

**POLICY DOCUMENT ON
CODE OF ETHICS
&
CODE OF CONDUCT**



NEHRU INSTITUTE OF TECHNOLOGY

(ISO 14001- 2004 Certified, Approved by AICTE & Affiliated to Anna University)

COIMBATORE-641105



Scope

This Code of Ethical Conduct applies to all administrators, employees and students of Nehru institute of Technology, coimbatore. It is not intended to replace, and may be supplemented by, specific College policies that have been adopted in the past and that may be adopted in the future. This Code may be amended or supplemented from time to time by the various administrative bodies of the College.

Purpose

The Code of Conduct confirms the right of every College Community member to learning and working environment that is free from discrimination and harassment. The Code of Conduct provides guiding principles in terms of the general standard of conduct the College expects from everyone. It is used to communicate that every community member is expected to contribute to the development of a respectful environment by behaving in acceptable ways and by discouraging offensive behaviour of others. The Code ensures fairness and consistency in all matters relating to conduct. Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching-learning atmosphere. All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises.

Rules and Regulations

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute
- Strict Discipline must be practiced in the classroom during class hours.
- Students have to park their vehicles in the parking zone at the entrance of the college only.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- Students are forbidden from organizing any meeting in the college or collecting money without the permission of the Principal.
- Disciplinary action will be initiated against students indulging into eve teasing, ragging, harassment and untoward incidents.
- Users must scan their ID card in the system kept at the entrance while entry / exit to record their entry into the library.
- All books must be returned on or before the due date.
- If any Library Book is lost, the concern members must replace the book with latest edition along with overdue charges.
- Members are required to produce their smart and Bar-Coded Membership ID Cards to the Security and Staff when asked for.

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- Personal books and belongings except for return are not permitted inside the Library.
- Silence is to be strictly observed in the library.
- The books are to be left on the reading table and not to be replaced in the shelves after reading or reference.
- Library books are to be used with utmost care and to be returned without any damage.
- Damaged books shall not be accepted and it has to be replaced.
- Usage of mobile phones is not permitted inside the library.
- Laptop computers are allowed inside the library for reference work.
- Underlining, scribbling and or tearing of pages or any other type of mutilation of books and Journals etc., mishandling or misuse of computers will be punishable.
- If any Book / Journal are brought out of the Library without proper entry, serious action will be taken.
- The competent authority will take necessary action against the users who violate the Library rules and regulations.

Core Values

1. Integrity
2. Accountability
3. Responsibility
4. Transparency
5. Respect of Individual
6. Faculty Empowerment
7. Service to Nation
8. Environmental stewardship

Anna University Guidelines

https://www.annauniv.edu/pdf/AU_P&D_Code%20of%20Conduct%20Policy.pdf



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Code of Conduct –Student

1. Classes start from 9.00 a.m. and may continue up to 04.00 p.m. A Five-day working schedule from Monday to Friday is followed
2. All the students are expected to be present in the class well within time. Late coming will also result in loss of attendance for the corresponding hour.
3. Students shall rise from their seats when the teacher enters the class room and remain standing till they are allowed by the teacher to sit. Silence shall be observed during class hours.
4. No student shall enter or leave the class room when the session is ON without the permission of the teacher concerned.
5. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
6. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform. Besides those who are in laboratories shall wear their respective lab-coat.
7. No student allows, keeping fashionable/cool/unusual/coloured hair style.
8. Students can leave the campus during class hours only after getting a gate pass from the tutor, class advisor, HoD and Principal and after making entry in the Gate Register maintained by the gate keeper.
9. All students shall leave the classes immediately after 4.00 p.m. No students shall wander or gather in veranda, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
10. All leave applications (Regular & Medical) shall be submitted in time, for sanction by the concerned class advisors and HoD. Application for medical leave shall be accompanied by valid Medical certificates.
11. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
12. As per the Govt. order, students shall not bring powered vehicles inside the campus.
13. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc.



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will be treated as an instance of indiscipline.

14. Furniture in the class rooms should not be moved or displaced.
15. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
16. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
17. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
18. Keep the campus neat and clean. Wastes should be dumped in the dustbin placed at the campus premises.
19. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
20. Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
21. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
22. Each student should park his/her vehicle at the parking of the college.
23. No function/program/ birth day in the college campus / class room without prior permission of the principal.
24. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academics competent, mentally alert and socially sensitive.
25. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such academic performance, attendance, character, existing academic pressure and competence of th student in the proposed event for participation

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26. Consuming Alcohol, Guthkha And Smoking Is Strictly Prohibited In The
Premisses And Out Of The College.



