



**Guru Nanak Institute of Engineering & Technology**  
**Nagpur**



**CODE OF CONDUCT**

## **INDEX**

| <b>Sr. No.</b> | <b>Content</b>  | <b>Page No.</b> |
|----------------|---|-----------------|
| 1              | Preamble  | 1               |
| 2              | Code of Conduct for Students  | 1               |
| 3              | Code of Conduct for Faculty members<br>and Staff                                    | 4               |
| 4              | Code of Conduct for Principal   | 6               |
| 5              | Code of Conduct for College<br>Management (BOM) / BOG / Other<br>Higher Authorities | 7               |

# CODE OF CONDUCT

## Preamble

This Code is expected to help maintain high standards of educational conduct for the Institute and to promote ethical conduct. This Code is derived from three interlinked fundamental principles, viz. governance, citizenship and exemplary personal conduct.

All stakeholders should ensure that they do not derive any undue personal benefit because of their position in the Institute and/or exposure to certain confidential information coming to their knowledge.

## 1. Students

Students must follow the following set of guidelines:

### Behaviour:

- Students must behave with modesty and dignity inside and outside the college.
- Students must treat everyone viz. Classmates/ batch-mates, seniors, juniors, teaching & non-teaching staff, female students and other college officials with courtesy and respect in and out of the college.
- Usage of abusive/ offensive language is unacceptable and must be avoided.
- Involvement of students in any kind of physical or mental abuse/harassment to any person in college premises or during college events will be considered as a punishable act.
- Any behaviour or act done by student(s) inside or outside the college premises which may directly or indirectly damage college's reputation will not be tolerated and strict actions will be taken against the student(s) responsible for such behaviour or act.
- Student(s) must abide by the rules and regulations/procedures/policies set by the college in relation to education or individual behaviour.
- Student(s) should be respectful and obedient to their teachers and other college staff and carry out their instructions carefully.
- Student(s) must behave appropriately not just within the college premises but on college transport as well.

**Attire:**

- It is mandatory for all students to come college in formals/college uniforms.
- Wearing accessories like junk jewellerys, scarves, hats, glares, or any other excessive items is not permissible.
- Formal/college uniforms should be clean and properly ironed.

**Punctuality:**

- It is compulsory for all students to be regular in lectures, exams and other events.
- Arriving late will only be allowed in genuine cases.
- Students must not leave the college premises before the closing hour.
- Students may apply for leave or early leave in case of urgency

**Discipline:**

- Mobile phones should be switched off during lectures and must not be kept at the time of conduction of exams.
- Wearing college identity card is mandatory for all the students and they must be ready to present it whenever required.
- Student(s) are not supposed to bunk lectures or take leaves frequently. For availing leave, one has to inform the class-in charge. In case of medical leave, submission of medical certificate along with the medical prescription given by registered/certified doctor is must.
- Consumption of alcohol/ cigarette/tobacco in the college premises and in college uniform outside college is strictly prohibited. If found indulging in such act, strict action will be taken against that student.
- Playing radios, MP3 players or other instruments, clicking photos, video shooting or audio recording of staff members in classrooms/laboratories/library is strictly prohibited.
- Students should talk softly in the college premises or while talking through the corridors. They must avoid sitting/standing in groups in case of arrival of VIPs/Guests. They must also avoid obstructing entry/exit.

**Integrity:**

- Copying during examination should be avoided as it may lead to disciplinary action by the college authority.
- Students have to keep their parents informed in terms of important college matters, their attendance and academic results.

**Safety:**

- Student must drive safely within the college premises or elsewhere and park vehicles at designated parking area.
- Everyone is responsible for their own valuables (gold rings, chains, cell phones, debit/credit cards, cash, etc.). College authority will not be responsible for any theft or damage caused to them.
- Bringing outsiders in college without prior consent from higher authority will be considered as an intentional act of breaking security of college and will invite to appropriate action as per the policy.

**Environment:**

- Waste papers/Wrappers/Poly bags/disposable glasses should be thrown in the bins only instead of floors, stairways, class-rooms, washrooms or any other pathways within the college premises.
- One must not uproot plants or hamper the beauty of lawns.
- One must avoid excessive noise or over excited behaviour in the premises.
- Spitting on the floors or walls of college building will not be tolerated.
- Cleanliness is to be strictly maintained in washrooms.

