

JAWAHARLAL DARDA INSTITUTE OF ENGINEERING & TECHNOLOGY, YAVATMAL

Code of conduct Professional Ethics and Core Value

Preamble:

The code of conduct is established to promote the academic, civic development, ethics and human values of the students, teachers, support staff and Principal in a safe and secure learning environment. The reputation of an institute depends on the performance of its students and employee not only in academics but also by their behaviour which is an essential part of their personality. In order to make learning in good environment, the following code of conduct is applicable to all the students enrolled in various courses of the institute and employees working in the institute.

1. Behaviour and conduct of the students:

1.1 Responsibilities:

- 1.1.1 To read, become familiar with and follow this code.
- 1.1.2 To behave and conduct themselves in the college campus, hostels and premises in a decent and dignified manner and show due respect to the authorities, employees and faculty members.
- 1.1.3 To follow the standards of conduct, this will help to achieve academic goals and to get personified with human values and ethics.

1.2 Dress Code:

- 1.2.1 All students should come to the college campus in well maintained college uniform and on Wednesday in decent and presentable attire.
- 1.2.2 Collarless T-shirts, sleeveless T-shirts are strictly prohibited.
- 1.2.3 Student shall not wear clothing with inappropriate messages.
- 1.2.4 Any student wearing dress in an inappropriate way which degrades the dignity and decorum will not be permitted to enter the college campus.
- 1.2.5 Students should follow the dress code prescribed by the college.

1.3 Academic Related:

- 1.3.1 All students are required to attend all classes and practicals on time and with the appropriate study materials.
- 1.3.2 Attendance will not be marked for students who come late and may not be allowed to enter.
- 1.3.3 Silence shall be maintained in all the academic premises of the college. Behaviours which disturb the learning process will not be tolerated.
- 1.3.4 No students shall enter or leave the classrooms when the lecture or practical is on without the permission of the teacher.
- 1.3.5 Students will demonstrate respect for all staff and fellow students. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, suspension or expulsion.
- 1.3.6 Chewing gum inside the academic area is strictly prohibited.
- 1.3.7 Students should keep the class room tidy. They should switch off lights and fans when they are not required.

- 1.3.8 The student code of conduct is established to foster the scholarly and civic development of the institutions students' in a safe and secure learning environment. The reputation of an institute depends on the performance of its students not only in academics but also by their conduct which is an integral part of their personality. In order to make learning in serene environment, the following code of conduct is applicable to all students enrolled in various Undergraduate, Postgraduate programs of the institute.
- 1.3.9 Students are not permitted to use mobile phones in any of the academic area i.e. class room, library, computer centre, examination halls etc. All types of Mobile phones are strictly prohibited in exam hall and if any student is possession of such phones, the phones will be confiscated.
- 1.3.10 Use of internet for the purpose other than academic related activities is banned.
- 1.3.11 Interfering or tampering any of the office records of college is a serious offences and result in suspension/rustication.
- 1.3.12 Plagiarism of any nature is not permitted.
- 1.3.13 Calling students out of their classrooms while lecture is in progress is prohibited.

1.4 In campus :

- 1.4.1 Students should make optimum utilization of their time. They are expected to spend their free time in the Library/Reading room. They shall not loiter along the verandahs' or crowd in front of the classrooms offices or the campus roads. Students are not allowed to sit on places such as parapets, stairs, footpaths, etc.
- 1.4.2 All students should posses' identity card at all time during their presence on campus and should present it if asked by security person.
- 1.4.3 Refusal to identify or falsely identifying one's self when requested by an institution official will be liable to punishment.
- 1.4.4 Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels. RCOEM campus is a "smoking free campus".
- 1.4.5 No students shall collect money either by request or by coercion from others within the campus or hostels.
- 1.4.6 All Students of the College, who are coming by 'two wheelers', should have valid Driving License with them and must wear Helmet compulsorily. Four wheelers of students are not allowed in the campus. Obey the instructions of security persons while parking the vehicles.
- 1.4.7 Rash or negligent driving of vehicles, riding in noisy two wheelers, riding with more than one pillion rider in the college premises is prohibited. Students are warned that any violation of rules may result in seizure of their vehicle by the security.
- 1.4.8 Any kind of physical intimacy is not allowed in college campus.
- 1.4.9 Act of violence, Threatening, Harassing or assaultive conduct which has caused injury to other residents of the campus, is liable to punishment.
- 1.4.10 Theft, property damage will lead to severe punishment.
- 1.4.11 Engaging or inciting other students, to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students/faculty of the institution is not permitted.
- 1.4.12 Shouting, blowing whistle, making noise in any form, use of abusive/filthy language and gestures is strictly prohibited.
- 1.4.13 Taking out rally and bringing Sandal band in the college premise is prohibited.

