

CODE OF CONDUCT FOR FACULTY AND STAFF

DISCIPLINE:

Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such an action as may be taken against him/her.

In particular, all employees should bear in mind the following:

- a) Every employee shall always work, utilizing the working hours wholly to the best of his/her ability and in the best interest of the Institute for building a strong, unique and dynamic institute.
- b) Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interest of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence.
- c) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others having dealings with the Institute.
- d) Every employee should, in all respects, faithfully and diligently observe and obey all circulars, rules, orders, directions and instructions issued by the Institute from time to time and also ensure that his/her students also shall observe the same.
- e) Every employee shall strive to develop and impart such an education to the students to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.
- f) Every employee shall make it as his/her cherished objective to contribute to collective endeavor to produce well-groomed graduate engineers, outstanding in their knowledge and, all together, a group ready to become technical experts and leaders of change and innovation.

CODE OF CONDUCT:

General Conduct: The employees, in the discharge of their duties and in their interactions and dealings with public, Government Officials, student and their parents and fellow employees of the Institute shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image.

Ethical conduct: Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral. Their ethical standards shall be fair, transparent and be perceived as such by others.

Conflict of interest: Employees shall not engage themselves in any business activity or service relationship, which may conflict with the interest of the Institute. Such a conflict of interest may arise directly or indirectly when so associated being in a position to derive a personal benefit for himself/ herself or for his/her relatives by taking some decisions or influencing decisions relating to any transaction. The main areas of actual or potential conflicts of interest would include.

- Financial interest of an employee or his/her relative in any firm or institute which may be competitor, supplier, distributor or partner etc. and
- Acceptance of gifts, donations, hospitality/entertainment beyond the customary level from existing or potential supplier or third parties which have business dealings with the Institute
- Where employees do have such conflicts of interests, they are required to promptly make full disclosure of the same in writing to the Institute.
- In addition to the above, all the employees should abstain from the conditions of “Misconduct”. The following acts shall be treated as misconduct.

MISCONDUCT:

- a. Theft, fraud or dishonesty in connection with the business or property of the Institute or of property of another person within the premises of the Institute.
- b. Taking or giving bribes or any illegal gratification.
- c. Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his/her behalf by another person, which the employee cannot satisfactorily account for.
- d. Furnishing false information regarding name, age, father’s name, qualification ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- e. Acting in a manner prejudicial to the interests of the Institute
- f. Willfull insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his/her superior.
- g. Absence without sanction of leave or over-staying the sanctioned leave for more than ten consecutive days without sufficient grounds or proper/satisfactory explanation.
- h. Habitual late or irregular attendance.
- i. Neglect of work or negligence in the performance of duty including malingering or slowing down of work, including willful failure to cover the stipulated portion/syllabus within the time schedule.
- j. Drunkenness or riotous or disorderly indecent behavior in the premises of the Institute or outside such premises where behavior if related to or connected with the employment
- k. Sleeping while on duty
- l. Instigating the students and/or employees to create unrest or provoking them for creating any disturbances, whether directly or indirectly or commission of any act subversive of discipline.
- m. Commissions of any act subversive of discipline or of good behavior
- n. Abetment or attempt to abetment of any act, which amounts to misconduct.
- o. NOTE: The above instances of misconduct are illustrative in nature and are not exhaustive.

LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time, with utmost endeavor to promote the interest of the organization, showing courtesy and attention in all transactions.