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Code of Conduct – Teachers

1. Every employee shall abide by and comply with the Regulations and Rules framed hereunder by the Management and as amended from time to time, and all orders and directions of his/her superior authorities.
2. The faculty has to desist from entering into unhealthy arguments of any kind and adopt a posture of contradiction with the superiors and elders.
3. The faculty has to avoid reprimanding the juniors in the presence of their subordinates & students.
4. A teacher should scrupulously avoid smoking, chewing betel leaves and such other undesirable habits in the presence of students and within the precincts of the College.
5. No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
6. The faculty has to avoid using harsh and slang languages in the premises.
7. The use of mobile phones in the campus during working hours is strictly forbidden.
8. Faculty has to develop his / her general and professional knowledge of skills and remain updated in the specific line of work.
9. Every teacher shall, by precept and example, inculcate respect for law and order among students.
10. Every teacher shall, by precept and example, instill the love of the motherland in the minds of the pupils.
11. Every teacher shall organize and promote all college activities which foster the feelings of universal brotherhood among pupils.
12. Every teacher should try to preserve and promote the dignity and solidarity of the profession.
13. Every teacher must be an advocate of freedom of thought and expression.
14. teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well-being of pupils.



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15. Every teacher must be impartial in the treatment of his/her students. One should be sympathetic and helpful to deserving of students, irrespective of their social backgrounds.
16. Every teacher must regard each individual student as capable of being uniquely creative and must do everything in his/her means to develop these special qualities / talents.
17. Every teacher shall consider the College property and funds as if it is his/her own and should exercise great prudence and care in using them.
18. Every employee shall endeavour to promote the interests of the NIT and shall not act in any manner prejudicial thereto.



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Code of Conduct – Principal

1. The Principal / Head of the institution shall be solely responsible to the CEO & Secretary / Correspondent/ Manager and Management on all administrative, academic research and related activities of the college/ institution in order to maintain and uphold the academic supremacy and competence.
2. Shall formulate and present to the CEO & Secretary / Correspondent/ Manager Policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.
3. Shall provide expert counseling and guidance and high profile academic leadership to the Heads of Departments, Staff and students towards academic excellence.
4. Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth function of both teaching and research activities.
5. Shall be responsible for the successful conduct of all the approved degree programmes of the institute as per the norms stipulated by the University and the AICTE & UGC etc., and shall be responsible for carrying out all such instructions and directions communicated from the University/ UGC and from other statutory bodies.
6. Shall be responsible for building the state of the art infrastructure and for the maintenance and constantly upgrading the same to facilitate world class teaching, learning and research activities.
7. Shall be responsible for monitoring the registration and the progress of students' admission to various degree programmes of the institution.
8. Shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.
9. Shall be responsible for the procurement and purchase of stores, equipments, lab chemicals consumables and such other items as may be necessary from time to time following conventionally acceptable procedures ensuring both quality and economy.
10. Shall constantly monitor and review the academic and research programmes through adoption of all such monitoring and evaluation tools like, surprise checks, spot inspections, calling for reports, conduct of critical review meetings of HOD's, faculties and students, feedback from HODs faculties and students and through performance appraisal of both teaching staff and students with due observance of statutes and regulation of NIT.
11. Shall be responsible for acquiring quality certification from National / International agencies and to that extent take all such academic and research improvement of the campus.
12. Shall be responsible for maintenance and upkeep of discipline of both staff and students of the college.
13. Shall perform such other duties as directed by the Management from time to time.



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Code of Conduct - Administrative Officer

1. Attending 6 days in a week and whenever required extend it to clear pending duties.
2. All matters related to AICTE/UGC/University to be checked / corrected and make available to the Principal/ CEO & Secretary.
3. Keeping list of students having fees arrears up to date, taking appropriate follow-up as per the direction of the corporate office.
4. Assisting the purchase of the department and accounting it properly
5. All the requirements related to the college like Library/ Class room/ Staff room/ Computer Lab/ other labs of each college has to be assessed and invite quotations from different vendors and do the comparative study on price and quality before the purchase. (The quotations can be forwarded to Management for finalization and clarifications).
6. Identify staff (Teaching and Non- Teaching) who are availing leave often especially on Saturday and Monday and more than two days in a month and inform to Principal.
7. Don't involve in irrelevant discussion and maintain silence in the office and surroundings.
8. Responsibility for the overall performance and monitoring of the college developmental activities.
9. Gathering, adapting, storing and distributing information's within the College.
10. Organizing, providing leadership and controlling all administrative functions in the department.
11. Rendering a service to other functions within the organization
12. Efficient housekeeping & catering requirement for guest / employee.
13. Planning, sourcing and maintenance of company transport.
14. Liaison works with all Government offices like Collector (students scholarship), Police station (Any problem solving), Telephone Electricity, Water, Panchayat, etc.
15. Responsibilities for travel arrangements for domestic and international itineraries of the VIP are visiting campus after consulting with management.
16. Keeping abreast with the latest trends in intra and extra office communication needs equipment. Monitor printing and updating documents of the organization.
17. Maintenance and supervision of all office and academic records.



