

CODE OF CONDUCT



Education to Eternity

JAIDEV EDUCATION SOCIETY'S
J D COLLEGE OF ENGINEERING & MANAGEMENT
POST: VALNI, AT: KHANDALA, KATOL ROAD, NAGPUR - 441 501
(An Autonomous Institute with NAAC A Grade)

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1. PREAMBLE

As members of JDCOEM community, all the administrators, teachers and non-teaching staff are responsible for sustaining highest ethical standards of this college, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its practices. JDCOEM recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution. In that spirit, this Code is a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterised by clarity, transparency and affinity.

2. SCOPE

JDCOEM Code of Conduct covers officers of the administration covering The Director, Principal, Dean, Section Heads and HODs, faculty members and non teaching staff of the college.

3. CODE OF CONDUCT FOR ADMINISTRATORS

3.1 Equity and Justice

People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community all members can access opportunities that allow for their full participation in that community.

3.2 Discrimination

It is the responsibility of all officers to take steps to prevent incidents of unlawful discrimination on campus. Direct discrimination based on age, race, gender, marital status, pregnancy, family responsibilities, disability, political or religious conviction; sexual orientation or gender history is strictly prohibited. Caution is to be exercised when applying any condition or rule so that it doesn't unfairly impact people with a particular attribute.

3.3 Prevention and Resolution of Campus Ragging/Bullying

The college acknowledges that all employees and students have the right to work and study in an environment free from ragging or bullying. The administrators have a duty of care to all members of the college community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimised, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college.

3.4 Harassment

The members of JDCOEM are committed to maintain an environment where students and staff are valued, respected and able to realize their full potential. All forms of harassment like racial, disability harassment are totally unacceptable. The members shall not resort to any verbal, physical or written act in relation to a person with a disability or based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, that is unwanted, and likely to humiliate, offend or distress the person, or an associate of the person, such as a relative or carer. All complaints will be dealt with fairly and promptly.

3.5 Sexual Harassment

Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person. Sexual harassment involving a physically violent and/or coercive component such as physical molestation or assault, persistent following or stalking, indecent exposure, and obscene communications in any media, may be considered sexual assault and possibly a criminal offence.

3.6 Academic Freedom

Academic freedom is recognised and protected by college as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.

3.7 Legal Compliance

All members of the college must transact college business in compliance with applicable laws, regulations, and University policy and procedure. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy. All unresolved questions and/or interpretation of laws and regulations can be referred to the Office of the Principal.

3.8 Confidentiality

Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.

3.9 Personal and Professional Responsibility

a. Ethical Conduct of Research

JDCOEM expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical clearances must be gained where appropriate.

b. Employment of Close Relatives

The employment of relatives is only acceptable when the appointment is made in line with college policy regarding appointment of new employees. Prior approval must be sought from the Dean, or Principal where a staff member is required to directly supervise a relative. A member of staff should not take any direct part in the selection process for an appointment for which a family member is a candidate.

c. Outside Employment and Private Practice

Professional and consultative work carried out by members of staff in their area of expertise may be of benefit to the college, the individual and the community, provided certain conditions are met. Professional and consultative work should be related to the work of the institution and should not conflict with the interests of the college. Consulting is a privilege not a right and requires approval by the Principal.

d. Gifts or Benefits

Staff members should not solicit, encourage or accept gifts or benefits if it could be reasonably seen as an inducement to act in a particular way, or to place a staff member under an obligation that may either directly or indirectly compromise or influence them in their official capacity.

3.10 Financial Reporting

All college accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

3.11 Contractual Obligations

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of the college to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate college official can enter into agreements on behalf of the college.

3.12 Use of College Resources

College resources must be reserved for business purposes on behalf of the college. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee's duties. College resources include, but are not limited to, the use of college systems (e.g., telephone systems, data communication and networking services) and the JDCOEM domain for electronic communication forums; the use of college equipment (e.g., computers and peripherals, college vehicles); the use of procurement tools such as purchasing cards and petty cash; and, the time and effort of staff, students and others at JDCOEM.

3.13 Violations

Members are expected to align their behaviour with the College's Code of Conduct. All members are responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Confirmed violations will result in appropriate disciplinary action.

4. CODE OF CONDUCT FOR TEACHERS

4.1 Teachers and their responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals 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 profession further requires that the teachers should be calm, patient and communicative by temperament and amiable indisposition. Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and grand opinion by participation of professional meetings, seminars, conference etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

4.2 Teachers and the Students

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals and
- Refrain from inciting students against other students, colleagues or administration.

4.3 Teachers and Colleagues

Teachers should:

- Treat other member of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

4.4 Teachers and Authorities

Teachers should:

- 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;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities ;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation on policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made and
- 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.

4.5 Teachers and Non-Teaching Staff:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution Development of Human Resource.
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

4.6 Teachers and Guardians

Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, and 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.

4.7 Teachers and Society

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programme which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- 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;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 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.

5. CODE OF CONDUCT FOR NON TEACHING STAFF

- 5.1** Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- 5.2** No staff shall remain absent from his/her duties without prior permission. In case of valid reasons he/she should follow the rules of the institute related to attendance and leaves.
- 5.3** Non-teaching staff shall respect and maintain the hierarchy in the Administration and carry out their duties as instructed by the authorities to whom they are attached.
- 5.4** The staff should create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries
- 5.5** The staff should treat the students with care and kindness, and maintain their dignity.

- 5.6 It is responsibility of every staff to meet the required standards for every assigned task.
- 5.7 The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
- 5.8 The staff should take care and protect the equipments and property of the College, in general, assigned to him/her.
- 5.9 No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
- 5.10 Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by the concerned staff.
- 5.11 In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Principal.
- 5.12 No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.


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