



## SELF- STUDY REPORT

### Criteria 7

#### INSTITUTIONAL VALUES AND BEST PRACTICES

##### Metric 7.1.12

#### CODE OF CONDUCT

#### FOR STUDENTS, TEACHERS, GOVERNING BODY, ADMINISTRATION INCLUDING VICE CHANCELLOR / DIRECTOR / PRINCIPAL / OFFICIALS AND SUPPORT STAFF

#### CODE OF CONDUCT- TEACHING FACULTIES

1. Every Teaching faculty shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the Institute and Parent Body from time to time.
2. Every Teaching faculty shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teaching faculty shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No Teaching faculty shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No Teaching faculty shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the Institute and Parent Body.
6. No Teaching faculty shall associate with any political party or take part in any other organizational activity, which is not in-line with the duties and ethics of the teaching profession.
7. No Teaching faculty shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No Teaching faculty shall participate in any strike or demonstration and /or indulge in any criticism of Institute and Parent Body policy or of the Government for any reason whatsoever.
9. No Teaching faculty shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.



  
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10. No Teaching faculty shall incite, provoke or instigate any students or any other member of the staff into any form of action against the Institute and Parent Body, or that seeks to disrupt the academic activities of the Institute.
11. No Teaching faculty shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every Teaching faculty in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role-model for others to emulate.
13. The Institute and Parent Body may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the Institute and Parent Body will be final and binding and will not be subject to any appeal to any individual or forum.



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## CODE OF ETHICS - FOR STUDENTS

### INTRODUCTION

The Code of Student Conduct has been formulated to provide a clear statement of the Institute's expectations of students in respect of academic matters and individual behavior.

It addresses the interdependent duties, rights and responsibilities of faculty members and educational fraternity. Moreover, it seeks to encourage continued reflection and thoughtful response to ethical issues. It does not seek definitive answers to all ethical questions or situations. Rather, it seeks to outline the guiding principles to ethical conduct and to identify major issues.

#### 1. Code of Ethics for students – Core values

This section aims to presents broad values and ethical principles, based on our analysis of 10 ethical codes from different Institute all around the world. Indeed, we noticed that even if Codes of Ethics for students may differ from an institution to another, there are 7 values that seem universal.

#### **Integrity**

Integrity is defined as, "Adherence to moral and ethical principles; soundness of moral character; honesty". Having integrity means being totally honest and truthful in every part of your life. By making the commitment to become a totally honest person, you will be doing more to ensure your success and happiness in life than anything else you can ever do.

Students with integrity will work hard to earn their degrees in a fair and honest way by putting in the hours to study and complete assignments. When a student intentionally cheats through Institute, this integrity is compromised and the value of the degree and the morals of the individual are diminished. This lack of credibility then follows you into the workforce and can impact your professional goals.

During our research, we noticed that most of the Institutes had an academic warning on their website concerning the importance of integrity. For example, the Institute says: "If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter".





In fact, many studies have found that people who engage in academically dishonest practices in school are significantly more likely to be dishonest, cheat, or even commit crimes like fraud or stealing in the workplace.

### **b) Mutual Respect**

Respect could be defined as a feeling or understanding that someone or something is important, serious, etc., and should be treated in an appropriate way. Being respectful towards people is a key aspect in life in order to form and maintain positive relationships in order to become successful. If you treat them with kindness, they will be kind back. One way to show respect towards other people is to treat others the way you would want to be treated.

### **c) Open-mindedness**

Being open-minded means you have a willingness to listen to other ideas and opinions and consider the possibility that you are wrong or may change your own perspective.

Open-mindedness can advance mutual understanding, which accommodates the ideal of students working constructively and cohesively toward achieving common goals, despite intense disagreement.

### **d) Discipline**

The word "Discipline" comes from the word "Disciple" meaning a learner. Discipline means learning to obey certain rules. Without it, there will be complete chaos and disorder everywhere in our society. There are some rules that control our activities. If we do not respect these rules, our life will be like a boat without the boatman.

The ability for an individual to have self-restraint allows them to behave in a consistently stringent and controlled manner. A lack of this ability can have disastrous results.

### **e) Tolerance**

Tolerance can be seen as the willingness to accept feelings, habits, or beliefs that are different from your own. Tolerance means how to see the world from the perspective of others, not just your perspective.

Tolerance plays an important role in our everyday life in our society. Never before have we had so many opportunities to connect and communicate with different cultures and languages.





