

## Extract from Policy Document

### 7. CODE OF CONDUCT POLICY

#### Principles

This Code of Conduct has been formulated to provide a clear statement of the Institute's expectations of faculty and students in respect of academic matters and personal behaviour.

Study at the Institute presents opportunities for interacting with other members of the Institute community. The Institute recognises and values the diversity of faculty and student experiences and expectations, and is committed to treating them, both academically and personally, in a fair and transparent manner. In return, they are required to comply with the requirements set down in this Code of Conduct.

The Institute reaffirms its commitment to:

- High academic standards, intellectual rigour and a high quality education;
- Intellectual freedom and social responsibility;
- Recognition of the importance of ideas and the pursuit of critical and open inquiry;
- Tolerance, honesty and respect as the hallmarks of relationships throughout the Institute community; and
- High standards of Ethical behaviour.

All faculty and students are required to be aware of and act consistently with these values.

#### Ethics of the Education Profession in India

- The faculty will value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- The faculty's primary professional concern will always be for the student and for the development of the student's potential. The faculty will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the faculty will strive to achieve and sustain the highest degree of ethical conduct.

## Principles of Professional Conduct for Senior Management

The Senior Management of the institute comprising Director General, Director, Dean and HODs are required to act in accordance with the highest standards of personal and professional integrity, honesty, ethical and legal conduct, when acting on behalf of the Institute's or in connection with the Institute's operations or at social events.

An honest conduct is considered as such when a conduct is free from fraud or deception. We consider ethical conduct to be conduct conforming to the accepted professional standards of conduct and include ethical handling of actual or apparent conflicts of interests between personal and professional relationships. The Senior Management shall Act honestly, fairly, ethically, with integrity and loyalty and conduct themselves in a professional, & courteous and respectful manner. Act in the best interests of the Institute and in a manner to enhance and maintain the reputation of the Institute and fulfil their fiduciary duties to the stakeholders of the Institute. Act in good faith, with responsibility, due care, competence, diligence and independence;

- Avoid any activity or association that creates or appears to create a conflict between the personal interests and the Institute's business interests.
- Decline to work for or receive payments for services from any competitor, customer, distributor or supplier of the Institute without approval of the Chairman/Board.
- Avoid as a general rule conducting institute business with a relative or with an entity in which a relative is associated in any significant role. In case of conflicts, disclosure shall be made to the Chairman/Board
- Avoid accepting lavish gifts or gratuities or any offer, payment, promise to pay, or authorization to pay any money, or anything of value that could be interpreted to adversely affect business decisions or likely to compromise personal or professional integrity.

## Code of Conduct for Faculty Members

The following disciplinary rules shall constitute the Principles of Professional Conduct for the faculty members:

- a) Obligation to the student requires that the faculty:**
  - ✓ Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

- ✓ Shall not unreasonably restrain a student from independent action in pursuit of learning.
- ✓ Shall not unreasonably deny a student access to diverse points of view.
- ✓ Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

**b) Obligation to the public requires that the faculty:**

- ✓ Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- ✓ Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- ✓ Shall not use institutional privileges for personal gain or advantage.
- ✓ Shall accept no gratuity, gift, or favor that might influence professional judgment.

**c) Obligation to the profession of education requires that the faculty:**

- ✓ Shall not make malicious or intentionally false statements about a colleague.
- ✓ Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- ✓ Shall not misrepresent one's own professional qualifications.
- ✓ Shall not submit fraudulent information on any document in connection with professional activities.

**Code of Conduct for Students**

- Personal conduct

All students must:

- ✓ treat all faculty, staff, members of public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- ✓ maintain a cooperative and collaborative approach to inter-personal relationships;
- ✓ act honestly and ethically in their dealings with faculty, staff members of the public and other students;

- ✓ respect the privacy of other students;
  - ✓ ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students to access or use the resources of the Institute, including the Library resources, lecture halls and laboratories; and
  - ✓ ensure that they do not become involved in or encourage discrimination against or harassment or bullying of other students.
- Academic Conduct

All students must:

- ✓ ensure that their enrolment and progress in their award course is lawful and consistent with the rules of the AICTE, UGC and Institute.
- ✓ read all official correspondence from the Institute, including email;
- ✓ act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- ✓ avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- ✓ behave professionally, ethically and respectfully in all dealings with the Institute's learning partners during placements.
- ✓ use Institute resources, including information and communication technology resources, in a lawful and ethical manner and for Institute purposes only.

## **20. POLICY OF THE DISSEMINATION OF HUMAN VALUES**

The institute management believes that no educational process can be complete if it does not inculcate human values in the learners. To this end, the institute follows the policy measures given below:

- ✓ All the employees are disseminated the core values of the institution apart from the posting of these on the institute website.
- ✓ The day begins with a prayer to Ma Sarasvati, the Goddess of Learning. All faculty and staff members participate in it.

- ✓ All institute functions begin with the Peace Prayer taken from the Atharva Veda, which celebrates the unity of the multifarious individuals in the Creation and the need for observing Peace.
- ✓ Faculty members take care to be polite to all the students irrespective of their varied personal backgrounds and achievements.
- ✓ Faculty members mentor students regularly in the principles and practices of good conduct.
- ✓ All staff members are responsive to the needs of faculty and students and there is no room for red tape.
- ✓ All guests are received with utmost civility.
- ✓ The institute does not discriminate on any social and economic basis in the matter of admissions and abides by its constitutional obligation which is enshrined in the Admissions Policy of the affiliating university.
- ✓ The physical infrastructure of the institute is compliant with the needs of the physically challenged.
- ✓ The Institutional Social Responsibility activities organized through the agencies of the Rotaract Club, Community Radio 90.4 MHz, Eco Club and NSS are geared to give practical hands on experience to the students in human values and professional ethics.
- ✓ Regular lectures are organized on human values and professional ethics. Corporate leaders, motivational speakers and yogis are invited to school students in these socially useful lifestyle changes.
- ✓ There is emphasis on the teaching of professional ethics in all programmes. The university has incorporated the teaching of ethics in each programme.
- ✓ There are Committees compliant with statutory regulations to ensure that no student or faculty member feels marginalized or harassed for any reasons whatsoever.