



## **POLICY FOR STUDENTS' CODE OF CONDUCT**

### **1. Introduction**

#### **Purpose and Scope**

This Code of Conduct defines the standards of ethical, respectful, and responsible behaviour expected from all students. It is designed to promote a disciplined, safe, inclusive, and academically enriching environment that supports learning, personal and intellectual growth, and professional development.

#### **Applicability**

This policy is applicable to all students enrolled in the institution's academic programs, including undergraduate and postgraduate regardless of their mode of study.

#### **Significance**

Students are expected to uphold the highest standards of professionalism, respect, academic integrity, and accountability. These standards apply both within the institution and in any activities or engagements where students represent the institution externally.

### **2. Objectives**

- To ensure establishment and maintenance of a safe, inclusive, and academically supportive environment that promotes learning and personal development.
- To uphold and reinforce the institution's core values of respect, discipline, integrity, (comma not required here) and professionalism within the student community.
- To cultivate a culture of ethical conduct and personal accountability, preparing students to contribute positively both within the institution and in society.

### 3. General Conduct Expectations

- All students are expected to **demonstrate respect, courtesy, and professionalism** towards peers, faculty, staff, and visitors at all times.
- Students shall maintain **punctuality, regular attendance, and active participation** in all academic and other curricular/ co-curricular/ extra-curricular institutional activities.
- Adherence to the **prescribed college dress code**, wherever applicable, is mandatory to maintain decorum and professionalism.
- The institution maintains a policy of **zero tolerance towards any form of discrimination, harassment, bullying, or ragging**, whether on campus or during any institutional activities.
- Students are required to **respect, safeguard, and responsibly use institutional property, resources, and infrastructure with care**.

### 4. Academic Integrity

- Students are expected to uphold the highest standards of **academic honesty and integrity**. Any form of **plagiarism, cheating, impersonation, or other academic malpractice** is strictly prohibited.
- All academic work must include **proper acknowledgment of sources** through appropriate citation practices.
- Students must ensure that all **projects, research papers, assignments, and submissions are original and independently completed**, unless collaborative work is explicitly authorized.
- Violations of academic integrity will result in **strict disciplinary action**, which may include **grade penalties, course failure, suspension, or expulsion**, depending on the severity of the offense.

### 5. Classroom and Campus Behaviour

- Students are expected to maintain **discipline, decorum, and focus** in all academic settings, including classrooms, laboratories, workshops, seminar halls, auditorium, library, etc.
- The use of **mobile phones and any other electronic devices** is permitted **strictly for academic purposes**, and only when authorized by the faculty.
- Students must uphold the **cleanliness, hygiene and maintenance** of the campus environment, avoiding littering and misuse of institutional facilities.
- **Active interactions / participation, attentiveness, and constructive engagement** are expected in lectures, discussions, seminars, and lab sessions. Disruptive behaviour is not acceptable.
- Students must demonstrate **courtesy while interacting with faculty, staff, and fellow students**, both in formal, semi-formal and informal events / activities on campus.
- **Disruptive behaviour**, such as side conversation, arguing, disrespectful comments, or persistent lateness, is unacceptable. Habitual offenders can be subjected to disciplinary action.

- Students are responsible for ensuring that **classrooms, laboratories, and campus facilities remain clean and organized** after use.
- **Food and beverages** are not permitted inside laboratories and library unless expressly officially allowed for a specific event.
- Students must ensure **proper use and care of lab equipment, classroom / lab furniture, and other institutional property**. Any damage observed reporting any damages immediately.
- **Noise levels in academic classrooms, labs, corridors and common areas** should be maintained at a minimum to avoid disturbing others.
- **Posters, banners, or notices** may only be displayed on campus with the **explicit approval of the concerned authority**. Unauthorized display without the prior approval from competent authority is prohibited.
- **Respectful and courteous behaviour towards security personnel, housekeeping staff, and other support staff** is mandatory.
- Students should follow all **emergency protocols and safety procedures** during drills or actual emergencies.
- **Smoking, spitting, or consumption of prohibited substances** anywhere on campus is strictly forbidden.
- Any form of **gambling, betting, or involvement in illegal activities on campus during and beyond working hours in hostels, etc.** is prohibited.

