



A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka
(A unit of Laxmi Memorial Education Trust (R))

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CODE OF CONDUCT POLICY

Policy Statement

The Institution has a prescribed code of conduct policy for students, faculties and supporting staffs to implement and protect the values of A J Institute of Engineering and Technology.

Scope of the Policy

The code of conduct is necessary to mark the boundaries of discipline to be followed in the Institute. The policy aims for uplifting the ethics and upholding the morality within the campus to create an active and organised environment. It particularises the code of conduct to be exhibited by students, faculty, and staffs of A J Institute of Engineering & Technology. This policy will contribute to create a safe, comprehensive, and disciplined atmosphere for the entire community of A J Institute of Engineering & Technology.

Objectives

- To promote an atmosphere of integrity, respect, and professionalism in the institute.
- Try to establish and monitor the behaviour and conduct of all members of A J Institute of Engineering & Technology following the ethics and morality.
- To provide rules and guidelines for resolving conflicts, addressing misconduct, and maintaining discipline.
- To uphold the principles and ethical standards of A J Institute of Engineering & Technology.

Code of conduct rules for students

The college gives utmost priority for discipline and every student is bound to follow the rules and regulations of the college and maintain strict discipline. Students are requested to obey this code and support to create an active and harmonious environment. The rules are made as follows.

- Students shall abide by the institution policies to support the Institute, and all are expected to behave respectfully towards the faculty, staff, and all other students of Engineering & Techno.

Principal
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- Students should enter the campus with identity cards always within the campus and in case of any misconduct they may be required to submit the card on demand by higher authorities.
- Students should use appropriate language and always maintain dignity within the campus. Students are advised to speak in English to gain language proficiency.
- Students should come with the prescribed Uniform dress code implemented by the Institute. Saturday's students can come with the non-uniform dress code, but with dignified respectful formal dressing. Final Year students must follow the decent formal dress code which will not interfere with the Institute discipline or decency.
- Student must clearly communicate with respect to their irregularity to classes. Any skipped assessment methods need to be completed as per the Institute rules. Attend all the counselling sessions without fail.
- Use the Institute facilities, learning resources responsibly and for the intended reasons only. Any kind of damage or unofficial access to Institutional resources is prohibited.
- Students shall conduct themselves professionally, responsibly both on and off campus, representing AJ Institute of Engineering and Technology in a positive manner. They shall always remember that their Institution would be judged by their behaviour.
- Malpractices by the students during examination, shall be viewed very seriously includes various penalties such as fine, ID card/Hall ticket surrender, dismissal from the Institute, based on the gravity of the case to case, etc. All cases of examination malpractices detected by the faculty / squad shall be reported to the Examination Committee for taking suitable action.
- Ragging or any misconduct which threatens or risks the health or safety of any person is strictly prohibited. Whistling, screaming, or shouting that unreasonably disturbs other students will not be accepted.
- Any kind of substance abuse or involvement in illegal activities is strictly prohibited. Encouraging the fellow students for substance abuse is also considered for disciplinary actions. Smoking is strictly prohibited within the campus premises & also in hostel rooms.
- Students who wish to stay back at the campus after 5.00 p.m. should get prior permission for the same from their HODs/ coordinators. They should also get a signed form from the faculty-in-charge of the activity for which they are staying back.
- Littering or spitting in the classrooms, corridors, playgrounds or the garden area are unacceptable. Students should cooperate in keeping the campus healthy, clean and neat.
- Sexual misconduct by any student will be viewed very seriously and they are punishable under law.

- Students shall take responsibility for all their belongings by themselves.
- Students who would like to bring motor vehicles on a regular basis to campus shall follow the minimum speed limit, inside the campus premises, and also safety speed is always preferable.
- Any kind of disciplinary complaints will be first examined by a disciplinary committee and based on the report of the committee, thereafter the matter will be placed before the Head of the Institution for appropriate decision. corresponding punishment includes warning, fine, expulsion from the hostel, debarment from examination, suspension from the college. If required, handing over the case to the law enforcing authorities.

Code of conduct rules for faculty members:

- Faculty should work according to the institutional policies and rules and regulations, to uphold the vision and mission of the institute.
- Should carry out the assigned academic, extracurricular, and Institutional activities from time to time with due persistence.
- Faculty must maintain highest standards of discipline, punctuality, honesty, and professional ethics. Should act in a professional and pleasant manner towards colleagues / students within the institutional hierarchy.
- Faculty should wear the ID card inside the college premises. Must follow respectful dressing with professional view.
- Faculties are instructed not to use mobile phones inside the classroom or during examination. Faculties are expected to be the role model for the students in all aspects.
- All Faculty should specifically follow the academic requirement of the institution should complete the syllabus in time and responsibly attend the academic requirements of the students.
- Faculty should guide, support, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Methods of teaching should be constantly reviewed, improved, and innovated by using ICT tools (Information Communication Technology) such that teaching is more effective to the weakest of the students.
- Faculty members are encouraged to take up Research projects, publish papers in reputed high impact factor journals, books and attend Faculty development Programmes, Quality Improvement Programmes, workshops etc., to update their knowledge.
- Faculty should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority. No malpractices should be encouraged or accepted.


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- Prior written permission should be obtained for leave /reporting late in the morning or leaving early in the evening without loss to their duties. This is subject to restrictions as regards frequency.

Code of conduct rules for supporting staff:

- Staff members must respect the order of the higher authority in the administration and follow the instructions.
- Employees must be faithful to the institution, maintain punctuality and confidentiality in all the official matters.
- Staff members must treat students with care and compassion.
- Employees, students, and parent's queries need to be addressed with serenity.
- To minimize the mobile phone usage during working hours.
- Staff members must follow the decent dress code and must come with the Uniform dress code as instructed.

Implementation and disciplinary actions:

Disruptions of the Code of Conduct by students, faculty, or staff may result in disciplinary actions, which can include, warnings, extension of probation period, suspension, termination of employment, or dismissal from the college.

During any kind of disciplinary process, Fairness, due process, and consideration of all relevant factors shall be ensured.

The management of A J Institute of Engineering & Technology reserves the right to amend the policy issued as and when it is required.

for A.J. Institute of Engineering & Technology

For LAXMI MEMORIAL EDUCATION TRUST (R.)
A.J. INSTITUTE OF ENGINEERING OF TECHNOLOGY

President
President

Date: 10/12/2016

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