# 4th Cycle
# Assessment & Accreditation by NAAC

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.5 – The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

No./DNC /___**248/2021-2022**___

Date : ___**30 / 05 / 2022**___

## _Self Declaration_

This is to certify that, the information, report true copies of the supporting documents, numerical data and weblinks furnished in this file are verified by IQAC and the head of the institution and found correct.

Hence this certificate is issued.

**Dr. K. D. Meghe**
**IQAC Coordinator**

**Dr. J. D. Wadate**
**Principal**

**5.1.5 – The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

**REVISED**

# HAND BOOK

*of*

# PROFESSIONAL ETHICS POLICY

# &

# CODE OF CONDUCT

{For the Students, Principal, Teaching Staff and Administrative
& Support Staff}

## IQAC, DHANWATE NATIONAL COLLEGE,
## NAGPUR (MH)-440012

**Shri Shivaji Education Society, Amravati's**

# DHANWATE NATIONAL COLLEGE, NAGPUR

# (Maharashtra)-440012

*(Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur)*

## REVISED

# HAND BOOK

## *of*

# PROFESSIONAL ETHICS POLICY

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# CODE OF CONDUCT

*(Professional Ethics & Code of Conduct for the Students, Principal, Teaching Staff and Administrative & Support Staff)*

*(2022 onwards)*

# REVISED
# HAND BOOK
## *Of*
# PROFESSIONAL ETHICS POLICY
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# CODE OF CONDUCT
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# CODE OF CONDUCT

PUBLISHER

PRINCIPAL

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# TABLE OF CONTENTS

# Foreword from the Principal's Desk



Dr. J. D. Wadate
Principal
Dhanwate National College
Nagpur

Dhanwate National College employs managerial Practices like working through Governing Body, College Council and some special Committees which results into a democratic Decision-Making Mechanism. Various committees functional in the Institute include; Admission Committee, Library Committee, Discipline Committee, Jayanti-Punyatithi Committee, Examination Committee, Women-Cell, Cultural Committee, NSS Committee, Sports Council, Training & Placement Committee.

Few of the programs which are regularly held in the Institute include; Birth & Death Anniversaries of National Heroes, Dr. Panjabrao Deshmukh Jayanti Mahotsava, and Public lectures in memory of Late Principal M.M Lanjewar and Founder President Dr. Panjabrao Deshmukh.

The Institute has facilities like; Wi-Fi Internet, Saral Sanskrit Speaking Course, Academic Gallery, Language Lab for English, Personality Development Programs, Communication Skills Development and NET / SET Guidance Centre. The Institute has an independent Research Centre which fosters individual research.

Over the years, the interdisciplinary research activities and students' participation in research has helped in fostering the research aptitude in them. The Institute is also encourages Major / Minor Research Projects to be undertaken by the faculty therein.

The Faculty and Administrative Staff benefits from the strong ICT Support like Computers, Laptops, Printers, Overhead / Movable Projector, Smart Boards etc. The faculty has also been provided with welfare schemes like; Credit Co-operative Society, LIC & Medical, Student Welfare Insurance Scheme, Representation on Governing Body, Felicitation, Recognition and Grievance Cell.

The Admission Strategy of Institute is student friendly and transparent. The counselling cell helps the students in selecting suitable courses. Along-with weightage to merit, reservation quota and special quota; the Institute strives towards easing-up the admission procedure. Students are also provided financial assistance and different kinds of scholarships, in fact, as many as fifteen college scholarships are awarded for meritorious students every year.

Our organization is committed to upholding the highest standards of professional conduct and ethical behaviour. The Professional Ethics Policy outlines the principles and guidelines that all employees, contractors, volunteers, and stakeholders are expected to follow in their professional activities. This policy serves as a framework for promoting integrity, honesty, fairness, and responsible behaviour across all aspects of our operations.

The Code of Conduct for the institute serves as a guiding document that outlines the expected behaviour, ethical standards, and principles for all stakeholders involved in the educational community. It sets the tone for a positive and respectful learning environment, emphasizing the values, rights, and responsibilities that define the institute's culture.

The Code of Conduct for the institute serves as a cornerstone of the educational community, providing guidelines and principles for behaviour and ethical standards. It shapes the institute's culture, values, and expectations, fostering a positive learning environment and preparing individuals to contribute meaningfully to society. The Code of Conduct reflects the institute's commitment to excellence, inclusivity, and the holistic development of its members, ultimately creating a vibrant and thriving educational community.

Dr. J.D.Wadate
Principal/Chairman IQAC

# Dhanwate National College, Nagpur

## (Affiliated to RTMNU University, Nagpur)

## The Institution works with a clear Vision & Mission

## Our Vision Statement is:

" To provide educational opportunities to the underprivileged sections of society, enabling them to become globally competent and responsible citizens of India. We are committed to our vision of 'Education for Masses' for which, we aim to empower individuals, creating a brighter and more inclusive future for everyone."

## Our Mission Statement is:

" To create a society where marginalized groups have an equal and equitable educational opportunity. We aim to inculcate civic responsibilities in students, by our commitment to education for all. We try to enable students to be globally competent through the implementation of novel teaching methods, as well as promoting an environment conducive to learning."

# INTRODUCTION TO PROFESSIONAL ETHICS POLICY FOR THE INSTITUTE

# INTRODUCTION TO PROFESSIONAL ETHICS POLICY FOR THE INSTITUTE

The Professional Ethics Policy of the Institute is a set of guidelines and principles that outline the expected behaviour and ethical standards for professionals. This policy frame by the professional ethics committee aims to ensure the highest level of integrity, professionalism, and accountability among the institute's members. By adhering to these ethical standards, the institute seeks to maintain its reputation, foster a positive work environment, and uphold its commitment to excellence in all aspects of its operations.

**Purpose:** The purpose of the Professional Ethics Policy is to provide a framework for ethical decision-making and conduct for all individuals associated with the institute. This includes employees, contractors, volunteers, board members, and any other stakeholders engaged in institute-related activities. The policy serves as a guide to uphold the values and principles that the institute holds dear and helps create a culture of integrity, fairness, and mutual respect.

**Scope:** This policy applies to all institute members and extends to their interactions within the institute's premises, during institute-sponsored events, and in any other professional capacity related to the institute. It encompasses a wide range of ethical considerations, including but not limited to honesty, confidentiality, conflicts of interest, and respect for diversity, compliance with laws and regulations, and responsible use of resources.

**The important parameters associated with professional ethics policy is as under:**

1. **Ethical conduct:** All members of the Institute are required to act in a manner that upholds high standards of integrity for their work. This involves, among other things, honesty, fairness and integrity, respect of the rights and liberties of others as well as retention of competence and objectivity.

2. **Confidentiality and privacy:** Information obtained during the course of its activities shall be treated confidentially and privately by Institute members. They must take care to handle sensitive information with due regard, but only if they are authorized or required by law.

3. **Conflict of interest:** Members of the Institute should ensure that there is no conflict and promptly report any possible conflicts. They must be in the best interest of the Institute and not conduct activities which could put their objectivity at risk or give rise to a perception of impropriety.

4. **Respect for differences and non discrimination:** The Institute promotes a diverse, inclusive environment in which all human beings are treated fairly and impartially. It shall be strictly forbidden to discriminate, harass or impose any form of unjust treatment on grounds of race, sex, age, religion, disability and so forth.

5. **Compliance with laws and regulations:** The members of the Institute are required to comply with, as a matter of course, any law or regulation concerning their work. It is important for them to keep up to date with the relevant legislation and take appropriate action in accordance with it.

6. **Responsible Resource Use:** The Institute is committed to ensuring that its members are responsible and efficient with their resources, which include funds, equipment and facilities. Members shall avoid wasting, misuse or unauthorized use of the Institute's resources.

7. **Reporting ethical concerns:** The Institute encourages all members to report any suspected or observed unethical conduct without fear of reprisal. In the interests of confidentiality and impartiality, the institute shall provide for mechanisms to report, investigate and deal with these concerns.

The Professional Ethics Policy sets forth the institute's commitment to maintaining the highest standards of professional conduct and integrity. By adhering to these ethical principles, institute members contribute to a culture of trust, respect, and accountability. It is the responsibility of every individual associated with the institute to familiarize themselves with this policy and act in accordance with its provisions. Together, we can uphold the institute's reputation and ensure its continued success as a leader in the field.

In conclusion, the Professional Ethics Policy plays a crucial role in promoting a culture of ethical behaviour, integrity, and professionalism within the institute. It sets the expectations for all members and stakeholders, guiding their actions and decisions towards upholding the highest standards of conduct. By adhering to the policy, the institute fosters trust, credibility, and a positive reputation among its stakeholders, contributing to its overall success and excellence.

# INTRODUCTION TO

# CODE OF CONDUCT FOR THE INSTITUTE

# INTRODUCTION TO CODE OF CONDUCT FOR THE INSTITUTE

**In ensuring a pleasant and healthy learning environment, the code of conduct in educational establishments has a vital role to play. It gives guidance and principles, for the purposes of ensuring that students, faculty, staff and all members of the campus community are expected to conduct themselves in a manner which leads to acceptable standards of behaviour and ethics.**

**The significance of a code of conduct is demonstrated by the following key reasons:**

1. **Promoting respect and professionalism:** The Code of Conduct establishes standards of conduct for all members of the Institute, which promote respect, professionalism and ethical conduct. It aims to create a culture of Mutual Respect, Tolerance and Inclusion by clearly defining the expectations for how individuals should interact with each other.

2. **Ensure security and wellbeing:** The Code of Conduct will help to ensure the safety and security of the environment within the Institute. It shall lay down rules for the protection of health and welfare of persons associated with an Institute, against harassment, discrimination, bullying, violence as well as any form of unlawful conduct. It lays down mechanisms for reporting and redressing infringements in a timely and equitable manner.

3. **Supporting Academic Integrity:** The fundamental aspect of education is academic integrity. The relevance of honesty, integrity and intellectual property rights is highlighted in the Code of Conduct. It promotes a culture of originality, rigorous thought and an objective evaluation in order to discourage plagiarizing, cheating or all forms of academic dishonesty.

4. **Fostering accountability and responsibility:** A code of conduct holds individuals responsible for their actions and promotes personal responsibility. In order to ensure the fairness and consistency of discipline proceedings, it highlights the consequences of breaking the Code. It aims at encouraging individuals to take responsibility for their conduct, in order to have a sense of accountability with themselves, other people and the institution.

5. **Creates a good learning environment:** The Code of Conduct helps to create a positive learning environment because it establishes guidelines for behavior and interactions. This creates an environment of cooperation, empathy and teamwork in order for students to be able to achieve their academic and personal goals. It aims to encourage students, teachers and staff to cooperate in an environment of openness, constructive feedback as well as good engagement.

6. **The Code of Conduct reflects the core values and ethical standards of the educational institution:** It is intended to communicate the Institute's commitment to integrity, excellence, fairness and social responsibility. It represents a guiding principle to ensure that all individuals align their actions and behavior with the Institute's mission and vision.

The code of conduct is in essence a necessary requirement for the maintenance of order, discipline and an engaging learning environment within education institutions. Its aim is to provide a framework for ethical behaviour, promote respect and professionalism among participants within the educational community as well as contribute to its holistic development.

