

CODE OF CONDUCT & ETHICS

PREAMBLE

We the employees of solemnly resolve to abide by the mentioned CODE OF CONDUCT & ETHICS and to strive for all round development of the institute. We pledge to practice each and every clause as mentioned without any kind of exceptions. We are determined (to achieve this by practicing EQUALITY of status and opportunity, FREEDOM of thoughts and expression and by maintaining QUALITY of education and behavior.

We ensure to prove ourselves as the competent source of knowledge for the students by letting the potential flow. We determine to empower students to achieve personal and academic excellence thus transforming them into self-confident, life-long learners and responsible global citizens, rooted in Indian ethos.

We consider it as our responsibility to cogitate, to carry out self-analysis, to understand the situation surrounding and to act accordingly for the betterment.

CODE OF CONDUCT & ETHICS

Dear _____

We have adopted this code of conduct to guide our employees. Please read, understand, enforce and adhere to this code and also ensure that others who work with you do the same.

Our reputation depends upon the behavior of each one of us and our pledge to continue to adhere to this code.

Sincerely,

July 2017

Principal

1. INTRODUCTION

We are expected to read and understand this code of conduct, uphold these standards in day-to-day activities comply with all policies and procedures and ensure that all of us are aware of, understand and adhere to these standards.

It is our responsibility to respect and adhere to these practices. Part of our job is to help enforce this code of conduct. Violation of this code of conduct or any of our organizational policy / procedure can lead to disciplinary action up to and including termination.

We are committed to continuously reviewing and updating our policies and procedures. Therefore, this code of conduct is subject to modification. The organization may update the code from time to time. Please sign the acknowledgment at the end of this code of conduct indicating that you have received, read, understood and agree to comply with the code of conduct.

2. OUR RESPONSIBILITIES

1.General behavior

The organization expects all of us to maintain cooperative, efficient, positive and productive work environment. These standards apply while working at our premises and at any place where we are the Organization's representative. The attitude followed by the Faculty should be "Student-First".

2.Our respect for each other

We all must make a conscious effort to treat one another fairly and without discrimination or harassment of any kind. We should treat each other; as we wish to be treated, respect one another's time and privacy and avoid gossip and rumors.

3.Biometric

We must report to work on time. To adhere to this, we are expected to provide thumb impression daily on the biometric device while entering and leaving the premises. Failing to do so will be reported as absenteeism.

4.Attendance

We are expected to report to work as scheduled and on time. If it is not possible (due to any reason) to report for work as scheduled, we must call our respective Head/Principal well in advance. If the Head/Principal is unavailable, a message/sms should be left. If the absence is to continue beyond the first day of the leave requested, we must notify the respective Head on a daily basis unless otherwise arranged. Calling in, while remaining absent is our individual responsibility. Absence without information even for one day may be considered as break in service. Absence for three consecutive work days without notifying the Head/Principal in writing is considered a voluntary termination and shall be treated as break in service.

5.Intoxication and Smoking abuse

As per government resolution, intoxication in any form and /or smoking is strictly prohibited in the institute premises round theclock. Hence, using or being under the influence of alcohol/drug or smoking in the College premises is strictly prohibited.

6. Dress code

We must report to work properly groomed and wearing appropriate clothing. All of us are expected to dress neatly and adhere to the below mentioned dress code.

For Gentlemen:

- a) Plain light Full/Half-Sleeved shirts (Formal wear).
- b) Formal darktrousers.
- c) Shirts must be collared.
- d) Shirt and trousers must be ironed.
- e) Black formal leather shoes.
- f) The beard must be properly trimmed or shaved.

- g) Shoes must be polished,
- h) Shirts must be tucked in at all times,
- i) Black color leather belts,
- j) Slippers, Sandals and Sport shoes are strictly prohibited.

For Ladies:

Ladies must be appropriately dressed in Sarees /Salwaar Kameez as specified below.

Salwaar Kameez:

- a) Preferably cotton ones.
- b) Must be ironed.
- c) Colors should be sober & descent.
- d) Gaudy & glamorous outfits are not allowed.
- e) Sleeveless and deep necks are not allowed.