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Our society has become increasingly multicultural, enriched by the aspirations of migrants, transnationals, displaced peoples. Tensions arising from religious, cultural and linguistic difference are increasing, but tolerance an effective and sustainable way of ensuring our young people understand diversity and that's why this value is so present in codes of ethical student conduct.

#### **f) Team spirit**

Team spirit can be defined as when the members of a group want the team to succeed. Team spirit improves the ability of individuals to work together and boosts morale.

In an academic context, this is an opportunity to make friends and talk with others. Each student can benefit on a personal level from teamwork. A team of students must actively listen to each other, articulate ideas and use genuinely constructive criticism to be effective.

#### **g) Sense of responsibility**

Responsibility is one of the traits of our character which means that a person is able to respond for his actions, is able to take some duties and to face certain consequences of the actions that may occur.

People are not born with a sense of responsibility, it is something every person should cultivate in themselves and it should become a part of one's personality. Responsible people can be trusted, and this benefits both the person and the people counting on the responsible person.

All these values are the reason why an Ethical Code of Conduct is relevant for any academic institution. To make sure that every student is aware of what he can and what he cannot do, Students are expected to adhere to and practice the Code of Ethics on an academic level. The followings parts aim to summarize how the values we talked about are represented inside every student code.

## **2. Student responsibilities towards the members of the Institute**

The code of ethical students defines the rights and students' responsibilities. These rights and responsibilities are at the root of the relationship between members of the Institute community, and students. It has been formulated to provide a clear statement of the Institute's expectations of students in respect of academic matters and personal behavior. Students have responsibilities towards professors, Institute employees and other students.

To establish a perfect harmony between teachers and students the Institute should recognize and value the diversity of student experiences and expectations, and is committed to treating students,



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both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct. This is how the code adapts to the diversity of students.

#### **a) Responsibilities towards professors**

In India, professors are supposed to enjoy the highest social status. This study reveals cultural differences in how the role of Professor is perceived by Students. In order to establish a perfect cohesion within the Institute, students have obligations towards their professors. Same rules are to be followed in Institute's codes of conduct.

Strictly follow the deadlines:

It is important that students return their assignments on time so that the teacher respects his program and does not penalize other students.

#### **Punctuality**

Punctuality is a principle that is generally written into the rules of the Codes. However, there are differences in the perception of punctuality between countries due to the difference of cultures.

#### **b) Responsibilities towards other students**

The notions of civism, respect and, even more, politeness may seem obsolete and even archaic in our time when individualism sometimes makes us forget the existence of others. Collaboration, mutual aid and harmonious relations are very important values that students should share.

Zero tolerance for Theft and misbehavior

Institute views theft very seriously. Besides the fact that the thefts are incivilities, they are punished legally.

Fraud and plagiarism on other Students

The code of ethical students has regulations in place governing fraud and plagiarism. Students who have committed serious fraud may have their enrollment terminated and be no longer allowed to finish their study programme. There are programmes that allow to check for plagiarism on other Students.

Discrimination



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Institute are increasingly providing sanctions for discrimination. Discrimination occurs when there is a difference in treatment between persons that is not justified by a legitimate motive.

### **c) Responsibilities towards Institute employees**

All codes generally state that employees must be respected.

Students have to treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity maintain a cooperative and collaborative approach to inter-personal relationships. They have to act honestly and ethically in their dealings with Institute employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students and respect the privacy of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students.

### **3. Student responsibilities towards the Institute itself**

Institute members who include teachers, students in general, but also all supervisory or maintenance staff. It turns out that students also have responsibilities regarding the Institute itself. By this is meant behaviors to be held within the institution and when the student is brought to represent his Institute outside he has responsibilities outside the institution.

#### **Within the institution**

There are first of all codes to respect within the educational institution itself. Most of the time these codes are mentioned in a charter or bylaws, but sometimes these codes, which may be cultural, are presumed to be acquired.

#### ***Respect and pride for the dress code***

It is best to have a suitable outfit, appropriate to an educational institution. That is to say, the dress code of the student must meet the criteria of decency. According to the Larousse dictionary, decency is "what should be done or said in a society", it is a living knowledge.

In another way, some clothes are strictly prohibited and quoted in ethical codes. For example in the *code of conduct* relating to the student population it is suggested that clothing that does not cover the trunk or that contain insults, racist, sexist statements are prohibited.

#### ***Not to degrade the premises***





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The environment in which the students evolve is the premises of their Institute but also more generally the Institute campus.