# CODE OF CONDUCT FOR

# THE STUDENTS

# 1. CODE OF CONDUCT FOR THE STUDENTS

The Code of Conduct for students establishes a set of guidelines and expectations that promote a safe, respectful, and productive learning environment. It outlines the rights, responsibilities, and ethical standards that students should adhere to during their academic journey. The Code of Conduct serves as a framework for fostering a positive school culture, encouraging personal growth, and nurturing a sense of community among students.

A Code of Conduct for students typically addresses various aspects of student behaviour, including academic integrity, respect for others, responsible use of resources, and participation in extracurricular activities. It aims to instil values such as honesty, fairness, empathy, and accountability, shaping students into responsible and ethical individuals.

**The students' code of conduct gives a description of expected behaviour, responsibilities and obligations to be followed. The following are code of conduct for the Institute students:**

1. **Respect for Others:** The students should treat other students, faculty members, staff and visitors with respect, dignity and courtesy. We do not tolerate discrimination, harassment, bullying or any form of disrespect.

2. **Academic honesty:** There must be high standards of integrity in the classroom. This will include preventing Plagiarism, Cheating, Unauthorized Cooperation and all forms of deception in the field of education. It is expected that students will submit their own work and give due credit to the efforts of others.

3. **Attendance and punctuality:** In terms of academic achievement and the maintenance of a conducive learning environment, attendance and punctuality shall be taken into account. In accordance with the requirements of the institution, students shall be expected to take courses, seminars and other educational activities.

4. **Professionalism:** Students are to act with due care and professionalism. This shall include the observance of professionals' ethics, in accordance with institutions' rules and regulations as well as their property and resources.

5. **Personal conduct:** On and off campus, students shall behave in a manner that is appropriate. It shall also include not participating in any unlawful activities, disruptive behavior, drug use or behavior that is reprehensible to the Institute.

6. **Dress code:** Students should adhere to the prescribed dress code for their program. This ensures a professional and appropriate appearance in the educational environment.

7. **Use of resources from Institutes:** Students should exercise due care and responsibility in using Institute resources, like libraries and laboratories for their own purposes. It shall be strictly forbidden to abuse, steal or damage the institution's property.

8. **Personal safety and security:** Students should take care of their own personal safety and that of others. They should comply with safety protocols, provide any potential hazard or security concern to authorities of the Institutes and cooperate in emergency situations.

9. **Cyber Ethics:** Responsible and ethical use of technology and online resources should be a student's responsibility. This shall also include respect of intellectual property rights, avoiding cyber bullying or harassment and complying with Internet and computer usage policies laid down by the Institute.

10. **Compliance with institutional policies, rules and regulations:** Students shall have an obligation to respect all institutional policies, rules and regulations. This includes any guidance issued by the Institute on academic policies, disciplinary procedures and other matters.

The Code of Conduct for students serves as a guiding framework for promoting positive behaviour, responsibility, and ethical conduct within educational institutions. By adhering to this code, students contribute to a healthy and respectful learning environment, where everyone can thrive academically and socially. The Code of Conduct encourages personal growth, character development, and the acquisition of essential life skills. It instils values such as respect, integrity, and accountability, preparing students to become responsible citizens and successful individuals in their future endeavours.

**In order to be able to comply with its principles, students need to know the specific code of conduct applicable at the Institute. The code of conduct shall serve as a guiding principle for all students in the Institute community to maintain a positive, respectful and safe learning environment.**

# 1.1 CODE OF CONDUCT FOR DISCIPLINE AND ANTI-RAGGING COMMITTEE OF THE INSTITUTE

## 1.1 CODE OF CONDUCT FOR DISCIPLINE AND ANTI-RAGGING COMMITTEE OF THE INSTITUTE

The Government of India has enacted the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" to address the issue of ragging and promote a safe learning environment for students. These regulations provide a legal framework for preventing, prohibiting, and taking strict action against ragging activities.

A strong code of conduct to prevent and address cases of ragging within the institution needs to be laid down as an Anti Ragging Cell. The Code of Conduct for Anti-Ragging is established by the Anti-Ragging Cell and should be referred by all the newly admitted students of the Institute.

1. **Objectives:**
   a. The Discipline and Anti-Ragging Committee is responsible for maintaining discipline, ensuring a safe and harassment-free environment, and preventing instances of ragging within the Institute.
   b. The committee aims to promote a culture of respect, inclusivity, and mutual understanding among students.

2. **Committee Composition:**
   a. The Discipline and Anti-Ragging Committee shall consist of members appointed by the Institute, including faculty members, administrative staff, and student representatives.
   b. The committee shall have a designated Chairperson who will be responsible for overseeing the committee's activities.

3. **Responsibilities of the Committee:**
   a. The committee shall ensure strict compliance with the Institute's rules and regulations regarding discipline and anti-ragging measures.
   b. The committee should proactively work towards the prevention of ragging incidents by conducting awareness programs, orientations, and educational campaigns.
   c. The committee shall investigate and address any complaints related to ragging promptly, following a fair and transparent process.
   d. It should maintain confidentiality during the investigation and protect the complainants and witnesses from any form of intimidation or retaliation.
   e. The committee should recommend suitable disciplinary actions to the Institute against individuals found guilty of ragging or violating the Institute's code of conduct.

4. **Code of Conduct for Students:**
   a. Students shall treat fellow students, faculty, and staff members with respect, dignity, and courtesy at all times.
   b. Ragging in any form, whether on or off-campus, is strictly prohibited. Students should not engage in or support any activity that constitutes ragging or harassment.
   c. Students should report any incidents of ragging, bullying, or harassment to the Discipline and Anti-Ragging Committee promptly.
   d. Students shall comply with the instructions and guidelines issued by the committee and cooperate during investigations.

5. **Reporting Mechanism:**
   a. The committee should establish a well-defined and accessible reporting mechanism, including dedicated helpline numbers, online complaint forms, or in-person reporting options.
   b. Complaints related to ragging or indiscipline should be addressed to the committee within a specified time frame.
   c. The committee should ensure that complainants' identities are kept confidential and provide necessary support and guidance to the individuals reporting incidents.

6. **Disciplinary Actions:**
   a. The committee shall recommend appropriate disciplinary actions for individuals found guilty of ragging, ranging from warnings and fines to suspension or expulsion from the Institute, depending on the severity of the offense.
   b. The committee may also recommend counseling or rehabilitation measures for students involved in ragging to prevent future occurrences.

7. **Awareness Programs:**
   a. The committee should organize regular awareness programs, workshops, and seminars to educate students, faculty, and staff members about the consequences of ragging and the importance of maintaining a safe and respectful environment.
   b. Sensitization programs should be conducted at the beginning of each academic year to orient new students about the Institute's policies, code of conduct, and anti-ragging measures.

8. **Compliance and Review:**
   a. The committee members, as well as the students, faculty, and staff, should strictly adhere to the code of conduct and cooperate with the committee's initiatives.
   b. The code of conduct should be reviewed periodically to ensure its effectiveness, make necessary updates if required, and align with the changing needs and regulations

The Code of Conduct for the Discipline and Anti-Ragging Committee of the institute plays a vital role in ensuring a safe, respectful, and inclusive environment for all members of the institution. By establishing guidelines and standards of behaviour, the committee aims to prevent ragging and maintain discipline within the institute. The Code of Conduct serves as a powerful tool in promoting a culture of respect, fostering a sense of community, and upholding the rights and well-being of every individual.

By implementing and adhering to the Code of Conduct, the Discipline and Anti-Ragging Committee aims to create an environment where every member feels safe, valued, and respected. This promotes a conducive atmosphere for learning, personal growth, and the holistic development of individuals. Ultimately, the committee's efforts and the Code of Conduct contribute to fostering a harmonious and inclusive environment.

**It's important to note that the specific provisions and regulations shall be updated over time. It's recommended to refer to the latest official documents and notifications from the concerned government authorities for the most accurate and up-to-date information on the Anti-Ragging Act in India.**

# 1.2 A CODE OF CONDUCT FOR WOMEN AND GENDER SENSITIZATION CELL

## 1.2 CODE OF CONDUCT FOR WOMEN AND GENDER SENSITIZATION CELL

It serves as a guideline for promoting a safe, inclusive, and respectful environment for all individuals. It outlines the principles, policies, and procedures to prevent and address issues related to gender-based discrimination, harassment, and violence. Here's an example of a Code of Conduct for a Women and Gender Sensitization Cell:

1. **Purpose and Objectives:** The Women and Gender Sensitization Cell (WGSC) is established to ensure gender equality, promote inclusivity, and prevent any form of discrimination, harassment, or violence based on gender.

2. **Responsibilities:**
    a. To create awareness among students, staff, and faculty about gender-related issues and the importance of gender equality.
    b. To provide a safe and confidential space for individuals to report incidents of gender-based discrimination, harassment, or violence.
    c. To conduct awareness campaigns, workshops, and training programs on gender sensitization and related topics.
    d. To support and assist individuals who have experienced gender-based discrimination, harassment, or violence by providing necessary guidance and resources.
    e. To collaborate with other relevant committees or cells within the Institute to address gender-related concerns.

3. **Prohibited Conduct:**
    a. Any form of discrimination, including but not limited to, gender-based discrimination, stereotyping, or biased treatment.
    b. Any form of harassment, including sexual harassment, verbal abuse, intimidation, or any unwelcome behavior that creates a hostile environment.
    c. Any form of violence, including physical, emotional, or sexual violence against any individual based on their gender.
    d. Retaliation against any person who reports an incident or participates in any proceedings related to gender-based issues.

4. **Reporting Mechanism:**
    a. WGSC shall ensure the availability of multiple reporting mechanisms, including in-person, online, and anonymous options, to encourage individuals to report incidents.
    b. Complaints should be handled in a prompt, fair, and confidential manner, with due consideration given to the privacy and well-being of all parties involved.
    c. WGSC shall maintain appropriate records of all reported incidents and take necessary steps to address the complaints.

5. **Confidentiality and Non-Disclosure:**
    a. WGSC members shall maintain strict confidentiality and non-disclosure regarding all complaints and personal information shared during the reporting and investigation process, except as required by law.
    b. Confidentiality shall be maintained throughout the process, ensuring privacy for all parties involved.

6. **Awareness and Training:**
    a. WGSC shall conduct regular awareness campaigns, workshops, and training programs to educate the campus community on gender sensitization, preventing discrimination, and addressing gender-based issues.
    b. Training sessions shall be provided to faculty, staff, and students to promote a better understanding of gender-related concerns and the importance of inclusivity.

7. **Support and Assistance:**
    a. WGSC shall provide necessary guidance, support, and resources to individuals who have experienced gender-based discrimination, harassment, or violence.
    b. The cell shall maintain a network of external agencies, counselors, or support services for referral purposes, if required.

8. **Disciplinary Actions:**
    a. WGSC shall recommend appropriate disciplinary actions against individuals found guilty of gender-based discrimination, harassment, or violence, in accordance with the Institute's existing policies and procedures.
    b. Disciplinary actions may include warnings, counseling, suspension, termination, or legal action, depending on the severity of the offense.

9. **Review and Amendments:**
    a. The Code of Conduct shall be reviewed periodically to ensure its effectiveness and relevance.
    b. Amendments to the Code of Conduct may be made by the Institute administration based on the recommendations of WGSC, in consultation with relevant stakeholders.