**Commitment:**

- Students are expected to study with full dedication and devotion.
- Students should complete assignments, projects, and any other classroom activities set by the faculty for evaluation, on time.
- During leisure, students must utilise their time by reading books, journals, newspapers and other advantageous materials available in library or surfing for useful reasons on internet, solving difficulties of varied subjects, participating in sports, etc.
- Students should take initiative to organise events and other co-curricular and extracurricular activities at college or inter college level for their self-improvement.

**College infrastructure/ property:**

- Any damage (intentional or unintentional) caused to college property/infrastructure/assets/facilities will be regarded as a serious misconduct and punishable act.
- Writing, carving or sticking something on benches or on college walls will invite strict action to the guilty.

- Theft from or damage to college premises or property will be dealt severely.
- Students should not fiddle with fan regulators and switch boards and must switch off the fans and lights before leaving the classrooms.

#### **Use of computer network:**

- Wi-fi facility, provided for the ease of access, must be properly utilised.
- Visits to restricted websites or watching offensive contents on internet is punishable according to law and thus action will be taken accordingly.
- Students are expected to turn off the systems before leaving the computer labs.
- Students are required to put efforts to make the virus free computer network.

## **2. Faculty Members and Staff**

### **Academic Regulations**

- Faculty members are responsible for presenting syllabi with information about all coursework, including projects, examinations, and other assignments. At the first class meeting, faculty members should remind students of the standards of behaviour and conduct to which students are expected to adhere.
- It is the responsibility of faculty and students alike to maintain the academic integrity of the College in all respects
- Indulging or encouraging any form of malpractice connected with examinations or any other college activity.
- Not signing the attendance register on arrival before the College begins and also before leaving the campus after the College hours.
- Not reporting for any additional duty assigned by the HOD/Principal of the College, whether before or after the College hours.
- Not devoting the requisite number of teaching hours as assigned by the HOD/Principal of the College according to the teaching load recommended by the Managing Committee.
- Committing acts of insubordination and defiance or lawful orders

## **Social Regulations**

- Propagating through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities.
- Discriminating against any student on the ground of caste, creed, language and place of origin, social and cultural background or any of them.
- Practicing or inciting any student to practice casteism, communalism or untouchability.
- Using abusive language, quarrelling or displaying riotous behaviour.
- Possessing weapons, explosives or any other objectionable material in College premises.

## **Personal Regulations**

- Making false accusations against a person, whether after being provoked or otherwise.
- Misappropriating College property, or committing acts of theft, fraud or embezzlement of funds.
- Obstructing members of the College staff from performing their lawful duties and Indulging in any sort of agitation to coerce or embarrass College authorities and staff.
- Divulging confidential matters relating to the College.
- Making sustained neglect in correcting class work or home-work done by the students.
- While being present in the College, absenting himself (except with the previous permission of the HOD/Principal) from classes which he is required to attend
- Remaining absent from the College without leave or without the previous permission of the HOD/Principal of the College
- Accepting any job of a remunerative character from any source other than the College or giving private tuition to the students of GNIET or engaging himself in any business which will be detrimental to GNIET
- Engaging himself as a selling agent or canvasser for any publishing firm or trader.
- Asking for or accepting any contribution or otherwise associating himself with the raising of any fund or making any other collections, whether in cash or in kind, in

pursuance of any Object whatsoever, except subscription from the members of any association of teachers.

- Entering into any monetary transaction with any student or his parent/guardian; exploiting his influence for personal ends; or conducting his personal matters in such a manner that he has to incur a debt beyond his means to repay.
- Accepting, or permitting any members of his family or any other person acting on his behalf to accept, any gift from any student or his parent/guardian or any person with whom he has come into contract by virtue of his position in the College.
- Causing or inciting any other person to cause any damage to the College property.
- Misbehaving with or guilty of cruelty towards any parent, guardian, student, teacher or other employees of the School.
- Organising or attending any meeting during the College hours except where he is required or permitted by the Principal of the College to do so.
- Engaging in any activity that is not in conformity with the character and traditions of the GNIET.
- Every faculty member shall be punctual in attendance and in respect of his class-work and also for any other work connected with the duties assigned to him by the HOD/Principal of the College.
- Abide by the rules and regulations of the College and also show due respect to the constituted authority

### **3. Principal**

The Principal of an Institution should always be honest, fair, objective, supportive and protective and law abiding. Besides code of conduct for faculty members and staff, the following traits are expected from the Principal. He/She has to

- Chalk out a policy and plan to execute the vision and mission.
- Promote industry institution interaction and inculcate research development activities.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.



- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry himself/herself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

## **4. College Management (BOM) / BOG / Other Higher Authorities**

### **Honesty & Integrity**

Higher Management shall act on behalf of the Institute and on their personal behalf, with honesty, integrity and fairness. Management shall fulfill the fiduciary obligations and act in the best interests of the Institute, its stakeholders and for the protection of environment.

### **Conflict of Interest**

Management shall not engage in any business, relationship or activity, which may be in conflict with interests of the Institute. A conflict of interest occurs when personal interest of the Management conflicts in any way, or even appears to conflict, with the interest of the Institute as a whole. A conflict of interest also arises when the Management or a member of his or her immediate family is likely to receive undue personal benefit as a result of his or her position as a higher authority of the Institute.

### **Personal Opportunities**

Management shall not exploit for their own personal gain, opportunities that are discovered through the use of Institute's property, information or position, unless the opportunity is disclosed fully in writing to the Board of Governance and approves to pursue such opportunity.

Management must make disclosures to the Board of Governance relating to all material financial and commercial transactions, where they have personal interest that may have a potential conflict with the interest of the Institute at large.

### **Compliance with Laws, Rules and Regulations**

Management shall meticulously comply with all applicable laws, rules and regulations, in all

areas and geographies where the Institute operates, both in letter and spirit. Institute cannot accept practices which are unlawful or may be damaging Institute's reputation. In order to assist the Institute in promoting lawful and ethical behavior, Higher Authority or Management must report any possible violation of law, rules, regulation Board of Governance. In the event, the implication of any law is not clear Board of Governance shall be consulted for advice.

### **Other Directorships**

Higher Authorities and Management must report/disclose their directorships in other institutes to the Board of Governance. Prior approval of the Board of Governance of the Institute is necessary before accepting a directorship in any other Institute Higher Authorities and Management shall not accept the directorship of a direct competitor of the Institute.

### **Dealing with the Stakeholders**

Management shall practice and encourage the spirit of free discussion and debate in the Institute and shall show respect for all the colleagues, irrespective of their grade, position, pay, authority, caste, creed, race or gender.

### **Confidentiality of Information**

Confidential information, including educational strategies, commercial secrets, technologies, admission plans, advertising and sales promotion plans which is not in public domain must be held in confidence, unless authorized to do so and when disclosure is required as a requirement of law. Higher Authorities and Management shall not provide any information either formally or informally, to the press or any other publicity media, unless specifically authorized by the Board of Governance.

### **Gifts & Donations**

Higher Authorities and Management shall not receive or offer, directly or indirectly, any gifts, donations, remuneration, hospitality, illegal payments and comparable benefits which are likely to obtain business (or noncompetitive) favors or influence any business decision for the conduct of business.

### **Protection of Assets**

Higher Authorities and Management are not expected to use Company assets for personal gains.

## **Other Obligations**

- Dedicate sufficient time, energy and attention to uplift and better the Institute's performance.
- Endeavor to attend all the meetings (including committee meetings, if any), proceedings and occasions as and when required, and participate constructively and actively for the benefit, growth and development of the Institute.
- Not make any statement or any other commitment without proper authority or with full knowledge that it is false.
- Never compromise the interest of the Institute.
- Pay sufficient attention and make sure that proper discussions are held before making any decisions, and be sure that the same are in the best interests of the Institute.
- Have proper inductions, regularly update and refresh their skills, knowledge and familiarity with the Institute and the environment in which the Institute operates.
- Get proper clarification and required details of the information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of The Institute.
- Report concerns about unethical behavior, actual or suspected fraud or violation of the Institute's Code of Conduct or Ethics Policy.

## **Violations of the Code**

It is the ethical responsibility of Higher Authorities and Management to abide by and enforce the Code.