



Criteria VII: Institutional Values and Best Practices

Metric No: 7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard.

PROFESSIONAL ETHICS POLICY

Preamble

The governing institutional ethics are framed for all the employees of the institution to ensure obeisance to the motto '**Samyak Darshan, Jnana, Carithrani**'. These are desired to be the foundation and guiding spirit in the institution.

General ethical practices applicable to all in the institution

Integrity

- Being honest and responsible in all the duties,
- Being incorrupt.
- Being confidential regarding official matters
- Being committed and sincere to the assigned task.
- Being positive about the institution while talking to outsiders and expressing grievances if any only with the concerned person.

Honesty

- Being fair in all academic and non-academic duties of the institution that is assigned
- Being open minded and truthful.
- Being regular to the duty.
- Being concerned to inform in case of inability to attend the duty
- Contributing to the best of one's ability and coming forward with new ideas and suggestions for institutional development
- Being a strong pillar of the institution

Positivity

- Being positive and showing positive emotions and attitudes
- Being motivational to all the colleagues and students





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MANGALURU - 575003

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- Being supportive enabling others to perform at a higher level and achieve individual and institutional progress
- Contributing in the meeting with positive tone, without diminishing the spirit of the point of discussion
- Being appreciative of even small achievements of colleagues and students and encouraging to perform still better

Cooperation

- Being a team builder, hand holding whenever needed
- Being a guide, educating and sharing the knowledge
- Willingness to join hands in any task of the institution

Respect

- Being respectful
- Being humble.
- Treating colleagues and students, with respect
- Being polite and gentle in all dealings

Collaboration

- Being a contributor finding opportunities for bringing in expertise to the institution/Dept by academic partnering with other departments or other institutions
- Being considerable contributor in all assigned responsibilities assigned

Quality

- Aiming at the highest level of performance and relevance.
- Exceeding the expectation of the stakeholders.
- Not being stagnant.





- Inculcating the same amongst the students.
- Being neat, tidy and presentable
- Being quality conscious
- Being highly resourceful

Governing ethical values of teaching fraternity in the institution

- To attend learners first- may be concerning subject, emotional difficulty, adjustment problem, disinterest in learning
- To be caring - Guidance, moral values, models to imbibe, moral support
- To understand their needs both academic and emotional
- To accept the learners without biases- every learner has potential for growth and development, so duty of the teachers is to give full support without any prejudices
- To instil the curiosity among learners – the learners may lose interest and therefore the teachers are required to be inspiring and motivating
- To provide greater momentum in learning- associating with learners undertaking joint study projects for taking the study curve moving upward rather than allowing it to go downward.
- To give challenging tasks to the students to enable them to be competitive in the larger world

Governing ethical values of office staff in the institution

- To give a smiling service
- To be polite
- To provide information regarding scholarships and other benefits well in advance to the students and extend all the support to avail it
- To be prompt in completion of the routine Jobs
- To be conscious of neatness in the work
- To being punctual





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- To be willing to take additional responsibilities
- To bring oneness in the office and with the staff and students
- To adhere to the Governing Ethical values of the institution
- To be humble, polite, open
- To learn all the necessary skills for improving the job with quality
- To be always in workplace unless assigned with some other duty
- To ensure security and confidentiality of the section in which posted
- To be courteous with parents and visitors
- To maintain neatness, cleanliness, and tidiness in workplace

Governing ethical values of support staff in the institution

- To be hospitable to all others in the campus
- To assist teaching faculty, office staff, students, and visitors
- To create a homely atmosphere for all those who visit the institution
- To maintain neatness, cleanliness, and tidiness in the campus
- To treat every individual with smile and courtesy
- To be available at any needy situation.
- To be punctual and honest in all the work

SDM College-Institutional values

- Not to take success for granted and not to be complacent
- Not to rest on laurels
- Not to slow down or give up
- To add values to the work and try to be creative
- To keep the learning curve moving vertically