**The Code of Conduct for the Women's and Gender Sensitization Unit is a key instrument to create an inclusive, secure environment where women and other marginalized gender groups can thrive. In line with its principles, all stakeholders can actively participate in the transformation of an educational institution to a place where gender equality, respect for other people and dignity is upheld thereby creating more equitable and just societies.**

# 1.3. PROFESSIONAL ETHICS AND CODE OF CONDUCT

# FOR RESEARCH SCHOLARS

# 1.3. PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR RESEARCH SCHOLARS

**The guiding principles for research scholars' behaviour and conduct are professional ethics and a code of conduct. These ethical principles and guidelines are intended to assure that scholars conduct research in a responsible manner both during the course of their work and when it is being carried out. While specific codes of conduct may differ from field to field, they are all based on the common basic principles which promote transparency, objectivity, respect and responsibility for research practices.**

Special aspects of professional ethics and codes of conduct applicable to researchers from a variety of disciplines, such as the trade sector, business administration, humanities or internationalist institutes will be covered within these sections. The researchers will be able to conduct their work in a way that promotes the well being of participants through respect for divergent views, contributing positively to knowledge developments across fields where they are engaged; understand these ethical principles and embrace them.

**1. Integrity:** In their work, research scientists should maintain the highest standards of integrity. It shall also be responsible for ensuring the accuracy, completeness and transparency in its reports of research results to avoid plagiarizing, fabrication, falsification or any kind of scientific misconduct.

**2. Respect for participants and subjects:** Research scholars shall respect the rights, dignity and privacy of participants and subjects. They should obtain informed consent, protect the confidentiality and ensure that participants are well taken care of.

**3. The objectivity of research:** Researchers should endeavour to conduct their work in an impartial manner and avoid personal bias or conflicts of interest which may have a negative impact upon the scientific process, findings.

**4. Compliance with the rules and ethical guidelines:** Scholars must be made aware of applicable law, regulation or ethics relating to research in their field. They should seek appropriate ethical approvals and authorisations if necessary, in order to ensure compliance with these standards.

**5. Sustainable use of resources:** Researchers should apply Research Funds, materials and resources in an efficient manner, with due respect to the purpose for which they are applied.

**6. Coherence and collegiality:** In order to promote a spirit of respect and inclusion between colleagues, mentors, students or anyone associated with the research community, researchers should foster collaboration and collegiality. In the case of contributions and ideas from others, they should give due credit and recognition.

**7. Lifelong learning and professional development for scholars:** Students should continue to learn, stay up to date with changes in their area, seek out new educational opportunities and develop skills. They should work to disseminate knowledge and mentor the next generation of researchers.

**8. Responsibility for communication and dissemination:** Scholars must communicate research findings in a manner that is factual, fair and clear so as to avoid misleading or exaggerated claims. For the use of other people's works, they should be bound by intellectual property rights and copyright law.

**9. Reporting and addressing ethical issues:** Scholars should be careful to recognize and report any ethical problems or research misconduct that they observe. Appropriate procedures and channels for reporting, e.g. the institutional ethics committees or responsibilities in research offices should be followed by them.

The professional ethics and code of conduct for research scholars are essential in upholding the integrity, credibility, and ethical standards of research activities. By adhering to these guidelines, research scholars demonstrate a commitment to responsible and ethical research practices, ensuring the reliability and validity of their findings.

The code of conduct emphasizes principles such as honesty, transparency, respect for intellectual property rights, and adherence to research protocols and guidelines. It promotes academic integrity, discourages misconduct, and encourages the responsible use of research resources and funding.

In conclusion, the professional ethics and code of conduct for research scholars establish a framework for responsible, ethical, and high-quality research. By upholding these principles, research scholars uphold the integrity of their work, contribute to the advancement of knowledge, and maintain the trust and confidence of the scientific community and society at large.

# 1.4. CODE OF CONDUCT FOR STUDENTS IN INSTITUTE LIBRARY

# 1.4. CODE OF CONDUCT FOR STUDENTS IN INSTITUTE LIBRARY

The Code of Conduct for students in the institute library establishes a set of guidelines and expectations to ensure a conducive and respectful environment for learning, research, and studying. The library is a vital resource centre for students, and adhering to this code promotes the responsible and ethical use of library facilities, materials, and resources. It fosters a culture of respect, consideration, and academic integrity within the library premises.

The library serves as a hub for knowledge, information, and study. The Code of Conduct provides students with clear guidelines on how to conduct themselves while utilizing library resources, respecting fellow students, and maintaining the order and tranquillity of the space. It sets the foundation for a positive library experience for all users.

The Code of Conduct for students in the Institute library outlines the expected behaviour and rules that students must adhere to while using the library facilities. Here is a summary of the code:

1.  **Participation:** Library membership shall be available to all staff and students of the Institute.

2.  **Silence:** To maintain a comfortable and peaceful environment for learning, it is necessary to observe silence in the library.

3.  **Personal Belongings:** Students are allowed to have their personal possessions stored on a dedicated shelf that is located in the library.

4.  **Library Timing:** The library is open for students and staff from 08:00 AM to 5:00 PM on working days.

5.  **Misconduct:** Admission or membership may be cancelled and severe discipline imposed on any breach of behavior in a library or study room.

6.  **Non-transferable Cards**: B.T. Cards (presumably library cards) are not transferable

7.  **Entry Register:** Prior to entering the library, each student must sign an entry register.

8.  **Care of books:** Students must handle books carefully to avoid damage or loss.

9.  **Lost books:** If students lose a book, they have to replace it with the same name, author and publisher or pay their fees as fines.

10. **Condition of borrowed books:** Students should ensure that the book they intend to borrow is in a good state before leaving the issue counter. They bear the responsibility of any loss or failure to return books issued to them.

11. **Preservation of Books:** It shall be prohibited to lay out, write, fold, tear or deface books in any way.

12. **Return of Borrowed Books:** Book returns should be made on time or prior to the due date. Failure to do so will result in an overdue charge of Rs. 1 per day for students.

13. **Returns on holiday:** If the due date is a holiday, returns shall be carried out for the next working day without any penalty being imposed.

14. **Loss of Borrower's Token:** If students lose their borrower's card, they must report it to the librarian and pay Rs.20 to obtain a new token.

15. **Final year students:** In order to obtain the "No Due Certificate" necessary to receive the hall tickets for the university examinations, final year students must return the library ticket and the books as specified in the library circular.

16. **Library Study Room:** Students can utilize the well-equipped library study room between 08:00 AM and 5:00 PM.

The Code of Conduct for students in the institute library sets the standards for behaviour, respect, and responsible use of library resources. Adhering to this code promotes a harmonious and productive environment where all students can benefit from the library's offerings.

By respecting fellow students, handling library materials with care, maintaining order, and upholding academic integrity, students contribute to a positive library experience for themselves and others. Ultimately, the Code of Conduct helps inculcate values of respect, responsibility, and ethical conduct, preparing students to become lifelong learners and engaged members of the academic community.

# 1.5. CODE OF CONDUCT FOR STUDENTS IN COMPUTER LABORATORY

## 1.5. CODE OF CONDUCT FOR STUDENTS IN COMPUTER LABORATORY

The Code of Conduct for students in the computer laboratory outlines a set of guidelines and expectations to ensure a productive, respectful, and secure environment for computer-based learning and activities. The computer laboratory is a crucial space where students engage in various academic and research tasks, and adhering to this code promotes responsible and ethical use of computer resources, software, and equipment. It sets the foundation for a positive and efficient computer laboratory experience for all users.

The computer laboratory provides access to technology and resources that support learning, research, and collaboration. The Code of Conduct establishes rules and standards that students must follow to maintain the integrity of the computer systems, protect digital data, and foster a respectful atmosphere conducive to academic work.

**The rules and expectations which students must follow as they use computer equipment are set out in the Code of Conduct for a Computer Laboratory. The elements of these codes are as follows:**

1. **Access and usage:** The student's access to the computer lab shall be reserved exclusively for educational purposes. They must be responsible for using the computers and equipment responsibly; avoiding any unauthorized access or misuse.

2. **Respect for Others:** Other users' rights and privacy in a computer lab should be respected by students. This means that you must refrain from harming other people's files, software or private items.

3. **Prohibited Activities:** Students should not engage in activities that disrupt the functioning of a computer lab or do anything contrary to any law or institutional policy. This shall include unauthorised or illegal use of technology, including cyber intrusions, dissemination of malicious software and any other form that is contrary to ethical conduct.

4. **Personal Files and Storage:** Students must keep their work saved to the designated storage device or private account. The student should always back up files and do not store any personal files on lab computers without permission from the concern staff.

5. **Software and License Compliance:** Students should only use licensed software installed on the lab computers and should not install or use any unauthorized software. They should respect copyright law and compliance with software usage agreements.

6. **Network usage:** Students should exercise due care when using the Institute's network resources and do not overcompensate for bandwidth or engage in activities that would jeopardise networking security or integrity.

7. **Lab environment:** A clean and orderly laboratory environment should be maintained by students. They're not supposed to bring food or drinks into the lab, and should properly dispose of any waste.

8. **Respect for the equipment:** Students should take care with lab equipment such as computers, peripherals and other devices. Laboratory staff or the competent authority should be notified of any damage or malfunction.

9. **Time constraints:** The length of time student spend using the computer can be limited according to lab capacity and demand. These time constraints should be respected by the students, so that they can take account of others.

10. **Reporting problems:** The students should immediately communicate with laboratory staff or assigned IT support personnel any technical problem, error in a software program or something that they experience at the computer lab.

The Code of Conduct for students in the computer laboratory promotes responsible, ethical, and efficient use of computer resources, software, and equipment. Adhering to this code helps maintain the integrity of the systems, protects privacy and data, and ensures a productive environment for academic work.

By demonstrating respect for equipment, responsible resource usage, adherence to privacy and copyright laws, and respectful conduct towards others, students contribute to a positive computer laboratory experience for themselves and their peers. Ultimately, the Code of Conduct helps instil values of responsibility, integrity, and digital citizenship, preparing students to utilize technology effectively and ethically in their academic and professional endeavours.

**The students shall be involved in the maintenance of a favorable and constructive educational environment through their compliance with the Computer Laboratory Code of Conduct. For students to acquaint themselves with the particular code of conduct provided by their institution, it is important.**

# 1.6. CODE OF CONDUCT

# FOR STUDENTS IN INSTITUTE CANTEEN

## 1.6. CODE OF CONDUCT FOR STUDENTS IN INSTITUTE CANTEEN

The Institute canteen serves as a communal space where students gather to have meals, socialize, and relax. It is important to establish a code of conduct for students in the canteen to ensure a harmonious and respectful environment for everyone. By adhering to this code, students can contribute to a positive atmosphere and create a pleasant dining experience for themselves and their fellow students.

This code of conduct aims to promote good behaviour, proper etiquette, and responsible use of the canteen facilities which is as follows:

1. **Respect others:** Treat fellow students, canteen staff, and visitors with respect and courtesy. Avoid engaging in any form of verbal or physical harassment, bullying, or discrimination.

