

CODE OF CONDUCT

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INTRODUCTION

Dhaanish Ahmed Institute of Technology is happy to announce that both professors and students must comply by its code of conduct and ethics. This policy outlines the expected behaviours and standards of proper conduct and ethics for all students enrolled in different programmes at this institute as well as for the faculty as a whole. They have an obligation to closely abide by this code of ethics and conduct, as well as the rights and obligations that come from it. This paper lays down the standards and policies that must be adhered to in order to guarantee moral behaviour and ethical standards within the Institute. Both soft and hard copies of this document are provided. It is assumed that all parties involved are familiar with the academic ethics and code of conduct, which are also available for inspection on the institute's official website.

The Institute endeavour by mean of enforcing this code is to pioneer and administer the student and staff discipline process that is egalitarian, conscientious, effectual and expeditious and providing a system which promotes their growth through individual and collective responsibility.

CORE VALUES

Students seeking admission and trust of their parents are the primary reasons we exist an institution

Our Core Values are

- **INTEGRITY:** All the activities should be conducted in an ethical manner. Research and teaching shall be carried out in an environment of academic freedom and honesty.
- **ACCOUNTABILITY:** The roles and responsibilities are assigned and people are held accountable for their deeds. We feel our liability towards the society and our actions add values to the institute.
- **RESPONSIBILITY:** Everybody in the institute is expected to discharge his/her duties with due to responsibility
- **TRANSPARENCY:** The general records of maximum aspects of the functioning are maintained online to encourage transparency.

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- **RESPECT OF INDIVIDUAL:** While carrying out the interactions at all levels, the dignity and respect of an individual is observed.
- **FACULTY EMPOWERMENT:** Institute promotes and encourages faculty in their individual academic development and provides scope for enhancement in their participation in general governance.
- **SERVICE TO NATION:** Institute is committed to developing the skilled manpower to serve the Nation.
- **ENVIRONMENTAL STEWARDSHIP:** Committed in practicing green technologies for sustainable development of the Nation.

CODE OF CONDUCT FOR STUDENTS

Every student in the Institute is expected to be involved only in activities that are likely to maintain the prestige of the Institute. Each student should behave respectfully with all.

Following actions constitute the Institute code of conduct.

- Treat Institute teachers, administrators, officers, employees, guests and visitors and other students with respect, dignity, impartiality, courtesy and sensitivity.
- Academic honest and punctuality are mandatory in the completion of the assigned tasks as an individual and / or a peer group.
- Regularity to the college is must and every student take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
- Violations of academic conduct like cheating on an exam, plagiarism or unauthorized presentation of collaborative work will make the students liable of punishment.
- Avoid any activity or behaviour that would unfairly give advantage or disadvantage to another student academically.
- Stealing, misusing, destroying, defacing or damaging college property or personal property of others is prohibited.
- Refrain from getting involved in or encouraging any sort of discrimination, harassment of bullying of employees and other students.

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- Posting derogatory comments about individuals of the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the institute is prohibited.
- Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.
- All the students who secure in to UG/PG should follow the prescribed dress code during all academic years of their study.
- Use of cell phones in the campus is prohibited.
- Audio or video recording in class rooms or actions of other students, faculty or staff shall not be done without prior permission.
- Students must take care that his/her behaviour is impeccable toward opposite gender. Any unwelcomed behaviour towards female students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the law.
- Ragging is any conduct by a student as an individual or group of them whether by words spoken or written or by an act which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.
- Rules and regulations are laid down for conduct in Hostels has to be strictly followed by each student.
- Fireworks, Explosives, Weapons or items of destruction are prohibited.
- Every student expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

CODE OF ETHICS FOR FACULTY AND ADMINISTRATION

The code of conduct for faculty normally addresses the matters to related conduct of teachers such as teaching, learning, evaluation and relationship with the students, associated staff, management, parents' duties and responsibilities with moral & professional ethics, human values, external services, devotion, dedication and integrity of the teacher towards the college.

- Maintain decorum both inside and outside the classroom and set a good example to the students.

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- Should act with integrity, comply with laws. Plagiarism of any nature is prohibited. Maintain a professional work environment and comply with institutional policies.
- Welcome and support people of all backgrounds and identities. This includes members of any race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.
- Always conduct professionally. Be kind to others. Do not insult or put down others. Treat others as you would like be treated. Harassment and exclusionary behaviour aren't acceptable.
- It is essential that one should avoid relationships and activities that hurt or appears to hurt, their ability to make objective and fair decisions and thus avoid conflict of interest.
- Protect institution assets, including physical, intellectual and electronic or digital properties.
- To be regular and punctual in attendance. This means being in the college, ready to work, at starting time each day. Absenteeism and tardiness burden is very rare in the institute.
- As per the rules of the institute, staff members (in ordinary circumstances) must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HOD before going on leave, failing which the leave will be treated as unauthorized and necessary action will taken up.
- The institute executes a solid/firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment is a case sensitive deed, which includes but not limited to sexual assault, unwanted touching or persistent unwelcoming comments, e-mails, or pictures of an insulting or degrading sexual nature.
- Being under the influence of illegal drugs, alcohol or substances of abuse is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited.
- Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency.

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- Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in. Faculty should sport their ID cards in campus.

CODE OF CONDUCT FOR PRINCIPAL

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 College.

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 College, shall be responsible for Academic growth of the college.

- Participation in the teaching, research and training programmes of the college.
- Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University. Institute for academic competence of the Faculty Member.
- Admission of students, maintenance of disciplines of the Institute.
- Receipts, expenditure and maintenance of true and correct accounts.
- The overall administration of the Institute and recognized Institution and their libraries and Hostels, if any.
- Correspondence relating to the administration of the Institute.
- Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the Institute and Recognized Institution and maintenance of records.
- Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies from time to time.

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- Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution.
- Overall supervision of the University Examinations.
- Observance of provisions of Accounts code.
- Maintenance of Self –Assessment Reports of teachers and their service Books.
- 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.

CODE OF CONDUCT FOR THE 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.

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- Decisions and resolutions made by the Governing Body, Executive Body and all the Trust Units are obligatory.
- The members of Governing Body shall maintain their character, transparency, mannerisms and good image.
- No property of Trust will be used for personal benefits.
- The members of the Governing Body can obtain service from the Trust employee as and when required.
- 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.
- 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.
- If any misbehaviour and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
- All shall mind that no person is greater than Institute.

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- 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.
- Respect other member's opinion and give them a chance to express, if necessary permit to register contradictory opinion.