Sarees:

- a) Sober & descent colored.
- b) Must be ironed.
- c) Party-wear kind of attire not allowed.
- d) Deep neck & sleeveless blouse not allowed.

It should be understood that wearing Salwaar Kameez is a liberty and it is expected that Ladies must wear Sarees whenever any event/ functions are organized.

Sandals and Chappals with normal heels allowed (Pencil heels not allowed).

7.Mobile Usage

The usage of mobile during the Lectures/ Practical is strictly prohibited. Mobiles must be used in silent mode other than the Lectures and Practical timings.

8. Teaching Methodologies

The faculty can use the LCD /OHP facilities in case of Lectures in presentation 'forms. All the faculty members must follow the academic calendar. They must prepare the day-wise schedule lab schedule, notes, sample assignments, sample tests for the subject allotted, in advance and upload the same on their respective homepage. Each faculty must follow the below mentioned guidelines for lecture delivery:

- i) Write down the title of the topic you want to discuss. This indicates and clears the objective of lecture to the students,
- ii) Open the talk by reviewing briefly what was discussed in the last lecture.
- iii) Explain the objective of the current topic.
- iv) Explain the meaning, significance and importance of the topic.
- v) Start discussing the detail aspects,
- vi) Give the mathematical derivations on blackboard,
- vii) Explain the physical significance of mathematical formula/results,
- viii) Keep the lecture alive by asking relevant questions. Do not make lecture one-sided,
- ix) Support the explanation with suitable examples and numerical,
- x) Try to use different teaching strategies during the lecture.

9. Classroom Etiquettes

Strict discipline should be maintained inside the classroom. The faculty should:

- i) Make sure he/she is properly equipped with chalk, duster, attendance sheets, pen and notes,
- ii) Report to the classroom on time,
- iii) Follow the lesson plan designed for that subject.

- iv) Use English as the only communication medium with the students,
- v) Provide notes to the students, by dictating the same in the classroom.
- vi) Make the session interactive as far as possible, whenever doubts are raised by the students; try to clarify with correct justifications. If you do not know the answer, admit it and postpone the point for later discussion. No wrong answers!!
- vii) Give at least five minutes for general queries at the end.
- viii) Clean the black-board,
- ix) Take roll call and dismiss the class.
- x) Conclude the lecture with what is covered today and what will be discussed next time.
- xi) Leave the classroom only when the next Faculty reports to the classroom,
- xii) Tests & assignments should be conducted as per University / Institutional guidelines,
- xiii) During class tests make sure that the students are seated on alternate benches.
- xiv) The test and assignments should be submitted only in the long books provided by the college store,
- xv) Absenteeism should be reported weekly to the respective Heads.

10. Lab discipline

Strict discipline should be maintained inside the laboratory. The faculty should

- i) Report to the lab on time.
- ii) Follow the lab plan designed for that subject.
- iii) Allot two candidates for performing one experiment on a setup,

- iv) In Computer lab, each single candidate should be allotted a PC for programming.
- v) Prepare Twenty Questions on Each experiment that will make the objective and skills learnt by the candidates. These questions should be asked to the students while they perform that particular experiment,
- vi) The journal/record book for a particular experiment performed in a particular session must be evaluated and graded in the same session,
- vii) For the absent candidate in a session, the scheduled practical should be taken later, in the Preparation-Leave period,
- viii) Such absent candidates (unless they were permitted by the concerned authorities) should not be given 'A' while performing the lab late.
- ix) Lab attendance should be taken immediately once the practical is over,
- x) The certificate should be signed by the Faculty only after the completion of all the Lab sessions,
- xi) Lab Journals used, must be the ones provided by the college store.

11. Leaves

Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority. Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons. While taking leaves, it is the employee's responsibility to adjust the lectures/labs with other staff.