2. **Wait with patience:** Obey the queue system, waiting for your turn in line. Avoid getting in the way of anything, breaking up lines or creating needless chaos. Be aware of the others who are waiting for their service.

3. **Maintain cleanliness:** Keep the canteen area clean and tidy. In designated garbage cans, dispose of the trash properly. Do not litter on tables or floors, and do not leave food spills.

4. **Waste of food:** Be careful about waste of food. In order to minimize food waste, take the amount of food you can eat. Do not take more than you need or leave uneaten food on your tray.

5. **Follow canteen rules:** Adhere to the rules and guidelines set by the canteen management. These may include restrictions on outside food, specific meal timings, or other regulations. Comply with any requests or instructions from the canteen staff.

6. **Noise level:** Maintain an appropriate noise level inside the canteen. Avoid shouting, yelling, or creating excessive noise that may disturb others who are studying or working nearby.

7. **Use of electronics responsibly:** Use electronic equipment such as laptops and mobile phones in a responsible manner. Please don't play loudly music or videos that can interfere with a comfortable environment in the cafeteria.

8. **Respect the arrangement:** Respect the placement and arrangement of seats in the dining area. Do not keep other people occupied when they need to and prevent them from being able to find a seat. If necessary, you can have tables shared during the peak hours.

9. **Personal hygiene:** When eating in the dining room, keep your hands and feet clean. Before eating and using the appropriate knives you are given, wipe your hands. Stay away from actions that might compromise the food safety or hygiene standards.

10. **Report concerns:** If you notice any irregularities, such as food quality issues, unhygienic conditions or conduct of employees, report it to the canteen manager or college authorities so that appropriate measures can be taken.

In conclusion, the code of conduct for students in the Institute canteen is crucial for fostering a respectful and enjoyable environment for everyone. It encourages students to practice good behaviour, observe proper etiquette, and be responsible users of the canteen facilities. By adhering to this code, students contribute to a positive atmosphere, promoting harmony and ensuring a pleasant dining experience for all. Let us uphold these guidelines with respect and consideration, fostering a culture of mutual respect and camaraderie within the canteen, and creating a welcoming space for everyone in the Institute community.

# 1.7. CODE OF CONDUCT

# FOR GIRLS STUDENTS IN CAMPUS HOSTEL

## 1.7. CODE OF CONDUCT FOR GIRLS STUDENTS IN CAMPUS HOSTEL

The Code of Conduct for girl's students in the campus hostel is designed to ensure a safe, secure, and comfortable living environment for female students residing on campus. It establishes guidelines and expectations that promote respect, personal well-being, and a sense of community among the hostel residents. The Code of Conduct aims to create a supportive and inclusive atmosphere that enhances the overall living experience for girls in the campus hostel.

The hostel serves as a home away from home for female students, and the Code of Conduct helps create a positive and nurturing environment where they can focus on their studies, personal growth, and social development. It addresses various aspects of hostel life, including safety, privacy, respect for others, and adherence to rules and regulations.

A code of conduct for female students in an institute hostel is typically designed to ensure a safe and respectful living environment. While specific rules may vary depending on the institution, here are some common guidelines which include:

1. **Respect for Others:** Treat fellow residents, staff, and visitors with respect, kindness, and consideration. Avoid engaging in any form of harassment, discrimination, bullying, or verbal/physical abuse.

2. **Quiet Hours:** Observe designated quiet hours to maintain a peaceful and conducive living environment for all residents. Keep noise levels to a minimum during these times, especially in common areas and shared spaces.

3. **Curfew and Access Control:** In accordance with the institutions' policy on curfews and access controls. Follow the designated entry and exit formalities, as well as take care of any restrictions on guests or visitors.

4. **Responsibility for your own safety:** take care of yourself. When you leave, close your quarters and do not invite strangers to stay with you in the dormitory. Please inform the competent authorities of any suspected activities or security concerns.

5. **Room Maintenance:** Ensure that your rooms are cleaned, and in good condition. In accordance with the Hostel Administration's guidance on waste disposal, cleaning and any additional set of instructions to be followed.

6. **Prohibited Items:** Observe the list of prohibited items and substances, such as drugs, alcohol, weapons, or any other materials that may pose a risk to the safety and well-being of residents.

7. **Protection and boundaries:** Be responsible for other people's privacy and personal space. Don't go into the room of someone else unless they give their permission, and don't abuse or steal any resident's possessions against his will.

8. **Dress code:** If applicable, comply with the specific dress code guidelines. Given the institution's and local community's culture and societal norms, you must take care of your appearance appropriately.

9. **Internet and Technology Use:** abide by the guidelines on internet and technology use in boarding houses. Consideration should be given to ethical online behavior, avoid cyber bullying or any illegal behavior and respect the intellectual property rights of others.

10. **Compliance with Institute Policies:** ensure that you are familiar with and adhere to all of the institute's policies, in particular those which have an impact at the dormitory. This shall cover all rules relating to the conduct of students as well as academic integrity, administrative procedures and any provisions pertaining thereto.

In conclusion, a code of conduct for female students in an institute hostel is designed to ensure a safe, respectful, and harmonious living environment for all residents. It establishes guidelines and expectations regarding behaviour, personal safety, privacy, cleanliness, and compliance with institute policies.

By following the code of conduct, female students can contribute to a positive community and foster a conducive atmosphere for studying and personal growth. It is important for students to familiarize themselves with the specific code of conduct provided by their institution to ensure they are aware of the rules and regulations that apply to them.

# 1.8. CODE OF CONDUCT FOR SPORTS FACILITITES IN THE INSTITUTE CAMPUS

# 1.8. CODE OF CONDUCT FOR SPORTS FACILITITES IN THE INSTITUTE CAMPUS

The utilization of sports facilities in an institute encompasses various activities such as badminton, volleyball, football, cricket, table tennis, chess, yoga, and more. To ensure a safe, fair, and enjoyable experience for all participants, it is essential to establish a code of conduct. This code sets the expectations and guidelines for individuals utilizing these sports facilities. By adhering to this code, students can promote sportsmanship, respect, and cooperation while maximizing their engagement in physical activities.

1. **Respect for Others:** Treat fellow players, coaches, officials, and spectators with respect and courtesy. Avoid engaging in any form of harassment, discrimination, or disrespectful behavior.

2. **Adherence to Rules:** Familiarize yourself with the rules and regulations of each sport or activity and adhere to them during game play. Understand and follow any specific guidelines or variations set by the institution for each sport.

3. **Fair Play:** Play the game fairly and ethically, following the principles of fair play. Avoid cheating, diving, intentional fouls, or any other actions that undermine the integrity of the game.

4. **Safety:** Prioritize the safety of yourself and others. Follow safety guidelines, wear appropriate protective gear when necessary, and report any unsafe conditions or equipment to the appropriate authorities.

5. **Equipment Handling:** Use sports equipment responsibly and handle it with care. Return equipment to its designated storage area after use and report any damages or malfunctions to the facility management.

6. **Reservation and Usage:** Respect the reservation system for sports facilities, if applicable. Adhere to the allocated time slots or schedules for each sport and avoid unauthorized or excessive usage.

7. **Cleanliness and Maintenance:** Keep the sports facilities clean and tidy. Dispose of trash in designated bins and report any maintenance or cleanliness issues to the facility management.

8. **Cooperation and Teamwork:** Foster a spirit of cooperation and teamwork among players. Respect your teammates, communicate effectively, and support each other during games and practice sessions.

9. **Spectator Behavior:** If you are a spectator, observe proper etiquette and support the teams or players in a positive and respectful manner. Avoid any disruptive or unsportsmanlike behavior.

10. **Conflict Resolution:** In case of conflicts or disputes, resolve them amicably and peacefully. Follow the established procedures for conflict resolution as set by the institution or sports facility.


A well-defined code of conduct for the utilization of sports facilities in an institute fosters a positive and inclusive environment for students engaging in various physical activities. By adhering to this code, individuals demonstrate respect for others, fair play, safety consciousness, and a commitment to teamwork. Such a code ensures that sports facilities are utilized effectively, promoting physical well-being, skill development, and a sense of camaraderie among participants. By embracing the principles outlined in the code of conduct, students can maximize their experience in sports activities while upholding the values of sportsmanship and mutual respect.

# 1.9 CODE OF CONDUCT FOR NATIONAL CADET CORPS (NCC) IN THE INSTITUTE

# 1.9 CODE OF CONDUCT FOR NATIONAL CADET CORPS (NCC) IN THE INSTITUTE

The National Cadet Corps (NCC) is a prestigious organization in institutes that aims to develop character, discipline, leadership, and a spirit of service among youth. To ensure the smooth functioning and uphold the values of the NCC, a well-defined Code of Conduct is established. This Code outlines the expectations and guidelines for cadets participating in the NCC program within the institute. It encompasses various aspects such as discipline, uniform, respect, teamwork, and adherence to protocols. By adhering to this Code of Conduct, cadets can embody the principles of the NCC and contribute positively to their personal growth, the institute, and the nation as a whole.

**Code of Conduct for National Cadet Corps (NCC) in the Institute:**

1.  **Discipline:** Uphold high standards of discipline at all times. Observe and follow the orders and instructions of superiors and trainers without question. Show respect towards authority figures and demonstrate self-discipline in behavior and appearance.

2.  **Punctuality:** Be punctual for all NCC activities, including drills, training sessions, parades, and meetings. Arrive on time and be prepared for the scheduled activities.

3.  **Uniform and Grooming**: Wear the prescribed NCC uniform with pride and ensure it is well-maintained, neat, and clean. Adhere to grooming standards and present a smart appearance in line with NCC regulations.

4.  **Respect for the National Flag and Anthem:** Show utmost respect for the national flag and the national anthem. Stand at attention and observe the appropriate protocols when the flag is raised or the anthem is played.

5.  **Integrity and Honesty:** Demonstrate integrity and honesty in all NCC activities. Uphold the values of truthfulness, trustworthiness, and transparency. Avoid engaging in any form of dishonesty, including cheating or misrepresentation.

6.  **Physical Fitness:** Maintain a high level of physical fitness to meet the demands of NCC training. Engage in regular exercise and follow the prescribed physical training regimen to enhance strength, endurance, and overall fitness.

7.  **Teamwork and Cooperation**: Foster a spirit of teamwork and cooperation among NCC cadets. Work collaboratively with fellow cadets to achieve common goals, support each other, and contribute to the overall success of the unit.

8.  **Leadership and Responsibility:** Develop leadership skills and take responsibility for assigned tasks and duties. Lead by example, inspire others, and exhibit qualities of accountability, initiative, and effective communication.

9.  **Respect for Others:** Treat fellow cadets, instructors, and members of the NCC staff with respect, dignity, and fairness. Avoid any form of harassment, discrimination, or bullying based on gender, race, religion, or other factors.

10. **Commitment and Loyalty:** Demonstrate unwavering commitment and loyalty to the NCC and its

objectives. Uphold the core values of the NCC, which include unity, discipline, and national service.

11. **Safety and Security:** Prioritize safety and security during NCC activities. Follow all safety protocols, exercise caution during training exercises, and report any safety concerns or incidents to the appropriate authorities.

12. **Compliance with Institute Rules:** Comply with the rules and regulations of the institute, including those specific to the NCC. Observe academic requirements, maintain good conduct in the institute premises, and adhere to any additional guidelines or policies set by the institute regarding NCC participation.