- 1.4.14 During industrial tour strictly follow the guidelines given by the college, HOD and tour in charge.
- 1.4.15 Birthday celebrations by the students in the college premises including the canteen are prohibited. Holi (Dhulivandan) celebration in the college campus is strictly prohibited.
- 1.4.16 Writing of slogans, comments etc on desks, on the clothes of students or on walls of the campus is not permitted.
- 1.4.17 Burning of fire-crackers in the college premises including hostels is a serious offence. Violation of this rule may invite rustication/expulsion of the students who are directly or indirectly involved in this act.
- 1.4.18 Arranging parties outside the college which may deteriorate/spoil the college name and fame is not allowed.
- 1.4.19 Presenting false testimony – knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process will not be tolerated.
- 1.4.20 College authorities have strict view regarding safety of girl students on campus. College is committed to the policy of zero tolerance with regard to harassment, intimidation, and discrimination of any kind of girl students on campus. A committee of three faculty members and three senior class girl students is formed to monitor and report to the authorities regarding any incidences of the type. Any act of harassment/ intimidation/ discrimination of any kind towards girl students is found, severe penalty will be imposed on the perpetrators of such crimes.
- 1.4.21 Ragging of the student is offence under Indian penal code. Any student found involved in this act will be punished as per the law. Any student exhibiting prohibited behaviour mentioned in this code shall, depending upon the gravity of the misconduct on depending or its recurrence be subjected to any of the following disciplinary sanctions.

2. Code of Professional ethics for Teachers:

The professional ethics and code of conduct for Teachers is in accordance to the Clause-17 of UGC Regulation No. F.3-1/2009, dated 30/06/2010 which is follows.

2.1 Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself 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 precepts 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:

- 2.1.1 Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- 2.1.2 Manage their private affairs in a manner consistent with the dignity of the profession;
- 2.1.3 Seek to make professional growth continuous through study and research;

- 2.1.4 Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- 2.1.5 Maintain active membership of professional organizations and strive to improve education and profession through them;
- 2.1.6 Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- 2.1.7 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 admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- 2.1.8 Participate in extension, co -curricular and extra -curricular activities including community service.

2.2 Teachers and the Students

Teachers should:

- 2.2.1 Respect the right and dignity of the student in expressing his/her opinion;
- 2.2.2 Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- 2.2.3 Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 2.2.4 Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- 2.2.5 Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- 2.2.6 Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- 2.2.7 Pay attention to only the attainment of the student in the assessment of merit;
- 2.2.8 Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- 2.2.9 Aid students to develop an understanding of our national heritage and national goals; and
- 2.2.10 Refrain from inciting students against other students, colleagues or administration.

2.3 Teachers and Colleagues

Teachers should:

- 2.3.1 Treat other members of the profession in the same manner as they themselves wish to be treated;
- 2.3.2 Speak respectfully of other teachers and render assistance for professional betterment;
- 2.3.3 Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- 2.3.4 Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

2.4 Teachers and Authorities:

Teachers should:

- 2.4.1 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;
- 2.4.2 Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- 2.4.3 Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 2.4.4 Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- 2.4.5 Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- 2.4.6 Should adhere to the conditions of contract;
- 2.4.7 Give and expect due notice before a change of position is made; and
- 2.4.8 Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

2.5 Teachers and Non-Teaching Staff

- 2.5.1 Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- 2.5.2 Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

2.6 Teachers and Guardians

Teachers should:

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

2.7 Teachers and Society

Teachers should:

- 2.7.1 Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- 2.7.2 Work to improve education in the community and strengthen the community's moral and intellectual life ;
- 2.7.3 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;
- 2.7.4 Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

2.7.5 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.

CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and good order of the Institute.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal should use the authority to take all the necessary disciplinary action as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars//workshops//conference.
- The Principal should encourage Faculty Members to publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Principal should provide leadership, direction and co - ordination within the Institute.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when considers it necessary to do so.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be,implemented.
- The Principal should ensure that quality in education and academic services is maintained by the Institute.
- The Principal should ensure that the long - term and short - term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities,bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.
- The principal shall ensure that the institute follows the norms stated time to time by governing council.