature of the social worker's relationship to the child.

- Social workers uphold the right of society to impose limitations on the self-determination of individuals, when such limitations protect individuals from self-harm and from harming others.

- Social workers uphold the right of every person to be free from violence and threat of violence.

Value 2: Social Justice. Social worker believes in the obligation of people, individually and collectively, to provide resources, services and opportunities for the overall benefit of humanity and to afford them protection from harm. Social workers promote social fairness and the equitable distribution of resources, and act to reduce barriers and expand choice for all persons, with special regard for those who are marginalized, disadvantaged, vulnerable, and/or have exceptional needs. Social workers oppose prejudice and discrimination against any person or group of persons, on any grounds, and specifically challenge views and actions that stereotype particular persons or groups.

Principles: • Social workers uphold the right of people to have access to resources to meet basic human needs.

- Social workers advocate for fair and equitable access to public services and benefits.



- Social workers advocate for equal treatment and protection under the law and challenge injustices, especially injustices that affect the vulnerable and disadvantaged.

- Social workers promote social development and environmental management in the interests of all people.

Value 3: Service to Humanity. The social work profession upholds service in the interests of others, consistent with social justice, as a core professional objective. In professional practice, social workers balance individual needs, and rights and freedoms with collective interests in the service of humanity. The social work profession contributes to knowledge and skills that assist in the management of conflicts and the wide-ranging consequences of conflict.

Principles: • Social workers place the needs of others above self-interest when acting in a professional capacity.

- Social workers strive to use the power and authority vested in them as professionals in responsible ways that serve the needs of clients and the promotion of social justice.

- Social workers promote individual development and pursuit of individual goals, as well as the development of a just society.

- Social workers use their knowledge and skills in bringing about fair resolutions to conflict and in assisting those affected by conflict.

Value 4: Integrity in Professional Practice. Social workers demonstrate respect for the profession's purpose, values and ethical principles relevant to their field of practice. Social workers maintain a high level of professional conduct by acting honestly and responsibly, and promoting the values of the profession. Social workers strive for impartiality in their professional practice, and refrain from imposing their personal values, views and preferences on clients. It is the responsibility of social workers to establish the tenor of their professional relationship with clients, and others to whom they have a professional duty, and to maintain professional boundaries. As individuals, social workers take care in their actions to not bring the reputation of the profession into disrepute. An essential element of integrity in professional practice is ethical accountability based on this Code of Ethics, the IFSW International Declaration of Ethical Principles of Social Work, and other relevant provincial/territorial standards and guidelines. Where conflicts exist



with respect to these sources of ethical guidance, social workers are encouraged to seek advice, including consultation with their regulatory body.

Principles: • Social workers demonstrate and promote the qualities of honesty, reliability, impartiality and diligence in their professional practice.

- Social workers demonstrate adherence to the values and ethical principles of the profession and promote respect for the profession's values and principles in organizations where they work or with which they have a professional affiliation.

- Social workers establish appropriate boundaries in relationships with clients and ensure that the relationship serves the needs of clients.

- Social workers value openness and transparency in professional practice and avoid relationships where their integrity or impartiality may be compromised, ensuring that should a conflict of interest be unavoidable, the nature of the conflict is fully disclosed.

Value 5: Confidentiality in Professional Practice. A cornerstone of professional social work relationships is confidentiality with respect to all matters associated with professional services to clients. Social workers demonstrate respect for the trust and confidence placed in them by clients, communities and other professionals by protecting the privacy of client information and respecting the client's right to control when or whether this information will be shared with third parties. Social workers only disclose confidential information to other parties (including family members) with the informed consent of clients, clients' legally authorized representatives or when required by law or court order. The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable and imminent harm to a client or others. In all instances, social workers disclose the least amount of confidential information necessary to achieve the desired purpose.

Principles: • Social workers respect the importance of the trust and confidence placed in the professional relationship by clients and members of the public.

- Social workers respect the client's right to confidentiality of information shared in a professional context.



- Social workers only disclose confidential information with the informed consent of the client or permission of client's legal representative.
- Social workers may break confidentiality and communicate client information without permission when required or permitted by relevant laws, court order or this Code.
- Social workers demonstrate transparency with respect to limits to confidentiality that applies to their professional practice by clearly communicating these limitations to clients early in their relationship.

Value 6: Professional Practice. Social workers respect a client's right to competent social worker services. Social workers analyze the nature of social needs and problems, and encourage innovative, effective strategies and techniques to meet both new and existing needs and, where possible, contribute to the knowledge base of the profession. Social workers have a responsibility to maintain professional proficiency, to continually strive to increase their professional knowledge and skills, and to apply new knowledge in practice commensurate with their level of professional education, skill and competency, seeking consultation and supervision as appropriate.

Principles: • Social workers uphold the right of clients to be offered the highest quality service possible.

- Social workers strive to maintain and increase their professional knowledge and skill.
- Social workers demonstrate due care for client's interests and safety by limiting professional practice to areas of demonstrated competence.
- Social workers contribute to the ongoing development of the profession and its ability to serve humanity, where possible, by participating in the development of current and future social workers and the development of new professional knowledge.
- Social workers who engage in research minimize risks to participants, ensure informed consent, maintain confidentiality and accurately report the results of their studies.



Visit us at: www.acswbhandara.co.in

E-mail: athawalecollegebhandara@gmail.com