## 6. Digital Etiquette and Cyber Conduct

- Students are required to use institutional digital platforms (**email, LMS, portals, and official communication tools**) in a **responsible and ethical manner**.
- Any form of **cyberbullying, harassment, dissemination of offensive content, hate speech, or misinformation** is strictly prohibited.
- All students must adhere to the institution's **IT policies, internet usage guidelines, and social media conduct norms**.

### (a) Internet Usage Guidelines

- **Access Restrictions**

- ✓ Internet access should be used **strictly for academic, research and learning purposes**.
- ✓ Accessing **obscene, offensive, illegal or inappropriate content** is strictly prohibited.

- **Prohibited Activities**

- ✓ Engaging in **hacking, phishing, spreading malware, or unauthorized access to networks, data or systems**.

- ✓ **Bypassing firewalls**, proxies, or any security controls set by the institution's IT department.
- **Data Privacy and Security**
  - ✓ Respect the **privacy of others' data, emails, and files**.
  - ✓ Never share or misuse another individual's credentials.
- **Bandwidth Usage**
  - ✓ Avoid bandwidth-heavy activities like **downloading large files, streaming non-academic videos, or online gaming**, which can disrupt institutional networks.
- **Intellectual Property**
  - ✓ Do not download, share or distribute **pirated software, copyrighted material, music, movies or academic content** without proper authorization.
- **Monitoring Rights**
  - ✓ The institution reserves the right to **monitor internet usage** to ensure compliance with policies.

**(b) Social Media Conduct Norms**

- **Professional Representation**
  - ✓ Students must ensure that any content posted on **social / professional media platforms (Facebook, X/Twitter, Instagram, LinkedIn, etc.) that references the institution** is respectful, truthful, and does not harm the reputation of the institution.
- **Prohibited Content**
  - ✓ Posting of **offensive, abusive, defamatory, false, inflammatory, racist, sexist, or religiously insensitive comments** is strictly prohibited.
  - ✓ **No sharing of confidential institutional information, exam content, or internal communications** on public platforms.
- **Cyber bullying and Harassment**

- ✓ Engaging in any form of **cyberbullying, harassment, trolling, or online intimidation** against students, faculty, or staff is strictly prohibited.
- **Use of Institutional Logos/Names**
  - ✓ Use of the **institution's name, logo, or branding elements** in personal or group pages requires **prior written approval** from the authorized office.
- **Responsible Engagement**
  - ✓ Encourage constructive discussions and refrain from engaging in **misinformation, spreading rumours, or sharing unverified news** related to the institution or community.
- **Legal Compliance**
  - ✓ Students must comply with **Information Technology Act (India)** and other applicable laws concerning digital and cyber behaviour.
- **Disciplinary Consequences**
  - ✓ Any violation of these norms may lead to **disciplinary actions**, including **warnings, suspension of digital access, legal action, or likely expulsion**, depending on severity.

#### (c) Good Practices Recommended

- Maintain **separate personal and professional profile** where necessary.
- **Think before posting**: If it could harm someone's dignity, privacy, or the institution's reputation, refrain from posting it.
- Use **strong passwords** and follow cyber safety protocols.
- Be a **positive digital ambassador** for the institution by sharing achievements, events and academic accomplishments.

## 7. Disciplinary Rules and Prohibited Activities

- The possession, use, or distribution of **alcohol, tobacco, drugs, or any illegal substances** on campus (inside hostel) is **strictly prohibited**.
- Acts of **vandalism, theft, damage to property, or misuse of institutional resources** are subject to strict disciplinary measures.
- Any form of **violence, threats, intimidation, or abusive behaviour** towards individuals or groups will not be tolerated.

- **Organizing political activities, protests, or any unauthorized gatherings** without prior written approval from the competent authority of the institution is prohibited.
- Sexual harassment and any kind of abusive gesture or derogatory remarks towards women (Girls) will not be tolerated and an offender will be punished severely.

## 8. Hostel and Off-Campus Behaviour

- Students residing in hostels are expected to **comply with all hostel regulations** including **timings and visitor policies**.
- Respect for **roommates, shared facilities, and community spaces** is mandatory.
- Any damage caused by students to property / facilities in the hostel premises will be dealt strictly
- Students are expected to maintain appropriate conduct during **internships, industrial visits, workshops, competitions, or any external events**, while representing the institution with integrity.

## 9. Dress Code

- Compliance with the **prescribed uniform** is mandatory for class lectures, laboratories, workshops, and official functions.
- Students must maintain a **professional and appropriate dress code** during formal academic events, presentations, and industry interactions.
- All attire must reflect **modesty, decency, and professionalism** in alignment with the institution's expectations.
- Clothing must reflect respect for **Indian cultural values**, institutional decorum, and a formal learning environment.