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Code of Conduct - Laboratory Assistants (Computer Lab)

1. The systems/equipments should be serially numbered indicating the short title of Nehru Group, Institute, Department and Lab.
2. All the systems / equipments / instruments should be kept in working condition and should be cleaned on a daily basis.
3. The configuration of systems should be checked daily
4. Vendor's sticker should be pasted on the system wherever required and care should be taken not to tamper it.
5. Maintenance and upkeep of systems will have to be carried out with the help of system administrators.
6. System Administrators should not be permitted to open the system through tampering the sticker fixed by the supplier.
7. The vendors should be promptly advised to check/verify for any tampering of sticker in any system and if so, they should fix the sticker at the earliest.
8. During stock verification or surprise checks, if any system is found tampered, then the sole responsibility will be on the lab assistant and the cost of items found missing will be recovered from the Lab Assistant in charge only.
9. The system should be kept in 'shut down mode' after use by each batch of students.
10. The warranty period of each system / equipment / instruments should be promptly monitored.
11. Each system has to be assigned permanently to a student for the whole semester based on roll number with proper entry in students register.
12. Breakage or defect of any items has to be reported to the HOD / vendors in time.
13. Theft / breakage by students have to be recorded in the breakage register on a daily basis and the register got counter signed by HOD/Principal the very next day itself. The cost should be recovered from the student concerned within a week's time. The student, who fails to pay the cost within a week, will not be allowed into the class room, unless he produces necessary receipts for payment.
14. The Lab Assistant will be solely held responsible for any damage, theft or



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- fire reported during the working hours. Management will not accept any responsibility for such incidents.
15. It is the duty of the lab assistants to ensure smooth functioning of Labs without break down or breakage of computers /peripherals.
 16. The UPS and battery maintenance has to be checked at least once in a week.
 17. The Cycle of experiments along with the date of tentative completion of experiments should be displayed on the notice board.
 18. They should be physically present during the working hours.
 19. The batch wise laboratory time table needs to be pasted in the notice board along with semester plan of each practical.
 20. Students should be allowed only with proper dress code, viz., Uniform, shoes, ID card / Lab records etc.,.
 21. Students who indent to take up revision of the experiments are to be allowed only with prior permission.
 22. A notice board indicating the status report of Labs has to be maintained.
 23. Solutions for laboratory experiments are to be prepared and kept well in advance.
 24. All registers should be kept updated with all entries and if lapses are found, serious action against the Lab Assistant in charge will be taken.
 25. A monthly consolidated status report for each lab should be forwarded to the Principal and a copy to the CEO / Secretary
 26. It should be ensured that the concerned teaching faculty related to Lab experiments is physically present.
 27. Strict discipline should be maintained in the Lab and students should never be allowed to sit and chat inside the laboratory. No eatables should be allowed inside the Lab.
 28. Students should not be allowed to leave the lab before completing the experiments.
 29. Detailed procedures for each experiment need to be maintained.
 30. It should be ensured that all fans, lights and connections to all equipments are switched off after the lab hours and water tabs if any closed.
 31. Lab attendance for faculty members has to be marked and forwarded to the HODs / Principal.
 32. In case of leave / or absence, proper alternative arrangements have to be made with prior approval of Principal.



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Code of Conduct - Laboratory Assistants (General)

1. Keep all the equipment's and instruments in working condition always.
2. Always available in the Laboratory Update all the Registers
3. Stock Register
4. Maintenance Register
5. Practical Attendance Register
6. Inform the defects to the proper persons immediately on occurring/finding, out the defect
7. The maintenance of systems and equipments are the responsibility of the concerned in charge and to keep the Lab neat and tidy.
8. Do not allow any student to enter the Laboratory without proper dress code, viz. Uniform. Shoes, ID Card, Lab Records, etc.
9. Do not allow or entertain other staff in the Laboratory.
10. Do not sit and chat with others in the Laboratory.
11. Paste the Lab Time Table and Batch names in the Laboratory
12. With prior permission allow the students for revision.
13. Do not permit the students to sit and chat in the Laboratory.
14. Always maintain discipline in the Laboratory.
15. Do not permit anybody to lie on the desk and sleep
16. Do not permit anybody to bring any eatable to the Laboratory
17. Do not permit any student to go out unless their Laboratory class is over.
18. Prepare and paste cycle of experiments and tentative dates for completion. Also send weekly. report to the-hierarchy regarding the progress.
19. Maintain procedures for each experiment in details
20. Semester subject practical allotted should be displayed in the notice board.
21. In the absence of concerned Lab Assistant proper assignment of responsibility should be handed over to next person with proper record and approval from the Principal.
22. Any breakage, theft happens in the LAB is the sole responsibility of LAB Assistant concerned
23. Always ensure concerned teaching faculties related to Lab Experiments presence.
24. Ensure that you are switching/ turning off all/ the fans, lights, plugs etc. after the Lab hours.