

## ETHICAL POLICY

### ETHICS OF FACULTY AND ADMINISTRATION

- Maintain Discipline both inside and outside the classroom and set a good example to the students.
- Welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.
- Always conduct professionally. Be kind to others. Do not insult or put down others. Treat others as you would like to be treated. Harassment and exclusionary behaviour aren't acceptable.
- To be regular and punctual in attendance. This means being in the college, ready to work, at starting time each day. Absenteeism and tardiness burden others and the institute.
- As per the rules of the institute, staff members (in ordinary circumstances) must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HOD before going on leave, failing which, the leave will be treated as unauthorized and necessary action will be taken up.
- The Institute executes a solid/firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment is a case sensitive deed, which includes but not limited to sexual assault, unwanted touching or persistent unwelcoming comments, e-mails, or pictures of an insulting or degrading sexual nature.
- Being under the influence of illegal drugs, alcohol, or substances of abuse is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited.
- Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency.
- Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in. Faculty should sport their ID cards in campus.

### **ETHICS FOR STUDENTS**

1. Treat Institute teachers, administrators, officers, employees, guests and visitors and other students with respect, dignity, impartiality, courtesy and sensitivity.
2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a peer group.
3. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
4. Violations of academic conduct like cheating on an exam, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
5. Avoid any activity or behaviour that would unfairly give advantage or disadvantage to another student academically.
6. Stealing, misusing, destroying, defacing or damaging college property or personal property of others is prohibited.
7. Refrain from getting involved in or encouraging any sort of discrimination, harassment or bullying of employees and other students.
8. Posting derogatory comments about individuals of the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute is prohibited.
9. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.
10. All the students who secure admission into B. Tech should follow the prescribed dress code during all the four years of their study, barring in exempted days / occasions.
11. Use of cell phones in the campus is prohibited.
12. Audio or video recording in class rooms or actions of other students, faculty, or staff shall not be done without prior permission.