### Prohibited Attire:

- **Sleeveless tops (without a jacket/cover-up), shorts, miniskirts, low-neck garments, transparent or skin-revealing attire.**
- **Clothing with objectionable slogans, graphics, or offensive language.**
- **Casual wear such as track pants, flip-flops, torn jeans, or beachwear is strictly prohibited on campus**
- **Casual footwear such as bathroom slippers are prohibited**

## 10. Student Grievances and Appeals

- Students have the right to report any form of **misconduct, harassment, discrimination, or unfair treatment** to the **Student Grievance Cell**.

- The institution provides a **structured and confidential grievance redressal mechanism**, ensuring that all concerns are addressed appropriately
- Students retain the right to **appeal disciplinary decisions** through a transparent and formal process.

## 11. Roles and Responsibilities

- It is the **responsibility of each student** to understand, comply with, and uphold the **Code of Conduct** at all times.
- **Proctors/Mentors, Class Teachers and Heads of Departments (HODs)** play a pivotal role in guiding, counselling, and supporting students in adhering to this Code.
- The **Student Disciplinary Committee** is empowered to **review incidents, conduct inquiries, and recommend appropriate disciplinary actions** as per institutional procedures.

## 12. Disciplinary Actions and Penalties

- Depending on the severity of the violation, disciplinary measures may include **verbal or written warnings, probation, suspension, or expulsion**.
- All disciplinary proceedings will adhere to the principles of **fairness, transparency, and due process**.
- **Repeated or serious violations** will result in progressively stricter penalties, following the established escalation process.

## 13. Code of Conduct for Student Leaders and Representatives

- Student volunteers, including members of the different students' **clubs and forum representatives**, are expected to uphold the **highest standards of integrity, responsibility and professionalism**.
- They must act with **fairness, transparency and accountability**, serving as role models for the wider student community.
- Misconduct by student volunteers / heads may lead to **removal from positions of responsibility**, in addition to applicable disciplinary action.

## 14. Reward for Good Conduct

- The institution recognizes and rewards students demonstrating **exemplary conduct, leadership, and community service**.
- Recognition may include **certificates, awards, public commendations, or special acknowledgments** during official events.
- Students who contribute positively to the **campus environment, sustainability efforts, or community initiatives** may receive additional commendations.

## 15. Acknowledgment and Acceptance

- All students are required to **formally acknowledge and accept** the **Code of Conduct** by signing an undertaking at the time of **admission or orientation**, having read and understood the Code of Conduct Policy.
- This undertaking confirms the student's commitment to **abide by the institution's rules, regulations, and behavioural expectations** throughout their period of study / stay.

## 16. Policy Review and Amendments

- This Code of Conduct is subject to **periodic review**, typically every **three years**, or as deemed necessary by the institution.
- Amendments or updates will be implemented following the approval of the **Academic Council or Governing Body**, ensuring continued alignment with institutional goals, legal requirements, and evolving societal needs.



## **CODE OF CONDUCT FOR DSATM STAFFS**

### **1. Introduction**

The "code of conduct" serves as a guiding document to help faculty members understand their rights and duties, as well as identify appropriate channels for raising any concerns related to those matters. Its main goal is to support and direct faculty in their interactions with various stakeholders, whether during teaching or in professional settings like meetings, conferences, libraries or laboratories. This policy encompasses both spoken and written forms of communication. Additionally, the Code outlines and highlights related institutional policies that faculty members should be aware of.

Any violations of the Code or associated policies will be reviewed and addressed according to the governing procedures in place.

With respect to the Code, the Faculty is dedicated to fostering a supportive and respectful environment that promotes excellence in education and research. It upholds a strong commitment to ethical conduct and professional integrity in all aspects of academic life. The faculty aims to ensure a safe and positive learning atmosphere by encouraging typical behavior among with students. Core values such as honesty, integrity, fairness, and respect for others rights are expected to be reflected in teaching, research, administrative duties, and all related activities.

Based on AICTE notification, the technical institutions shall be maintained three designations namely, Assistant Professors, Associate Professors and Professors in respect of teaching staffs. The ratio of Professors to Associate Professors to Assistant Professors in a UG college shall be in the ratio, ordinarily of 1:2:6. The ratio of non-teaching (inclusive of administrative, ministerial, technical and other unskilled and semiskilled staff) to teaching staff should not exceed 3:1.