The Code of Conduct for the National Cadet Corps (NCC) in the institute provides a framework for cadets to uphold the values of discipline, integrity, respect, and teamwork. By adhering to this code, NCC cadets can develop leadership skills, promote a sense of national pride, and contribute to the overall objectives of the NCC.

The code emphasizes punctuality, uniform and grooming standards, physical fitness, and adherence to protocols related to the national flag and anthem. Furthermore, it emphasizes the importance of respect for others, safety consciousness, and compliance with institute rules. By embodying these principles, NCC cadets can make a positive impact both within the NCC and in society at large.

# 1.10. CODE OF CONDUCT FOR NATIONAL SERVICE SCHEME (NSS) IN THE INSTITUTE

## 1.10. CODE OF CONDUCT FOR NATIONAL SERVICE SCHEME (NSS) IN THE INSTITUTE

The National Service Scheme (NSS) plays a crucial role in instilling a spirit of social service, community development, and national integration among the youth in institutes. To ensure the effective implementation of the NSS program and to uphold its core values, a comprehensive Code of Conduct is established. This Code sets out the guidelines and expectations for NSS volunteers in the institute, outlining their responsibilities and behaviours. The Code emphasizes commitment to service, respect for diversity, professionalism, integrity, and adherence to ethical principles. By adhering to this Code, NSS volunteers contribute meaningfully to the betterment of society, personal growth, and the overall objectives of the NSS program.

**Code of Conduct for National Service Scheme (NSS) in the Institute:**

1.  **Commitment to Service:** Demonstrate a strong commitment to community service and the objectives of the NSS. Engage in voluntary activities with dedication, enthusiasm, and a spirit of selflessness.

2.  **Respect and Inclusion:** Treat all individuals with respect, regardless of their background, gender, race, religion, or any other characteristic. Embrace diversity and foster an inclusive environment within the NSS.

3.  **Punctuality and Attendance:** Be punctual and attend all NSS activities, including meetings, training sessions, and service projects. Inform the designated NSS coordinator in advance if unable to attend any scheduled events.

4.  **Adherence to NSS Principles:** Uphold the core principles of the NSS, including social service, community development, and national integration. Align your actions with the values and objectives of the NSS.

5.  **Professionalism:** Maintain professionalism in all interactions and activities related to the NSS. Demonstrate ethical conduct, reliability, and a positive attitude while representing the NSS and the institute.

6.  **Integrity and Honesty:** Conduct yourself with integrity and honesty. Avoid engaging in any form of dishonesty, including plagiarism, misrepresentation, or unauthorized use of resources.

7.  **Confidentiality:** Respect the confidentiality of sensitive information or personal details shared during NSS activities. Maintain the privacy of individuals involved in service projects and refrain from disclosing any confidential information without proper authorization.

8.  **Responsible Resource Management:** Utilize the resources provided by the NSS and the institute responsibly. Avoid wastage, misuse, or unauthorized distribution of NSS materials, funds, or equipment.

9.  **Safety and Well-being:** Prioritize the safety and well-being of yourself and others during NSS activities. Follow safety guidelines, assess potential risks, and take necessary precautions to ensure a safe environment.

10. **Compliance with Institute Rules:** Adhere to the rules and regulations of the institute, including those specific to the NSS. Maintain good conduct within the institute premises and comply with any additional guidelines or policies set by the institute regarding NSS participation.

11. **Collaboration and Teamwork**: Foster a spirit of collaboration and teamwork among NSS volunteers. Work harmoniously with fellow volunteers, respect diverse perspectives, and contribute positively to group dynamics.

12. **Continuous Learning and Reflection:** Engage in continuous learning, reflection, and personal development through NSS activities. Seek opportunities for self-improvement, share knowledge and experiences, and actively participate in training and development programs organized by the NSS.

The Code of Conduct for the National Service Scheme (NSS) in the institute sets forth guidelines for volunteers to uphold the values of commitment, respect, integrity, and service. By adhering to this code, NSS volunteers can actively contribute to community development, promote inclusivity, and cultivate a sense of social responsibility.

The code emphasizes punctuality, respect for diversity, professionalism, responsible resource management, and adherence to ethical principles. It also highlights the importance of safety, compliance with institute rules, collaboration, and continuous learning. By embodying these principles, NSS volunteers can make a meaningful and positive impact on society while fostering personal growth and development.

# 2.1. THE PROFESSIONAL ETHICS

# &

# CODE OF CONDUCT FOR TEACHING STAFF

(As per UGC Notification-2018)

## 2. CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHING STAFF, ADMINISTRATIVE & SUPPORT STAFF AND THE PRINCIPAL

## 2.1. THE PROFESSIONAL ETHICS & CODE OF CONDUCT FOR TEACHING STAFF

### (As per UGC Notification-2018)

**INTRODUCTION: -** The Institute is providing the following guidelines of UGC for maintaining the professional ethics for the teachers these guidelines are adopted from UGC notification (New Delhi, the 18th July, 2018) i.e. UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and Institutes and measures for the maintenance of standards in higher education, 2018

*Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018*

### I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct him / her 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 role and responsibilities of teacher and the code of conduct for the same is as below:**

**(i)** Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

**(ii)** Manage their private affairs in a manner consistent with the dignity of the profession;

**(iii)** Seek to make professional growth continuous through study and research;

**(iv)** Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;

**(v)** Maintain active membership of professional organizations and strive to improve education and profession through them;

**(vi)** Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

**(vii)** Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising

and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation; and

**(viii)** Participate in extension, co-curricular and extra-curricular activities including community service.

## II.    TEACHERS AND THE STUDENTS

**Teachers should:**

**(i)** Respect the right and dignity of the student in expressing his/her opinion;

**(ii)** Deal justly and impartially with students regardless of their religion, caste, political,economic, social and physical characteristics;

**(iii)** Recognize the difference in aptitude and capabilities among students and strive to meettheir individual needs;

**(iv)** Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

**(v)** Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;

**(vi)** Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

**(vii)**  Pay attention to only the attainment of the student in the assessment of merit;

**(viii)** Make themselves available to the students even beyond their class hours and help andguide students without any remuneration or reward;

**(ix)** Aid students to develop an understanding of our national heritage and national goals; and

**(x)** Refrain from inciting students against other students, colleagues or administration.

## III. TEACHERS AND COLLEAGUES

**Teachers should:**
  i)    Treat other members of the profession in the same manner as they themselves wish to be treated;
  ii)   Speak respectfully of other teachers and render assistance for professional betterment;
  iii)  Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
  iv)   Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

## IV. TEACHERS AND AUTHORITIES:
**Teachers should:**
  i) 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;
  ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
  iii)  Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

**iv)** Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

**v)** Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

**vi)** Should adhere to the conditions of contract;

**vii)** Give and expect due notice before a change of position is made; and

**viii)** 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.

## V. TEACHERS AND ADMINISTRATIVE-SUPPORTIVE STAFF:

**Teachers should:**

**i)** Teachers should treat the Administrative-Supportive staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

**ii)** Teachers should help in the function of joint staff-councils covering both teachers and the Administrative-Supportive staff.

## VI. TEACHERS AND GUARDIANS

**Teachers should:**

**i)** 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.

## VII. TEACHERS AND SOCIETY

**Teachers should:**

**i)** Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

**ii)** Work to improve education in the community and strengthen the community's moral and intellectual life;

**iii)** 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;

**iv)** Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

**v)** 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

*Source: h[ttps://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)*

# 2.2. THE PROFESSIONAL ETHICS

# &

# CODE OF CONDUCT

# FOR ADMINISTRATIVE & SUPPORT STAFF

## 2.2. THE PROFESSIONAL ETHICS & CODE OF CONDUCT FOR ADMINISTRATIVE & SUPPORT STAFF

Professional ethics and a code of conduct are essential for maintaining integrity, professionalism, and ethical standards within any organization, including administrative and support staff. These guidelines outline the expected behaviours and responsibilities of staff members, ensuring that they adhere to ethical principles while carrying out their duties. The professional ethics and code of conduct serve as a roadmap for promoting trust, accountability, and respect within the workplace. This document provides a framework for staff members to navigate ethical challenges, make responsible decisions, and uphold the reputation and values of the organization they represent.

As an Administrative & Support staff, it is essential to adhere to a set of professional ethics and a code of conduct to maintain professionalism, integrity, and respect in the workplace. The following are professional ethics and code of conduct for Administrative-Supportive staff members of the Institute:

1. **Professionalism:** The professional conduct, appearance and communication of Administrative & Support Staff to colleagues, students, parents and other interested parties shall be maintained at a highly professional level. Commitment, punctuality and dedication to excellence should be followed by them in carrying out their duties.

2. **Confidentiality:** Sensitive information such as student records, employee data and educational documents are often made available to Administrative & Support staff members. Respecting the confidentiality of such information is essential to prevent it from being made available to unauthorized persons or used for personal gain.

3. **Respect:** Administrative & Support staff should treat all individuals with respect and dignity, regardless of their positions, gender, race, religion, nationality or any other characteristic. They should ensure that no discriminatory or harassing behavior occurs in the workplace, with a view to fostering positive and equal working conditions.

4. **Integrity:** In all work, Administrative & Support staff is expected to conduct themselves in a manner of honesty and integrity. They should prevent conflicts of interest and, where appropriate, refrain from carrying out activities that would undermine the confidence or reputation of the institution.

5. **Accountability:** Administrative & Support staff is to exercise responsibility for their actions and fulfill their duties in a professional manner. They must conduct their activities in an open manner, keep accurate records and be responsible for the resources entrusted to them.

6. **Compliance with the policies and regulations**: Administrative & Support staff is required to be familiarized with the policy, rules or regulations of the institution they work for. They should take the necessary steps to comply with these guidelines, contributing to an organizational culture of compliance.

7. **Professional development:** Administrative & Support staff should aim to continuously advance their skills and knowledge. In order to improve their knowledge and skills, they should make use of relevant training programmes, workshops and conferences.

8. **Collaboration:** For the purpose of promoting a balanced and efficient work environment, Administrative & Support staff should cooperate in an effective manner with their colleagues and other stakeholders. They

should be able to work together as a team, communicate openly and have an open attitude towards supporting each other.

9. **The use of resources:** Institutional sources, e.g. equipment, supplies and facilities, should be used in an efficient manner by Administrative & Support staff. Such resources should not be used, misappropriated or abused for their own purposes.

10. **Ethical decision making:** In their day to day work, Administrative & Support staff personnel should be able to carry out sound judgment as well as ethics decisions. When confronted with difficult situations, the best interests of the institution and its stakeholders should be taken into account.

The professional ethics and code of conduct for administrative and support staff play a vital role in establishing and maintaining a strong ethical culture within an organization. By adhering to these guidelines, staff members demonstrate their commitment to upholding high standards of professionalism, integrity, and accountability. These principles create a positive work environment, enhance employee morale, and foster trust among colleagues, clients, and stakeholders.

Embracing the code of conduct not only ensures compliance with legal and regulatory requirements but also contributes to the organizations overall success and reputation. By consistently embodying ethical behaviour and values, administrative and support staff can inspire confidence, promote fairness, and contribute to the achievement of organizational goals.