Employees are eligible to apply for an unpaid leave of absence if they have been a regular employee of the organization for at least one year. The employee's head will make a decision on the leave request. The request for leave will be reviewed based on the reason for the request, previous attendance record, previous leave requests and the impact the absence will have on the Organization. Leaves applicable to Adhoc/Probation/ Contract employees:

a. Casual Leave

b. Duty Leave

Leaves applicable to permanent employees:

The following kinds of leave would be applicable to permanent employees:

a) Casual Leave

b) Medical Leave

c) Duty Leave

d) Vacation

e) Earned leave

f) Maternity leave (for women employees)

Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

a. Casual Leave:

- i) An employee is eligible for 12 Casual leaves in a year during the probation period.
- ii) Total casual leave granted to the permanent employee shall not exceed twelve days in an academic year.
- iii) Casual Leave cannot be carried over to the next leave year.
- iv) Casual leave cannot be combined with any other kind of leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.
- v) An employee on Casual Leave is not treated as absent from duty and his pay is not intermitted.

b. Medical Leave:

- i) Leave taken against medical reasons will be treated as medical leave.

- ii) Total medical leaves granted to the permanent employee shall not exceed ten days in an academic year,
- iii) An employee who has been granted leave on medical grounds will be required to produce a certificate of fitness before resuming duties, in such manner and from such persons as may be prescribed. The authority competent to grant leave may in his/her discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding 3 days at a time on medical ground. Such leave shall not, however, be treated as medical leave and shall be debited against leave other than leave on medical grounds.

c. Duty Leave: Duty Leave may be granted for:

- i) Attending conferences, workshops, symposia and seminars on behalf of the Institute and with the permission of the Principal.
- ii) Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the Institute, and accepted by the Principal.
- iii) Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the institute.
- iv) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body.
- v) For performing any other duty for the Institute.
- vi) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- vii) The leave may be granted on full pay, provided that if the employee receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

viii) Duty leave may be combined with earned leave.

d. Earned Leave:

"Earned Leave" means leave earned on the basis of actual service rendered including the vacations.

Earned leave admissible to a regular employee shall be:

- i) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

f. Maternity Leave:

- i) Maternity Leave on full pay may be granted to a permanent woman employee for a period not exceeding 90 days, to be availed of twice in the entire career. Maternity leave may also be granted in cases of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate,
- ii) Maternity Leave shall not be debited against the leave account.

12. Movement Entries

Each faculty/ staff shall have to make an entry in the movement register while leaving the premises and returning back, during working hours mentioning the purpose, time-in and time-out. It is also required to do biometric check-in and check-out while moving.

3. USE OF COLLEGE ASSETS

1. General

We are responsible for the proper usage of the College assets and must safeguard such assets against loss, damage or misuse. College equipment and assets should be used for college purposes only and not for personal use.

2. Software

Illegal or unauthorized copies of the software owned by the college may subject the employee to disciplinary action.

3. Print outs

Print outs should be taken only for official reasons. Personal usage of the same should be strictly avoided.

4. Photocopying

This facility should be used strictly for official purposes. The following documents fall under official category

- a) Roll Lists by respective Head of Departments
- b) Test papers: Unit Test/Common Test
- c) Mark statements for Unit Test / Common Test
- d) Notices by Principal and Head of Departments
- e) Time table by respective Head of Departments
- f) Official documents through office
- g) Notice board matter (Signed by Principal / Head of Department)

5. Internet

This facility should be availed only for educational purposes.

6. Library

The library use should be done for reading purpose/ internet usage and accessing NPTEL course material DVDs. Utter silence should be maintained so as to avoid disturbing the students and or peers. The library register should be

signed card i time you enter and leave the library mentioning the purpose of visit along with the duration spent in the library.

7. Canteen

We can visit the canteen for breakfast, lunch or tea during our available free time. This time should exclude the student break hours and should be limited to maximum of 30 minutes. Employee should not visit the canteen along with the students.

8. Parking

Vehicles should be parked in the place provided for staff parking. Employee will be subject to fine, failing to do so.

9. Stationery usage

The stationery allotted to every faculty should be used strictly for office purposes.

10. Electricity usage

We should switch off the lights/fans/appliances in our respective work places when not in use.