### **2. Objectives**

In all facets of their everyday tasks, including teaching, lab work, and research, DSATM faculty members are expected to maintain honesty and integrity. They are required to maintain the highest ethical standards and adhere to professional codes of conduct.

Information pertaining to academic, test, and administrative affairs must be kept confidential by our faculty members. They need to be careful to avoid any privacy infractions, especially when using digital platforms like social media and the internet. In academic and administrative settings, adherence to data access and security standards

is crucial. For example, personal information, particularly that of students or co-workers, must not be transferred across unprotected networks without the required authorization, and login credentials must be kept confidential.

### **3. Scope and Applicability**

The primary objective of the Code of Conduct is to support faculty development in alignment with the institution's overall growth. It is applicable to all faculty members, including full-time, part-time, and visiting staff. The guidelines outlined in this document extend to activities conducted both on and off campus, including institutional events and digital platforms.

### **4. Professional Conduct**

Teachers are expected to be punctual and maintain consistent attendance at the institution. They should dedicate their time and efforts to enhancing their academic and professional skills by actively seeking opportunities to participate in programs such as seminars, orientation sessions, refresher courses, and in-service training. The university administration will support and encourage faculty participation in such activities to foster continuous professional development.

All faculty members are expected to treat coworkers, students, and other people they interact with including parents and visitors to the campus with respect and consideration in order to create a good and inclusive work and learning environment. Faculty members are required to conduct themselves without discrimination of any type. Age, race, ethnicity, origin, political beliefs, religion, marriage or family status, disability, gender, sexual orientation, prior unconnected criminal records, or any other criterion protected by human rights laws are examples of variables that should not be used as grounds for discriminatory treatment. Sexual violence, harassment, and discrimination are also included by this guideline and need to be reported properly.

### **5. Ethical Conduct and Integrity**

**Integrity and Professionalism:** Faculty members shall exhibit the highest standards of integrity, professionalism and ethical conduct. They shall act with honesty, fairness and transparency in their academic and research activities. Faculty members shall not engage in any form of academic misconduct including plagiarism of data manipulation.

**Respect and Farness:** Faculty members shall treat all students, colleagues and staff members with respect dignity and fairness. They shall create an inclusive learning environment that values diversity and promotes equal opportunities for all.

**Academic Responsibility:** Faculty members shall uphold the principles of academic freedom, ensuring intellectual honesty and critical thinking in their teaching and research. They shall maintain the confidentiality of student information and protect their privacy rights

## 6. Responsibilities for Teaching staff

*Teacher should*

1. Uphold professional conduct, which encompasses the attitudes, behaviors, and values expected from all faculty members. These qualities define the institution's character and its connection with society. Professional standards serve as the foundation for such conduct.
2. Demonstrate integrity, competence, and a strong commitment to ethical practices, as outlined by the professional codes of conduct of their current or future governing bodies.
3. Fulfill their academic responsibilities diligently and in accordance with the standards and guidelines periodically established by the University administration.
4. Continuously update their knowledge and professional skills to effectively carry out their assigned duties.
5. Conduct themselves with the highest level of dignity and respect in all interactions with superiors, colleagues, and students.
6. Avoid being absent from duty without prior approval from the designated reporting authority.
7. Refrain from accepting honorariums or external assignments without obtaining prior written approval from the Vice Chancellor.
8. Avoid participating in political activities or affiliating with political parties, as this contravenes the ethical responsibilities of educators.
9. Abstain from exerting political or external influence regarding service-related matters.
10. Do not participate in strikes, protests, or any form of public dissent against the University or government policies, under any circumstances.
11. Engage in continuous professional growth through active research, study, and learning.
12. Participate in seminars, conferences, and academic gatherings, offering honest and constructive contributions for the advancement of knowledge.
13. Maintain active involvement in professional associations and strive for ongoing self-improvement.
14. Perform teaching, tutorials, practical's, seminars, and research duties with sincerity, integrity, and dedication.
15. Take part in extension activities, co-curricular and extracurricular events, including community outreach programs.
16. Cooperate in fulfilling the University's educational responsibilities, including evaluating admission applications, advising students, and assisting with examination duties such as supervision and evaluation.
17. Engage in all University activities and programs beyond their departmental responsibilities, and encourage student participation in these events.
18. Contribute beyond the classroom by supporting initiatives that help students grow into confident, capable individuals aligned with the University's vision.