**In order to ensure compliance with these codes of conduct and ethics, members of the Administrative-Supportive Staff should be aware of Code of Conduct and Ethics Guidelines.**

# 2.3. CODE OF CONDUCT FOR THE PRINCIPAL

# 2.3. CODE OF CONDUCT FOR THE PRINCIPAL

The Code of Conduct for the Principal serves as a comprehensive guide to ethical conduct, professional responsibilities, and leadership expectations for the individual holding this esteemed position. It sets the standards for behaviour, integrity, and accountability that the Principal should uphold in their role as the administrative head of the Institute.

The Principal plays an important role in shaping an Institute ethical and moral environment, as the educational leader. Some basic principles and codes of conduct that should be upheld by the Principal are as follows:

1. **Integrity:** In all business activities, the Principal must behave with integrity, honesty and fairness. In the Institute community they should be role models for good behavior and a culture of trust and respect.

2. **Professional competence:** Principals should maintain a high level of professional competence and continuously seek to improve their knowledge and skills. They should stay informed about educational research, best practices, and relevant laws and policies.

3. **Student welfare:** The well being, safety and educational needs of students should be a priority for the Principal. They should also create a supportive and inclusive learning environment that promotes the development of all pupils, from elementary through university.

4. **Respect for diversity:** The diversity of students, staff, and families in the Institute community should be respected and valued by the Principal. They should encourage inclusion, multiculturalism and equal treatment of all people as well as ensuring their dignity and fairness.

5. **Confidentiality:** The confidentiality of student and staff information must be maintained by the Principal in compliance with his or her right to privacy. They are required to comply with the applicable legislation on collection, storage and sharing of personal data.

6. **Professional Relationships:** Professional connections with students, staff, parents and members of the local community should be established and maintained by Principals. They should work to promote open communication, cooperation and teamwork while complying with the proper boundaries as well as preventing conflicts of interest.

7. **Ethical decision making:** Decisions based on ethics and profession should be made by the Principals. They are expected to seek input from stakeholders, take into account the potential impact of their decisions and be transparent and accountable for their actions.

8. **Professional conduct:** The Principal should act in accordance with all applicable legislation, regulations and policies relating to education. They shall not act in a way that could compromise their professional integrity or the reputation of the Institute.

9. **Conflict resolution:** The Principal actors should actively seek a fair, impartial and constructive solution to conflicts and disputes. Dialogues, mediation and other peaceful means of solving conflicts in Institutes should be encouraged.

10. **Continuing professional development:** In order to improve their knowledge, skills and leadership ability, teachers should be engaged in ongoing professional development activities. In addition, it should promote their staff's professional development and offer opportunities for education and training.

The Code of Conduct for the Principal establishes a framework of ethical principles, professional responsibilities, and leadership expectations that are crucial for effective educational leadership. By adhering to this code, the Principal plays a pivotal role in fostering a positive, inclusive, and conducive learning environment.

Their commitment to integrity, fairness, and transparency ensures that the Institute thrives, students receive quality education, and all stakeholders benefit from a strong and visionary leader. The Code of Conduct for the Principal is essential in promoting excellence, accountability, and a commitment to the overall development of the Institute and its constituents.

# 2.4 CODE OF CONDUCT FOR ALL HEADS/PROGRAM INCHARGE/PROGRAM-COORDINATORS OF THE TEACHING DEPARTMENTS OF THE INSTITUTE

## 2.4 CODE OF CONDUCT FOR ALL HEADS/PROGRAM INCHARGE/PROGRAM-COORDINATORS

## OF THE TEACHING DEPARTMENTS OF COMMERCE & MANAGEMENT, HUMANITIES AND INTER DISICIPLINARY FACULTY OF THE INSTITUTE

The provided code of conduct/code of professional ethics outlines the expectations and responsibilities of the heads, program in-charges, and program coordinators within the educational institution. The code aims to ensure the smooth functioning of the department and promote effective teaching and learning practices. It also emphasizes accountability, communication, and continuous improvement. The code includes the following guidelines:

1.  **Annual Departmental Academic Calendar:** Prepare and adhere to a yearly academic calendar and organize planned events accordingly.

2.  **Program Outcomes, Course Outcomes, and Time Table:** Develop program outcomes, course outcomes, and semester-wise time tables for assigned programs.

3.  **Teaching Plan:** Assist faculty members in preparing semester-wise or subject-wise teaching plans, maintaining copies for reference, and submitting one copy to the Principal.

4.  **Period and Lecture Management:** Ensure efficient management of periods and lectures within the department. Student Feedback: Organize student feedback sessions twice a year, analyze feedback forms, and take appropriate measures to address any concerns or difficulties.

5.  **Departmental Meetings:** Conduct regular departmental meetings under the chairmanship of the Principal to plan and decide on programs and activities.

6.  **Permission for Programs and Activities:** Obtain permission from the Principal before organizing any program or activity within the institute.

7.  **Reports Submission:** Submit written reports on completed and incomplete syllabi, unit tests, and other relevant information to the Principal.

8.  **Minutes of Meetings:** Maintain an updated minute's book of departmental meetings and regularly submit it to the Principal.

9.  **Students' Study Circle:** Facilitate the establishment of a Students' Study Circle in each teaching department annually and encourage them to organize departmental programs and activities.

10. **Holistic Development Programs:** Organize programs for personality development, soft skills development, and communication skills to promote holistic student development.

11. **Academic Engagement:** Arrange group discussions, debate competitions, and subject seminars using multimedia tools to enhance student engagement.

12. **Utilization of ICT:** Utilize Information and Communication Technology (ICT) to enhance the teaching-learning process.

13. **Support for Learners:** Identify and support slow learners through extra or remedial classes, while providing additional guidance to fast learners.

14. **Industrial or Environmental Study Tours:** Organize study tours and prepare evaluation reports on outcomes and benefits for submission to the Principal.

15. **Guest Lectures:** Seek permission from the Principal to organize guest lectures on various subjects for the students.

16. **Student-Centric Programs:** Conduct student-centric programs for overall development, in addition to the programs outlined in the Institute's Annual Calendar.

17. **Expense Reimbursement:** Submit expense bills to the Administrative Staff Officer for payment from the Principal's office.

18. **Document Management:** Maintain a well-organized record-keeping system for all program/activity/meeting documents, including photographs, newspaper cuttings, attendance lists, and minutes.

19. **Provision of Resources:** Provide subject notes, question papers, study materials, and relevant resources to the students.

20. **Student Grievances and Counseling:** Address student grievances at the department level and provide necessary counseling.

21. **Reports Submission:** Submit monthly reports of organized programs, activities, and events to the Principal, and an annual consolidated report to the Internal Quality Assurance Cell (IQAC).

22. **Explanation for Unorganized Activities:** Submit a written explanation to the Principal if any planned program/activity/event could not be conducted, including the cause(s) and necessary signatures.

The Code of Conduct for all Heads of the Teaching Departments of Commerce & Management, Humanities, and Interdisciplinary Faculty plays a vital role in promoting ethical conduct, professionalism, and excellence within these departments. By adhering to the Code of Conduct, the heads of these departments demonstrate their commitment to upholding the institute's values and fostering a positive work environment.

In conclusion, the successful implementation of the Code of Conduct requires the commitment and active participation of the heads of departments. By embracing these principles and following the provided instructions, they contribute to a positive and ethical working environment that promotes the institute's values and enhances its reputation.

# 2.5 PROFESSIONAL ETHICS AND CODE OF

## CONDUCT FOR

## RESEARCH SUPERVISORS

## 2.5 PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR RESEARCH SUPERVISORS

Professional ethics and a code of conduct are not only important for research scholars but also for research supervisors who play a critical role in guiding and overseeing research projects. Research Supervisors shall be responsible for ensuring the conduct of research in an ethical, transparent and consistent manner with established standards. The research scholars are given guidance, mentorship and support in a way that will help them deal with ethical problems while promoting responsible research practices.

**The following are the guidelines to be practised by the research supervisors in the research centre:**

1. **Mentorships and guidance:** In order to foster a positive and ethical research environment, researchers should be provided with effective mentoring and guidance by the Research Supervisors. In research, they should be guided by a high standard of integrity, honesty and accountability.

2. **Ethical oversight:** The supervisory authorities shall be responsible for monitoring the conduct of research and ensuring that it is carried out in accordance with applicable Ethics Guidelines, Regulations and Institutional Policies. In order for scholars to be able to obtain the necessary ethics approval and authorization, they should be guided by them.

3. **Respect for scholars' rights and well being:** Supervisors are to give due consideration to the rights, dignity and well being of researchers under their guidance. They should foster openness to communication, coherence and mutual respect by creating a favorable and inclusive environment.

4. **Intellectual Property Rights and Authorship:** Scholars should be taught to understand the IP rights and authorship guidelines by supervisors. They should make it possible for all contributors to receive adequate credit, and scholars are informed about the ethics implications of authorship practices.

5. **Conflict of interest:** Any conflicts that might arise as part of a research process must be disclosed and managed by supervisors. In identifying and addressing potential conflicts, they should be guided by the need to ensure that this is not detrimental to the integrity or objectivity of research.

6. **Responsible resource management:** Scholars should be guided by supervisors in the responsible and effective use of research funds, materials and resources. They should make it a priority for researchers to understand the importance of good management of their own resources and help them in ethics decisions on resource allocation.

7. **Professional development:** By making it easier for researchers to participate in conferences, workshops and similar learning and networking opportunities, supervisors should support the training of research scholars. Within the research group, they should also foster a culture of continuous learning and improvement.

8. **Responsible disclosure and dissemination:** Scholars should be advised on ethical communication and publication of research findings by supervisors. They should work to promote appropriate publishing practices, ensure a high level of accuracy and transparency with regard to the reports as well as provide guidance for researchers on how they avoid plagiarizing or any form of research misconduct.

9. **Conflict Resolution:** Supervisors should be trained to deal with conflicts and ethical concerns that may occur during a research process. They should provide training and support to researchers on the resolution of conflicts, dealing with disputes or reporting research misconduct by means of appropriate channels.

In order for research supervisors to carry out their tasks effectively and promote ethical research practices among their scholars, professional ethics and a code of conduct are essential. Supervisors play an important role in building a culture of honesty, trust and accountability within the research community through their adherence to ethics principles and guidance on responsible research practices. In conclusion, the role of research supervisors is very important in developing ethical practices for researchers.

# 2.6 PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR EXAM SUPERINTENDENT

# 2.6 PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR EXAM SUPERINTENDENT

Professional ethics and a code of conduct are vital for exam superintendents who oversee the administration and conduct of examinations. As guardians of academic integrity and fairness, exam superintendents play a crucial role in maintaining the integrity of the examination process and ensuring that all candidates have an equal and unbiased opportunity to demonstrate their knowledge and abilities. Professional ethics and a code of conduct provide a framework for exam superintendents to uphold the highest standards of fairness, confidentiality, and ethical conduct in their roles.

**1. Impartiality and Fairness:** in the administration or supervision of examinations, exam supervisors should be capable of ensuring that there is a level playing field. In order to ensure a level playing field for all, they should treat each applicant equally and without bias.

**2. Confidentiality and security:** In order to ensure the integrity of examinations materials such as questions papers, answer sheets or supporting documents, Exam Supervisors should be provided with robust confidentiality and security measures. They should make sure that they do not allow unauthorised access to the examination material and keep it confidential at all times.

