

CODE OF CONDUCT AND PROFESSIONAL ETHICS POLICY

1. Preamble

The Institution is committed to fostering a culture of integrity, professionalism, mutual respect, accountability, inclusiveness, and ethical conduct. This Code of Conduct and Professional Ethics Policy establishes the standards of behavior expected from all stakeholders and aims to create a safe, respectful, and conducive academic and work environment.

The policy applies to all students, teachers, administrators, and non-teaching staff of the Institution.

2. Objectives

The objectives of this policy are to:

- Promote ethical and professional behavior among all stakeholders.
- Ensure discipline and accountability in academic and administrative activities.
- Foster mutual respect, equality, and inclusiveness.
- Safeguard the dignity and reputation of the Institution.
- Provide a framework for addressing violations of professional ethics and conduct.

3. Core Ethical Values

All members of the Institution shall uphold the following values:

3.1 Integrity

Act honestly, ethically, and responsibly in all academic and professional activities.

3.2 Respect

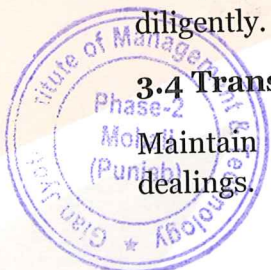
Treat all individuals with dignity, fairness, and respect irrespective of gender, religion, caste, ethnicity, language, nationality, or socio-economic background.

3.3 Accountability

Accept responsibility for actions and decisions and perform assigned duties diligently.

3.4 Transparency

Maintain openness and fairness in academic, administrative, and professional dealings.



3.5 Professionalism

Demonstrate competence, commitment, punctuality, and discipline in all institutional activities.

3.6 Inclusiveness

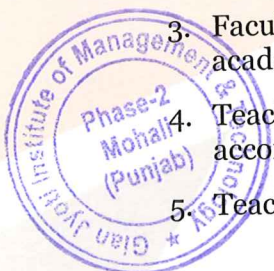
Promote equal opportunity, diversity, and a supportive learning environment.

4. Code of Conduct for Students

1. Students shall attend classes, practicals, seminars, and institutional activities regularly and punctually.
2. Students shall maintain appropriate dress and appearance consistent with institutional decorum.
3. Students shall uphold academic integrity and refrain from plagiarism, cheating, or any form of academic misconduct.
4. Students shall treat fellow students, faculty members, staff, and visitors with courtesy and respect.
5. Students shall protect and preserve institutional property and resources.
6. Students shall maintain cleanliness and contribute to environmental sustainability initiatives.
7. Students shall comply with all academic, administrative, examination, and disciplinary regulations.
8. Harassment, bullying, ragging, discrimination, or violence in any form is strictly prohibited.
9. Consumption of alcohol, tobacco products, narcotic substances, or possession of weapons on campus is prohibited.
10. Students shall conduct themselves responsibly both within and outside the campus as representatives of the Institution.

5. Code of Conduct for Teachers

1. Teachers shall maintain punctuality and regular attendance.
2. Teachers shall uphold the dignity and ethics of the teaching profession.
3. Faculty members shall create an inclusive, respectful, and learner-centered academic environment.
4. Teachers shall prepare and deliver academic content effectively and in accordance with curriculum requirements.
5. Teachers shall treat all students fairly and without discrimination.



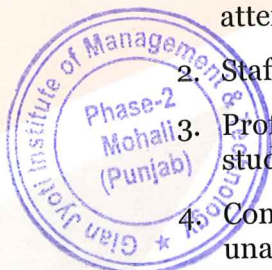
6. Confidentiality of student records, examination materials, and institutional information shall be maintained.
7. Faculty members shall avoid conflicts of interest and uphold academic integrity.
8. Teachers shall use institutional resources responsibly and only for authorized purposes.
9. Teachers shall actively participate in academic, co-curricular, research, extension, and institutional development activities.
10. Faculty members shall comply with institutional policies and statutory regulations.

6. Code of Conduct for Administrators

1. Administrators shall provide ethical, transparent, and accountable leadership.
2. Decisions shall be made fairly, objectively, and in the best interests of the Institution.
3. Administrators shall ensure compliance with statutory, regulatory, and institutional requirements.
4. Confidentiality of institutional records and official communications shall be maintained.
5. Institutional resources shall be managed responsibly and efficiently.
6. Administrators shall promote a culture of teamwork, inclusiveness, and mutual respect.
7. Administrators shall encourage professional development and continuous improvement.
8. Administrators shall act with integrity and avoid conflicts of interest.
9. Administrators shall support student welfare, academic excellence, and institutional growth.
10. Administrators shall be accountable for decisions taken in their official capacity.

7. Code of Conduct for Non-Teaching Staff

1. Non-teaching staff shall maintain punctuality, discipline, and regular attendance.
2. Staff shall perform assigned duties honestly, efficiently, and responsibly.
3. Professional and respectful behaviour shall be maintained in interactions with students, faculty, and visitors.
4. Confidential information and official records shall be protected from unauthorized disclosure.



5. Institutional property and resources shall be used responsibly and only for official purposes.
6. Staff shall cooperate in maintaining a safe, clean, and productive work environment.
7. Any form of misconduct, corruption, or misrepresentation shall be treated as a violation of this policy.
8. Staff shall participate in training and professional development activities organized by the Institution.
9. Staff shall comply with institutional rules, regulations, and administrative procedures.
10. Staff shall contribute positively to the effective functioning of the Institution.

8. Monitoring and Implementation

The Institution shall constitute a Discipline and Ethics Committee to oversee the implementation of this policy.

The Committee shall:

- Promote awareness regarding professional ethics and code of conduct.
- Monitor adherence to the policy.
- Review complaints related to misconduct.
- Recommend corrective and disciplinary measures where necessary.
- Submit recommendations to the competent authority for appropriate action.

9. Violation of the Policy

Any violation of this Code of Conduct and Professional Ethics Policy shall be dealt with in accordance with institutional rules and regulations. Appropriate disciplinary action may be taken depending on the nature and severity of the violation.

10. Review of the Policy

This policy shall be reviewed periodically by the Institution to ensure its relevance and effectiveness and may be amended with the approval of the competent authority.