19. Avoid any form of anti-institutional conduct. Faculty must not incite or support actions that disrupt the University's academic environment or encourage staff or students to act against the institution.
20. Never engage in disrespectful, harassing, or degrading behavior. Faculty members should strive for excellence and be exemplary role models for others.
21. Do not collect money from any individual, including students, for any purpose unless explicitly authorized by the appropriate authority for approved fundraising activities.
22. Maintain a standard of decency and uphold moral conduct both on and off campus.

#### Teacher should

1. Respect each student's right to express their views and opinions with dignity.
2. Treat all students equitably and without bias, regardless of their physical characteristics, or their political, social, economic, religious, or caste backgrounds.
3. Recognize the individual talents and learning abilities of each student, and make efforts to address their unique academic and personal development needs.
4. Inspire students to improve their academic performance, grow holistically, and contribute meaningfully to society.
5. Cultivate in students an appreciation for hard work, a scientific outlook, and the principles of democracy, patriotism, and peaceful coexistence.
6. Demonstrate care and compassion towards students, avoiding any form of resentment or unfair treatment for any reason.
7. Ensure that the assessment of a student's performance is based solely on merit and academic achievement.
8. Be approachable and offer support whenever students seek guidance or assistance.
9. Help students gain an understanding of the nation's cultural heritage and work towards achieving its broader developmental goals.
10. Avoid encouraging students to act against their peers, faculty, or the institution's administration under any circumstance.

#### ***TEACHERS AND COLLEAGUES***

##### Teacher should

- Demonstrate mutual respect by treating fellow professionals with the same courtesy and dignity they would expect for themselves.
- Be supportive and cooperative with colleagues, encouraging one another's professional growth and career advancement.
- Avoid making baseless allegations or complaints against coworkers to higher authorities.

- Ensure that their professional conduct and decisions are not influenced by factors such as caste, religion, race, gender, or sexual orientation.

### ***TEACHERS AND AUTHORITY***

Teacher should

- Fulfill their professional responsibilities in alignment with existing institutional rules, and follow practices that reflect the ethics and standards of the teaching profession.
- Avoid engaging in secondary employment or commitments, such as private tutoring or coaching classes, that may conflict with their primary professional obligations.
- Collaborate in the development and implementation of institutional policies by willingly taking on official roles and executing the responsibilities they entail.
- Work constructively with institutional authorities to promote the welfare of the institution while upholding the dignity of the profession.
- Abide by all terms and conditions outlined in their appointment contract with honesty and accountability.

### ***TEACHERS AND NON-TEACHING STAFF:***

Treat non-teaching staff with respect, recognizing them as colleagues and essential partners in the collaborative functioning of the institution.

### ***TEACHERS AND PARENTS/GUARDIANS***

Teacher should

- Facilitate strong communication between the institution and parents, serving as a bridge to keep them informed about students' academic progress.
- Ensure performance reports are shared with parents when appropriate, and actively participate in meetings such as Parent-Teacher Meetings to exchange ideas for the benefit of students and the institution.

## **7. Non-Teaching staff - Responsibilities**

To uphold professionalism, respect, and collaboration within the university, all non-teaching staff are expected to comply with the following code of conduct:

### ***1. Professionalism***

- Conduct oneself with professionalism in all interactions with students, faculty, and colleagues.
- Support and reflect the mission, vision, and values of the university in daily tasks and responsibilities.
- Dress appropriately and maintain personal hygiene during working hours.

### ***2. Respectful Interactions***

- Treat everyone—regardless of role, background, or status—with dignity, courtesy, and respect.

- Avoid all forms of discrimination, harassment, or bullying.
- Practice active listening and maintain respectful communication at all times.

### **3. Punctuality and Responsibility**

- Adhere to designated working hours and schedules.
- Inform teachers promptly of unavoidable delays or absences.
- Complete assigned tasks within deadlines.
- Regularly back up work-related data to prevent data loss from unforeseen events.

### **4. Confidentiality, Accountability, and Integrity**

- Protect confidential information related to students, faculty, and institutional operations.
- Do not share sensitive data, documents, or discussions with unauthorized individuals.
- Carry out duties with honesty, integrity, and a strong sense of responsibility.
- Report misconduct, policy violations, or safety concerns to the appropriate authority.
- Accept accountability for one's actions and strive for ongoing improvement.
- Refrain from seeking or accepting any monetary or personal benefit in exchange for official support services.