**3. Compliance with the Regulations and Policies:** examiners are to be well informed of relevant legislation, policies and guidance relating to examinations in order to ensure that they comply. They should be familiar with the rules, procedures and instructions of examinations organised by examination boards or education institutions.

**4. Professional conduct and decorum:** The examination supervisor should demonstrate professional behaviour, as well as high standards of ethics and behaviour in the course of his or her examinations. They must conduct themselves with integrity, show good manners and serve as a role model for applicants and others in the examination process.

**5. The prohibition of cheating and malpractice:** Exam supervisors are responsible to prevent, detect or address any irregularities in the conduct of examinations. They should introduce adequate measures, such as monitoring, invigilance and adherence to the protocols of examination, with a view to preventing and deterring cheating.

**6. Efficient communication and instructions:** in order to enable candidates to comply with the rules, expectations or procedures of examination, exam supervisors should be able to provide them with clear and concise guidance. Where necessary, they should be available for answering questions or providing clarification.

**7. Conflict of Interest:** Exam overseers should prevent any conflict of interest which could jeopardise their impartiality or lead to doubt as to their integrity. The Commission should disclose any potential conflict of interest and take appropriate steps to remedy it, for instance by recusal from decision related to an examination or responsibilities.

**8. Professional development:** to stay up to date on best practice, emerging trends and changes in examination rules and policies, exam supervisors should be engaged in an ongoing course of training. Opportunities to improve training and skills relating to the management of examinations and ethical issues should be proactively pursued by them.

**9. Reporting and dealing with ethical concerns:** any detected or suspected breach of ethics or examination irregularity should be promptly reported by exam supervisors. In order to ensure the adoption of appropriate measures aimed at addressing and resolving any problems, they must comply with established procedures for communicating concerns.

**10. The respect for diversity and inclusion:** educational supervisors should take into account the diversity of applicants, including their ethnic background, cultural or linguistic needs. They should strive to ensure that, as much as possible, an inclusive and supportive atmosphere is created for the examination of candidates with different needs.

Professional ethics and a code of conduct are fundamental for exam superintendents to ensure the integrity, fairness, and confidentiality of the examination process. By adhering to ethical principles, exam superintendents contribute to maintaining the credibility and reputation of the examination system, while providing candidates with a fair and equitable opportunity to showcase their knowledge and skills. Upholding professional ethics and a code of conduct in their roles as exam superintendents strengthens the trust and confidence placed in them by students, institution, and the wider community.

# 2.7 PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR EXAM INVIGILATORS

## 2.7 PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR EXAM INVIGILATORS

Professional ethics and a code of conduct are of utmost importance for exam invigilators who play a critical role in maintaining the integrity, security, and fairness of examinations. As guardians of academic honesty, invigilators ensure that the examination process is conducted smoothly, free from malpractice, and in adherence to established rules and regulations. Professional ethics and a code of conduct provide invigilators with guidance on their responsibilities, behaviour, and ethical obligations during the examination.

**Professional Ethics and Code of Conduct for Exam Invigilators:**

1. **Impartiality and Fairness:** Invigilators shall treat all applicants in the same way with no bias during the examination process, so that fairness is maintained. In the light of their own personal biases and other factors, they should not favor or discriminate against any candidate.

2. **Confidentiality and security:** To ensure the integrity of examination material, invigilators need to take stringent measures for secrecy and security. They should provide for the secure handling, storage and distribution of examination papers, response scripts as well as any supporting documents.

3. **Knowledge of the rules and procedures:** Invigilators should have an in depth knowledge of examination rules, procedures or guidelines set out by examinations authorities or educational institutions. They should be familiarized with the particular guidance for each examination and make sure that it is correctly implemented.

4. **Supervision and prevention of malpractice:** Invigilators have an obligation to be active in controlling, preventing or detecting any form of cheating, negligence or irregularity during the examination. In order to identify and tackle suspicious behavior, unauthorized material or any other irregularities, it is necessary that they be vigilant.

5. **Professional conduct and decorum:** During examinations, invigilators need to show professional behaviour as well as be courteous and calm. They should be role models for the candidates, showing ethical behavior and protecting the integrity of the examination process.

6. **Efficient Communication:** Invigilators should give candidates clear and efficient instructions on the tests so as to ensure that they are able to understand the rules, expectations and procedures. They should be able to reply to questions, clarify and respond to the issues raised by applicants during the examination.

7. **Conflicts of interest:** Invigilators shall be guided to avoid any conflicts of interests that may jeopardize their impartiality or bring doubts about their integrity. They should be made aware of any possible conflicts and take measures to resolve them, for example by recusal from the conduct of invigilance duties on particular candidates or examinations.

8. **Notifying and dealing with ethics concerns:** Invigilators should notify the relevant authorities immediately of any observation or suspected irregularity in their conduct as well as examinations. In order to ensure that appropriate measures are undertaken for the purpose of addressing and resolving any problems, they should comply with established procedures for sending a report on concerns.

9. **Professional development:** For the improvement of knowledge and skills related to examination invigilation, inspectors should actively take part in continuous professional development. They should be kept up to date on best practices, emerging trends and changes in examination rules and policies.

10. **Consideration of diversity and inclusion:** Invigilators should demonstrate respect for the diverse nature of applicants, which include their backgrounds, cultures or needs. They should ensure that candidates are given the widest possible exposure to their different needs, thus creating a friendly and inclusive atmosphere for examination.

Professional ethics and a code of conduct guide exam invigilators in their crucial role of upholding the integrity, security, and fairness of examinations. Adhering to these ethical principles ensures that invigilators maintain impartiality, confidentiality, and professionalism throughout the examination process. By embodying these principles, exam invigilators contribute to the trust and confidence placed in them by candidates, educational institutions, and the wider community, ultimately preserving the credibility and reputation of the examination system.

# 3. PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

# 3. PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) plays a vital role in ensuring and enhancing the quality of education and academic processes within an educational institution. To maintain high standards of professionalism and integrity, IQACs often adopt a set of professional ethics and a code of conduct. These guidelines outline the expectations and responsibilities of the IQAC members, ensuring that they adhere to ethical principles and professional standards in their activities.

By establishing and adhering to professional ethics and a code of conduct, the IQAC fosters trust, credibility, and confidence among stakeholders, including faculty, staff, students, and external bodies. It reinforces the institution's commitment to quality, continuous improvement, and the holistic development of its academic programs, contributing to the overall success and reputation of the institution.

**Professional Ethics for the IQAC:**
1. **Integrity:**
    a. Conduct quality assurance activities with honesty, transparency, and fairness.
    b. Avoid any form of misrepresentation or manipulation of data or information.
    c. Uphold academic and professional integrity in all interactions.

2. **Confidentiality:**
    a. Respect the confidentiality of sensitive information and data obtained during quality assurance processes.
    b. Ensure proper storage, handling, and access control of confidential information.

3. **Objectivity:**
    a. Maintain objectivity and impartiality while assessing and evaluating academic processes and outcomes.
    b. Avoid any conflicts of interest that could compromise the integrity of quality assurance activities.
    c. Base decisions and recommendations on evidence and established criteria.

4. **Professional Development:**
    a. Engage in continuous professional development to enhance knowledge and skills related to quality assurance practices.
    b. Stay updated with the latest developments and best practices in higher education quality assurance.

5. **Respect for Diversity:**
    a. Value and respect the diversity of perspectives, experiences, and backgrounds within the academic community.
    b. Treat all individuals with fairness, dignity, and respect, regardless of their gender, race, religion, or other characteristics.

**Code of Conduct for the IQAC:**
1. **Compliance:**
    a. Comply with all relevant laws, regulations, and policies governing quality assurance in higher education.
    b. Follow the guidelines and procedures set by regulatory bodies and accreditation agencies.

2. **Accountability:**
    a. Take responsibility for the quality assurance processes and outcomes.
    b. Provide accurate and reliable information to stakeholders.
    c. Ensure transparency in reporting and documentation.

3. **Collaboration:**
    a. Foster collaboration and cooperation among stakeholders, including faculty, staff, students, and external agencies involved in quality assurance.
    b. Promote effective communication channels to share information and best practices.

4. **Professionalism:**
    a. Maintain a professional demeanor in all interactions and communications.
    b. Treat others with courtesy, respect, and professionalism.
    c. Uphold ethical standards and avoid engaging in any behavior that may undermine the credibility of the IQAC.

5. **Quality Enhancement:**
    a. Strive for continuous improvement in all aspects of academic processes and practices.
    b. Identify areas for enhancement and work collaboratively to implement quality improvements.
    c. Monitor the effectiveness of quality enhancement measures and take corrective actions when necessary.

6. **Ethical Research:**
    a. Conduct research as part of quality assurance activities following ethical guidelines and ensuring the rights and well-being of participants.
    b. Protect the privacy and confidentiality of research participants.

7. **Data Protection:**
    a. Safeguard personal data and information obtained during quality assurance processes.
    b. Ensure compliance with data protection regulations and internal data handling policies.
    c. Use data responsibly and only for authorized purposes.

In conclusion, the professional ethics and code of conduct for the Internal Quality Assurance Cell (IQAC) are essential guidelines that ensure integrity, transparency, and professionalism in the quality assurance processes of an educational institution. By adhering to these principles, the IQAC promotes a culture of continuous improvement, accountability, and respect for all stakeholders involved.

In summary, the professional ethics and code of conduct for the IQAC form a foundation of principles and guidelines that ensure professionalism, integrity, and accountability in quality assurance activities. By adhering to these guidelines, the IQAC contributes to the overall success and reputation of the educational institution, reinforcing its commitment to providing quality education and fostering academic excellence.

# 4. CODE OF CONDUCT FOR STUDENTS & FACULTY:

## USE OF PARKING SPACE & CAMPUS PREMISES

The following code of conduct has been established to ensure the efficient and fair utilization of parking spaces and the respectful use of campus premises by both students and faculty members. This code aims to promote safety, maintain order, and foster a harmonious environment within the campus community. It is mandatory for all individuals to adhere to these guidelines.

**Parking Regulations:**

**1.1. Permits:** All individuals using parking spaces must obtain a valid parking permit from the designated authority. Permits should be visibly displayed on the vehicle's windshield or dashboard.

**1.2. Designated Areas:** Vehicles must be parked only in designated parking areas, as indicated by signs or markings. Unauthorized parking in restricted zones, emergency areas, or spaces reserved for specific individuals is strictly prohibited.

**1.3. Accessibility:** Accessible parking spaces should be exclusively used by individuals with valid disabled parking permits or special authorization.

**1.4. Vehicle Maintenance:** Vehicles parked on campus should be in proper working condition, registered, and comply with all local traffic laws. Abandoned or inoperable vehicles will be subject to towing at the owner's expense.

**1.5. Speed Limit:** The posted speed limit must be observed at all times while driving within the campus premises.

**Parking Etiquette:**

**2.1. Courtesy and Respect:** Individuals must display courtesy towards other drivers, pedestrians, and campus property. Disruptive or reckless behaviour, such as honking excessively, aggressive driving, or littering, will not be tolerated.