In terms of ethical code, students have a duty to respect the local and the entire public domain. By this is meant not to degrade the premises, not to steal the property of the public property etc. The acts of deterioration or deterioration made to the furniture, to the buildings are generally sanctioned by the training for its author of the refund of restoration costs.

The institution in which the student evolves is therefore a property of the public, collective domain that must be protected and maintained in the state. For this it is asked to the students a certain cleanliness. That is to say, do not throw trash elsewhere than in a trash provided for this purpose.

***Do not eat in places where it is advisable not to do so***

For reasons of hygiene, cleanliness and safety (for allergies) it is forbidden to eat in certain places where this prohibition is posted, as is the case in some classrooms.

***No smoking in the establishment***

It is forbidden to smoke in educational and training establishments for students but also staff. These are collective places, mostly public, so smoking could harm the health of people sharing this place.

***Do not post posters where it is forbidden***

For any display on the walls of a Institute establishment requires prior agreement and some places are prohibited display. Students have a duty to respect that.

***Use of computer tools and laboratories appropriately***

Students, in their curriculum, are often brought to use the computer equipment of the Institute and sometimes, depending on the curriculum, the laboratory equipment. When using these materials, there may be excesses, such as illegally downloading a movie, music from a Institute computer, hacking someone's account, and so on. Students must sign a charter and commit to respecting it in order to use computer equipment or the laboratory. By this charter the student agrees to have a correct and ethical use of tools available.

***Do not organize events without permission***

At the same point that postings cannot be done without permission, events cannot be organized without prior permission of management and appropriate authorities.



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## CODE OF CONDUCT FOR NON-TEACHING STAFFS/ SUPPORT STAFF EMPLOYED IN A INSTITUTE

1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
  - 1 (a) It shall be mandatory for the staff employed in the Institute to perform any work related to an examination conducted by the University or the Institute, as required by the Vice-Chancellor or the Registrar of the University, or by the Principal of the Institute, as applicable.
2. No Staff employed in the Institute shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the Institute authorities shall be produced within a week.
3. No Staff employed in the Institute shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the Institute authorities in writing shall be abstained.
4. (a) No staff member employed in the Institute shall submit any application for employment with another agency except through the Secretary.  
(b) The Secretary shall not withhold such an application. However, the Committee may impose reasonable conditions for relieving the staff member, if necessary.
5. When a staff employed in the Institute seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.
6. Any staff employed in the Institute when involved in criminal proceedings shall inform the committee of each proceedings.
7. No staff employed in the Institute shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
8. No staff employed in the Institute shall contest or participate in or canvas for any candidate in any election.
9. No staff employed in the Institute shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
10. No staff employed in a Institute shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
11. No staff employed in the Institute shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.



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## CODE OF CONDUCT FOR PRINCIPAL/DIRECTOR

Director/Principal as the head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of Institute.

### Responsibility of the Principal:

Subject to the supervision and general control of the management, the Principals as the Principal executive and Academic Head of the Institute, shall be responsible for-

1. Academic growth of the institute.
2. Participation in the teaching, research and training programmes of the institute.
3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the institute. Institute for academic competence of the Faculty Member.
4. Admission of students, maintenance of disciplines in the Institute.
5. Receipts, expenditure and maintenance of true and correct accounts.
6. The overall administration of the Institute and recognized Institution and their libraries and Hostels, if any.
7. Correspondence relating to the administration of the Institute.
8. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the Institute and Recognized Institution and maintenance of records.
9. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and competent bodies, from time to time.
10. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of institute/ recognized Institution.
11. Overall supervision of the University Examinations.
12. Observance of provisions of Accounts code.
13. Maintenance of Self –Assessment Reports of teachers and their service Books.
14. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.



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## CODE OF CONDUCT FOR GOVERNING BODY

The Institute shall be managed by a regularly constituted Governing Body. The composition, functions and other condition pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.

### Code of Conduct:

1. Decisions and resolutions made by the Governing Body, Executive Body and all the Trust Units are obligatory.
2. The members of Governing Body shall maintain their character, transparency, mannerisms and good image.
3. No property of Trust will be used for personal benefits.
4. The members of the Governing Body can obtain service from the Trust employee as and when required.
5. Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body, it will be discussed or expressed in the meeting only, one must respect majority taking the decisions.
6. Any member of Governing Body needs any primary information from Institute, he/she will communicate to the Principal and will not have any oral or written communication with the employee.
7. If any misbehavior and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
8. All shall mind that no person is greater than Institute.
9. The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through principal.
10. Respect other member's opinion and give them a chance to express, if necessary permit to register contradictory opinion.



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