### **5. Safety and Hygiene**

- Comply with safety regulations to ensure a secure work environment.
- Maintain cleanliness in assigned areas such as offices, classrooms, restrooms, and common spaces.

### **6. Professional Development**

- Engage in training, upskilling, and learning opportunities to improve job performance.
- Stay updated on relevant technologies, procedures, and best practices.

### **7. Feedback and Improvement**

- Accept constructive feedback from teachers and peers as a tool for growth.
- Share suggestions, concerns, or ideas for improvement through proper institutional channels.

### **8. Violation of the Code**

- Any breach of this Code of Conduct may result in disciplinary action, which may include verbal warning, written reprimand, suspension, or termination of employment, in accordance with the university's policies and procedures.

## **8. Respectful Workplace and Anti-Harassment**

All faculty members in DSATM must communicate with students, co-workers, visitors, and parents with professionalism, respect, and gratitude in order to foster a welcoming and inclusive work environment and learning

environment. Any form of discrimination is strictly forbidden. Age, race, colour, ancestry, place of origin, political beliefs, religion, marriage or family status, physical or mental handicap, gender, sexual orientation, unconnected criminal background, or any other category protected by human rights laws are all grounds for discrimination on the part of faculty. This includes reporting and dealing with sexual violence, harassment, and discrimination. By exercising self-control, being courteous to others, and conducting oneself in a way that demonstrates professionalism in their voice, attire, and demeanour, faculty members are expected to contribute to the development of a positive learning and research environment.

Faculty are expected to help create a supportive environment for learning and research by maintaining self-control, showing courtesy to others, and presenting themselves through speech, dress, and behavior in a manner that reflects the professionalism of the academic setting.

All forms of communication, whether written, spoken, or shared on digital platforms such as social media, must uphold a standard of respect and professionalism equivalent to in-person interactions. To uphold healthy and respectful relationships within the academic community, faculty must establish and respect professional boundaries. This includes avoiding inappropriate language, behaviors, or gestures, and strictly refraining from making unwelcome romantic or sexual advances.

## **9. Dress Code and Appearance**

All teaching and non-teaching staff are expected to adhere to the prescribed dress code on all working days to maintain a professional and disciplined environment.

- **Male staff** should wear formal attire, which includes a tucked-in shirt, tie, formal trousers, and formal shoes.
- **Female staff** are expected to wear traditional formal wear such as sarees or salwar suits.
- Wearing casual clothing such as T-shirts and jeans is strictly prohibited for faculty members.
- All staff must wear their institutional ID cards at all times while on campus.
- Faculty and staff should also encourage and ensure that students follow the same practice of wearing ID cards regularly.

## **10. Use of Institutional Resources**

Teachers should make responsible and efficient use of institutional resources, ensuring they are applied solely for academic purposes and the advancement of the institution.

Teachers may utilize the internet, email, and other institutional platforms to support both their professional growth and the development of the institution. However, these resources must not be misused for personal benefit or non-academic purposes.

## **11. Attendance and Leave Rules**

Staff members are expected to maintain regular attendance and must inform the appropriate authorities in advance before availing any leave. For casual leave, vacation leave, sick leave, or On Official Duty (OOD), prior approval must be obtained from the concerned higher authorities through the ERP system.

## **12. Participation in Institutional Development**

Staff members are expected to work collaboratively and cooperatively with colleagues in both academic and administrative activities, contributing actively toward achieving the institution's vision and mission. Faculty should participate in and support all institutional events, departmental development initiatives, and cooperate fully during audits and inspections, including those by LIC, NAAC, NBA, and other regulatory bodies.

## **13. Social Media and Digital Conduct**

Faculty members must refrain from making any defamatory remarks about the institution on public or digital platforms. The use of social media should reflect professionalism, integrity, and uphold the dignity of the teaching profession. Faculty should avoid posting confidential, sensitive, or misleading information related to the institution in any online or public forum.

Any breach of the provisions outlined in the Code of Conduct, or engagement in any of the following actions by a faculty member, shall be considered misconduct:

1. Engaging in actions that violate the Act, Statutes, Ordinances, Regulations and Rules.
2. Demonstrating willful negligence in fulfilling responsibilities related to teaching, administration, or research.
3. Misappropriating funds or unauthorized use of movable or immovable property belonging to the institution.
4. Gaining financial or other benefits by misrepresenting facts or acting in violation of the applicable rules set by institution

## **14. Grievance and Conflict Resolution**

To ensure a fair, respectful, and harmonious work and learning environment, the institution is committed to addressing grievances and resolving conflicts through a transparent and just process.