**2.2. Parking Space Occupancy:** Each vehicle should occupy a single parking space without encroaching on neighbouring spots, walkways, or roadways. Double parking, blocking other vehicles, or obstructing traffic flow is strictly prohibited.

**2.3. Loading/Unloading:** Loading and unloading activities should be carried out promptly and efficiently without causing inconvenience to others. Flashing hazard lights should be used during these operations.

**2.4. Carpooling:** Encouragement of carpooling is highly recommended to reduce parking congestion and promote sustainability. Designated carpool parking spaces may be available and should be utilized by those eligible.

**Enforcement and Violations:**

**3.1. Penalties:** Violations of the parking regulations may result in fines, warnings, loss of parking privileges, or other disciplinary actions as determined by the institution.

**3.2. Reporting Violations:** Members of the campus community are encouraged to report any observed parking violations to the designated authority or campus security.

**3.3. Appeals:** Procedures for appealing parking citations or penalties should be clearly communicated to individuals, and a fair and impartial process should be in place to handle such appeals.

**Campus Premises:**

**4.1. Respect for Property:** All students and faculty members should treat campus premises, including buildings, grounds, and facilities, with respect. Vandalism, theft, or any form of damage to property is strictly prohibited.

**4.2. Noise Control:** Individuals should maintain an appropriate noise level, especially in areas where classes, lectures, or research activities are taking place, to ensure a conducive learning and working environment.

**4.3. Waste Disposal:** Proper disposal of waste and recycling should be followed in accordance with campus guidelines. Littering or improper waste management is prohibited.

**Conclusion:**

Adhering to this code of conduct will contribute to a safe, organized, and respectful environment for all members of the campus community. It is the responsibility of students and faculty members to familiarize themselves with these guidelines and comply with them at all times. Any necessary updates or revisions

# 5. CODE OF CONDUCT FOR COLLEGE DEVELOMENT COMMITTEE (CDC)

# 5. CODE OF CONDUCT FOR COLLEGE DEVELOMENT COMMITTEE (CDC)

The College Development Committee (CDC) plays a vital role in the growth and development of the college. In order to ensure effective functioning and maintain conducive environment within the committee, the following Code of Conduct was resolved in the College Development Committee:

1. **Professionalism:** All members of the CDC should conduct themselves with utmost professionalism and adhere to ethical standards. They should prioritize the best interests of the college and its stakeholders.

2. **Commitment:** Members should demonstrate a high level of commitment towards their responsibilities within the committee. They should actively participate in meetings, discussions, and decision-making processes.

3. **Respect:** Respect for fellow committee members, college staff, and stakeholders is essential. Members should engage in constructive dialogue, listen to diverse perspectives, and value the contributions of others.

4. **Confidentiality:** Any information or discussions that take place during CDC meetings should be treated with strict confidentiality. Members should not disclose or misuse any confidential information obtained through their involvement in the committee.

5. **Conflict of Interest:** Members should disclose any potential or actual conflicts of interest that may arise in relation to their involvement in the committee. They should avoid engaging in activities that may compromise the integrity or impartiality of the committee's decisions.

6. **Accountability:** Members should be accountable for their actions and decisions within the committee. They should fulfill their assigned tasks and responsibilities in a timely and responsible manner.

7. **Compliance:** Members should comply with all relevant laws, regulations, and policies governing the college. They should familiarize themselves with the college's policies and guidelines and ensure their actions align with these regulations.

8. **Collaboration:** Members should foster a spirit of collaboration and teamwork within the committee. They should actively contribute to the collective decision-making process and work towards the common goals and objectives of the college.

9. **Conflict Resolution:** In the event of conflicts or disagreements within the committee, members should strive to resolve them amicably and through constructive dialogue. They should prioritize the best interests of the college and seek common ground for consensus.

10. **Continuous Improvement:** Members should continuously strive for personal and professional growth. They should actively seek opportunities for learning, development, and enhancement of their knowledge and skills related to college development.

By adhering to this Code of Conduct, members of the College Development Committee can contribute to the overall progress and success of the college.

# Instructions to be followed by all Stakeholders of the Institute in effective implementation of Professional Ethics Policy

# Instructions to be followed by all stakeholders of the Institute in effective implementation of Professional Ethics Policy

To ensure the successful implementation of the Professional Ethics Policy within the institute, it is crucial for all stakeholders to understand and follow specific instructions. These instructions provide practical guidance on how to incorporate ethical principles into daily practices and decisions. By adhering to these instructions, stakeholders can contribute to creating a culture of integrity, professionalism, and accountability throughout the institute.

The following instructions outline key steps and actions to be taken by all stakeholders to effectively implement the Professional Ethics Policy. These instructions serve as a roadmap for individuals to navigate ethical challenges and make informed decisions in alignment with the institute's ethical standards.

By following these instructions, stakeholders can uphold the institute's reputation, maintain a positive work environment, and ensure the institute's commitment to excellence and ethical conduct is upheld in all areas of operation.

**To ensure effective implementation of the Professional Ethics Policy, all stakeholders of the institute should follow the following instructions:**

1. **Familiarize Yourself with the Policy:** Take the time to read and understand the Professional Ethics Policy thoroughly. Familiarize yourself with its principles, expectations, and guidelines. If you have any questions or need clarification, seek assistance from the designated authority within the institute.

2. **Embrace Ethical Behavior:** As a stakeholder of the institute, commit yourself to upholding the highest standards of ethical conduct in all your professional activities. Act with honesty, integrity, and fairness, and always consider the potential ethical implications of your actions.

3. **Adhere to Confidentiality:** Respect the confidentiality and privacy of information entrusted to you in the course of your work. Only disclose information when authorized or when required by law. Handle sensitive information securely and responsibly.

4. **Avoid Conflicts of Interest:** Be vigilant about identifying and disclosing any actual or potential conflicts of interest that may arise between your personal or financial interests and your responsibilities to the institute. Take appropriate measures to manage and mitigate such conflicts in an ethical and transparent manner.

5. **Foster a Respectful and Inclusive Environment:** Treat all individuals with respect, dignity, and fairness. Embrace diversity and refrain from engaging in any form of discrimination, harassment, or unfair treatment based on protected characteristics. Foster an inclusive environment that values and celebrates differences.

6. **Comply with Laws and Regulations:** Stay informed about relevant laws, regulations, and policies that apply to your work. Ensure that your actions and decisions align with these legal requirements. Seek guidance or clarification if you are uncertain about any legal obligations.

7. **Responsible Resource Use:** Utilize institute resources, including finances, equipment, and facilities, responsibly and efficiently. Avoid waste, misuse, or unauthorized use of resources. Prioritize the institute's best interests when making decisions related to resource allocation.

8. **Report Ethical Concerns:** If you observe or suspect any unethical conduct within the institute, report it promptly through the designated reporting channels. Follow the institute's established procedures for reporting ethical concerns. Maintain confidentiality, and cooperate fully during any investigations or reviews.

9. **Commit to Continuous Improvement:** Regularly reflect on your own ethical conduct and seek opportunities for personal and professional growth. Stay updated on emerging ethical issues and best practices within your field. Engage in ongoing learning and training to enhance your understanding of professional ethics.

10. **Support a Culture of Ethics:** Actively promote and support a culture of ethics within the institute. Encourage open dialogue about ethical matters and provide guidance and support to fellow stakeholders. Lead by example and inspire others to uphold the principles outlined in the Professional Ethics Policy.

Implementing the Professional Ethics Policy requires the collective effort and commitment of all stakeholders within the institute. By following the instructions outlined above, stakeholders can contribute to the successful implementation of the policy and foster a culture of ethical behaviour and accountability.

By upholding the principles of the Professional Ethics Policy, stakeholders not only protect the institute's reputation but also contribute to the development of a positive and ethical work environment. Together, stakeholders can make a lasting impact on the institute's success and ensure its long-term sustainability.

**Instructions to be followed by all Stakeholders of the Institute in effective implementation of Code of Conduct**

# Instructions to be followed by all stakeholders of the Institute in effective implementation of code of conduct

The effective implementation of a Code of Conduct is crucial for maintaining a culture of integrity, professionalism, and ethical behaviour within an institute. A Code of Conduct serves as a guiding framework that outlines the expected standards of behaviour for all stakeholders associated with the institute. By adhering to this code, stakeholders contribute to a positive and respectful work environment, foster trust and accountability, and uphold the institute's values and reputation.

The following instructions outline key steps and actions to be taken by all stakeholders to effectively implement the Code of Conduct. These instructions serve as a roadmap for individuals to navigate ethical dilemmas, promote compliance, and demonstrate a commitment to ethical behaviour.

**To ensure the effective implementation of the code of conduct in an educational Institute, the following instructions should be followed by all stakeholders:**

1. **Familiarize yourself with the code of conduct**: All stakeholders, including students, faculty, staff, and administrators should carefully read and understand the provisions outlined in the code of conduct. Familiarize yourself with the expected behavior, rules, and ethical standards set forth in the document.

2. **Adhere to the code of conduct:** All individuals associated with the Institute must strictly adhere to the code of conduct at all times. Conduct yourself in a manner that upholds the values and principles outlined in the code. Show respect, professionalism, and integrity in your interactions with others.

3. **Promote a safe and inclusive environment:** Create an environment that is safe, inclusive, and free from harassment, discrimination, and bullying. Treat others with dignity, respect their differences, and embrace diversity. Report any violations or concerns promptly to the appropriate authorities.

4. **Uphold academic integrity:** Maintain the highest standards of academic integrity. Avoid plagiarism, cheating, and any form of dishonesty. Give proper credit to sources and uphold intellectual property rights. Encourage a culture of originality, critical thinking, and fair evaluation.

5. **Take responsibility for your actions:** Each stakeholder is responsible for their own behavior. Take ownership of your actions and their consequences. Be accountable for upholding the code of conduct and encourage others to do the same. Recognize that your behavior reflects on the Institute and its reputation.

6. **Report violations:** If you witness or experience any violations of the code of conduct, report them promptly and through the appropriate channels. Follow the Institute's procedures for reporting misconduct, ensuring confidentiality and fairness in the process. Cooperate with investigations and disciplinary actions, if necessary.

7. **Support a positive learning environment:** Foster a positive learning environment by promoting open communication, constructive feedback, and teamwork. Encourage collaboration, empathy, and support among students, faculty, and staff. Engage in respectful dialogue and contribute to a culture of mutual growth and development.

8. **Continuously review and update the code of conduct:** The code of conduct should be periodically reviewed and updated to ensure its relevance and effectiveness. Provide feedback and suggestions for improvement to the Institute's administration. Stay informed about any revisions or additions to the code of conduct.

Following above instructions ensures that stakeholders understand their roles and responsibilities in upholding the Code of Conduct. It promotes consistency, fairness, and accountability in all interactions and decision-making processes.

Remember, effective implementation of the Code of Conduct is an ongoing effort. It requires continuous self-reflection, education, and improvement. Stakeholders should remain vigilant, seek guidance when needed, and actively contribute to the growth and reinforcement of ethical practices within the institute.

By embracing the principles of the Code of Conduct, stakeholders not only protect the institute's values and reputation but also contribute to the development of a positive and ethical work environment. Together, stakeholders can make a lasting impact on the institute's success and ensure its long-term sustainability.

**Dr.K.D. Meghe**

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**Published on: 25th Feb 2022**

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