4. RESPONSIBILITY TOWARDS STUDENTS

(a) Student relationship

Students should be the prime concern for us. Hence "Students-First", should be our attitude and we should act in a manner that helps build trust in them. Goodwill is one of our most important assets and we must act to preserve and enhance our reputation.

(b) Payments or gifts

Under no circumstances should we accept any offer, payment or gifts from the students that is perceived as intended, directly or indirectly, to influence any act of commitment or fraud.

5. RESEARCH POLICY

Teachers are encouraged to take up research and consultancy projects in consultation with the institute. Such research & consultancy projects shall be governed by the research policy of the institute. Teachers are also expected to enhance their research abilities by acquiring Ph.D. degrees. The research work published/presented in international journals/ conferences in India with high impact factor shall be encouraged with financial support (as per policy) from the institute.

6. CODE OF PROFESSIONAL ETHICS FOR TEACHERS

1. Teachers and their Responsibilities

(As per UGC Regulations 2010 published in Gazette of India Sep. 18, 2010 part III, Section 4)

Whoever adopts teaching as a profession assumes the obligation to conduct him/her 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/her percepts 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. The 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 demeanorexpected from them by the community;
- ii) Manage their private affairs in a manner consistent with thedignity of the profession;
- iii) Seek to make professional growth continuous through study andresearch;
- iv) Express free and frank opinion by participation at professionalmeetings, seminars, conferences etc. towards the contribution ofknowledge;

- 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 admissions, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- viii) Participate in extension, co-curricular and extra-curricular activities including community service.

Code of Ethics for Publication

1. To be honest and realistic in stating claims or estimates based on available data;
2. To reject bribery in all its forms;
3. To improve the understanding of technology; its appropriate application, and potential consequences;
4. To maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after revealing relevant limitations;
5. To seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others;
6. To treat fairly all persons and to not engage in acts of discrimination based on race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression;
7. To assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

2. Teachers and the students:

Teachers should:

- i) Respect the right and the dignity of the students 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 labor 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 attainment of the students 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.
- x) Refrain from inciting students against other students, colleagues or administration.

3. 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 to 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 Endeavour.

4. 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 tuition and coaching classes which are likely to interfere with their professional responsibilities;
- iii) Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv) Cooperate 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 institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi) Should adhere to the conditions of the contract;
- vii) Give and expect due notice before a change of position is made; and
- viii) Refrain themselves from availing leave except on avoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5. Teachers and non-teaching staff:

Teachers should:

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

6. Teachers and guardians:

- i) Teachers should try to see through teachers bodies and organizations, that institutions maintain contact with the guardian, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

7. Teachers and society:

Teachers should:

- i) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- ii) Work to improve education in the community and strengthen the community's 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 communities, religions or linguistic groups but actively work for national integration.

7. CONFLICTS OF INTEREST

Each of us has a responsibility towards the college and each other. We must avoid situations involving actual or potential conflict of interest.

(a)Employment/Outside Employment

In consideration of our employment with the College we are expected to devote full attention in the interest of the college. We are prohibited from engaging in any activity that interferes with your performance or responsibilities towards the college.

(b)Business Interest

If you are considering investing in a company, you must first take great care to ensure that these investments do not compromise your capabilities to the institute. Many factors should be considered in determining whether a conflict exists, including the nature of investment your ability to influence the institute's decision, your access to confidential information of the institute and the nature of relationshipbetween the institute and the other company.

8.CONFIDENTIAL INFORMATION

The institute's confidential information is a valuable asset. The institute's confidential information includes paper settings, Internal/External Marks, Individual Leave Records, Recruitment and Salary Details, policies, attendance records, Muster Roll, Service Book. All confidential information must be used only by the Institute Authorities. We all must safeguard it. We are not allowed to interfere with the confidentiality of such information. We are not allowed to refer to any office personnel directly without the permission from the Principal.

9.WAIVERS

Any waiver of any provision of this Code of Conduct & Ethics with respect to any of us must be approved in writing by the managing committee.

10. DISCIPLINARYACTION

We are expected to adhere to these rules while carrying out our duties. Employees who consistently abuse these guidelines may be dealt with under the disciplinary procedure. Disciplinary action may include immediate termination of employment.