### **1. Reporting Mechanisms**

- All staff, faculty, and students are encouraged to report grievances, internal conflicts, or instances of misconduct through the designated grievance redressal channels.
- Complaints may be submitted to the relevant administrative authorities, depending on the nature of the issue.

- Confidentiality of all complaints and identities involved will be maintained to protect the privacy and dignity of all parties.

## **2. *Due Process in Redressal***

- Every grievance will be addressed in accordance with institutional policies and in compliance with relevant legal and regulatory frameworks.
- Affected parties will be given an equal opportunity to be heard and present their case.
- The inquiry process will be fair, timely, and impartial, and resolutions will be based on evidence and institutional norms.
- Appropriate disciplinary or remedial actions will be taken where necessary, and all outcomes will be formally communicated to the involved parties.

## **3. *Promotion of Dialogue and Reconciliation***

- The institution encourages open, respectful, and solution-oriented communication to resolve misunderstandings or conflicts at the earliest stage.
- Wherever possible, informal resolution methods such as mediation, dialogue, or facilitated discussion will be promoted before escalating to formal procedures.

## **15. Disciplinary Procedures and Penalties**

Without prejudice to the applicable laws in force, the following penalties may be imposed on a faculty member found guilty of misconduct, provided there is valid and sufficient reason. The nature of the penalty shall correspond to the severity of the misconduct and shall be imposed only after the teacher is given a fair opportunity to present their case and defend themselves.

### ***A. Minor Penalties:***

1. Issuance of a formal censure or warning.
2. Withholding of salary increment for a specified period.
3. Recovery of financial dues or liabilities from the faculty member's salary or other payable amounts.

### ***B. Major Penalties:***

1. Permanent or temporary stoppage of salary increment, with or without impact on future increments.
2. Demotion to a lower pay scale, grade, designation, or cadre.
3. Termination of service before the completion of the contract or tenure.
4. Dismissal from service, leading to a complete severance from the institution.
5. Removal from service, which may affect eligibility for future employment or benefits.

## 16. Recognition of Good Conduct

- ***Recognition for Exemplary Professionalism:***

Faculty members demonstrating exceptional commitment to professional ethics, conduct, and academic excellence may be honored with awards for outstanding professionalism.

- ***Acknowledgment of Distinguished Contributions:***

Long-standing service, innovative practices in teaching or research, and impactful mentoring of students or colleagues will be formally acknowledged through institutional awards or commendations.

## 17. Policy Review and Amendments

### ***1. Frequency and Process of Review:***

- This policy shall be reviewed periodically, at least once every **three years**, or as required in response to changes in institutional goals, regulatory requirements, or feedback from stakeholders.
- The review process will be initiated by the **Internal Policy Review Committee** comprising representatives from the academic, administrative, and HR departments.
- Feedback from faculty members, students, and relevant stakeholders may be collected to ensure the policy remains relevant, effective, and inclusive.
- Recommendations for amendments will be documented and submitted to the **Academic Council** or appropriate governing body for consideration.

### ***2. Approval and Dissemination Mechanism:***

- All proposed amendments shall be reviewed and approved by the **Board of Management** or equivalent authority before implementation.
- Once approved, the updated policy shall be:
  - Circulated to all faculty and staff through official email communication.
  - Uploaded to the institution's official website and ERP portal.
  - Discussed in departmental meetings and orientation programs, if necessary, to ensure clarity and compliance.

## 17. Declaration of Acceptance

### ***1. Mandatory Declaration Upon Joining:***

- All employees, including teaching and non-teaching staff, are required to submit a formal Declaration of Acceptance upon joining the institution.
- This declaration confirms that the employee has read, understood, and agreed to comply with the institution's Code of Conduct, Policies, and Regulatory Guidelines.

- The signed declaration shall be maintained in the employee's official personnel file.

***2. Reaffirmation During Annual Appraisals or Audits:***

- As part of the annual performance appraisal process or institutional audits, employees will be required to reaffirm their commitment to abide by the institution's policies and professional standards.
- This reaffirmation helps reinforce accountability and ensures ongoing awareness of institutional expectations.