

Handbook on Code of Conduct

❖ For Governing Body Members:

- Governing body should serve under terms and conditions established in the universities act.
- Governing body should maintain all the information as confidential.
- Members must accept collective responsibility for all decisions.
- In carrying out their duties, members should act with reasonable care, skill, integrity, independence and good faith.
- Members are expected to treat each other, the employees and students of the institute with respect and are bound by the university's policy to promote respect and protect dignity.
- In case where it is not clear as to whether or not a conflict of interest exists, the matter will be decided by the management at their sole discretion.

❖ Students:

Reputation of an institute depends solely on the performance of students, not on buildings, equipments, etc., although they are the pre-requisite aids.

Students are known not only by their performance in academics but also by conduct which is an integral part of their personality.

The following are code of conduct expected by the students.

- Should well behave, dress and project their image like dignified, respectable citizens of the country.
- Must be regular and punctual in their studies.
- Expected to develop a sense of belongingness to the institute. Keep it up-right, clean and create a pleasant environment conducive for studies.
- Must observe discipline and silence.
- Should go through the notices regularly, so as not to miss any important information.
- Their action must reflect respect for the society and must inculcate a spirit of fellow-feeling and mutual respect among themselves.
- Must follow timings in the office and library so as to avoid unnecessary disturbance/over-crowding.

- Male students must not pass undesirable remarks at the female students and must observe due courtesies.
- Must not write on walls or make undesirable sketches on the walls/furniture.
- Should not attempt mal practices in the examination.
- Should stay away from addiction.
- Shall keep their parents aware about their progress and problems
- Should not indulge in any form of ragging.
- No student shall be discriminated on the basis of religion, caste & sex etc.
- Should observe professional ethics.

❖ **Faculty:**

In fulfillment of their obligations to the teaching profession, faculty will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their competencies.
- Contribute to the development and promotion of sound educational policy and reflective professional culture.
- Treat colleagues and associates with respect in friendly environment.
- Respect confidential information and should not disclose.
- To maintain fearless environment with and encourage students towards study.

Communicating with parents:

- Faculty should not summon parents to the institute under minor issues.
- Parents shall be invited to the campus only for valid cause with prior permission of the higher authority.

Students - late coming:

- Students should not be denied entry into the classrooms / Labs when they report late for the classes.
- Faculty should not give physical punishment to students indulging in misbehavior in the classrooms. However they can warn such students or report to the higher authority for necessary action.
- Cases of indiscipline or misbehavior should be dealt by higher authority.
- Faculty should not threaten the students in the name of academic loss for their indiscipline.

Taking Attendance:

- Faculty must take attendance at the beginning of lecture.
- Late arrivals shall automatically lose attendance and shall be warned not to repeat.

Course file:

- Ever faculty is advised to maintain course file consisting of :
- Academic calendar
- Syllabus
- Lecture plan
- Lecture notes
- Teaching plan
- Questions Papers and assignments
- Weekly report

Class adjustment before going on leave:

- As per the institute's rules, faculty has to show the consent of substitute faculty to the heads before applying for leave.

❖ Service rules and code of conduct for employees

Appointment:

- Qualification for the appointment of all cadres of faculty is as per AICTE norms.
- Pay scale, allowances, increments and benefits are as per AICTE, University and DTE norms.
- The employees are required to upgrade their knowledge and skills by attending in service and out bound programs.
- Employees are required to attend training programs whenever necessary.

Leaves:

- Faculties are entitled for following leaves as per norms:
 - Casual Leave, Medical Leave, Maternity Leave, Study Leave, Vacation Leave etc.

Retirement:

- Age of retirement for employees is as per Govt. norms.
- The Management preserves the right to retire an employee in case one is found physically or mentally disabled which renders incapable to carry out duties.

Termination of services:

- Any Employee may be terminated from the services by the management on the following grounds
 - Physical and Mental disability to carry out the normal duties.
 - Misappropriation of funds / accounts / violation of other kind-
 - a. If any information or documents furnished are found to be incorrect or not genuine, employee will be liable for termination.
 - b. On misconduct of employee – Termination will be done after holding enquiry and on the basis of report of the enquiry committee.
- Involved in any illegal activities and found criminal by law in any offence.
 - Services of the permanent employees may be terminated after giving three months notice in writing or an amount equal to three months salary in lieu of notice period.
 - The services of the probationers on or before expiry of probation period or the extended period can be terminated by giving one month's notice period or an amount equal to one month basic pay in lieu of notice period.
 - Termination may not align with the academic cycle, i.e. July to June.

Resignation

- If an employee, at any time after confirmation, intends to resign, has to give three months advance notice in writing.
- The resignation has to align with the academic cycle i.e. June to July. No employee should resign from services during the semester.

Attendance

- Every employee has to report on duties punctually and use biometrics at the attendance machine on arrival and also at the time of departure.
- Every employee need to sign the muster daily and follow the institute timings.

Private and other Tuitions

- No faculty shall undertake any tuition.
- Faculty member should not undertake any other job and/or external assignment, testing and consultancy activity without prior approval of the management.