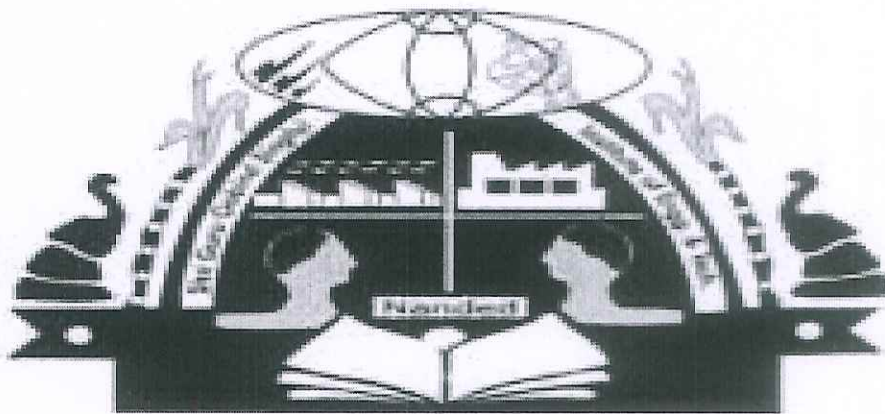


Shri Guru Gobind Singhji Institute of
Engineering and Technology, Vishnupuri,
Nanded (M.S.)



**Code of Conduct for Students,
Teachers and Staff**

Code of Conduct

1. Introduction

In pursuit of the mission, the SGGS is committed to imparting such education and values which will lead to achieving academic excellence, to creating an environment for inquiry and learning, and to cultivating responsible global citizenship in modern era of globalization. Intellectual growth, learning from others, mutual tolerance, and respect for freedom of thought and expression are the primary premises on which the edifice of SGGS founded. SGGS community members are encouraged to harvest fullest advantage of the academic and non-academic opportunities available to them, deepening their intellectual insights through formal instruction, and expanding their educational experience beyond their academic programs and actively participate actively in the institute, regional, state, national, and international communities in which they operate. Needless to say, SGGS community include students, faculty, staff, parents, industry and all those connected to and concerned about welfare of the institute. The Students, Staff and Faculty being core members, there are certain obligations on them to assume the responsibilities listed below.

Each individual member is responsible for his or her own actions and is expected to respect the rights of others.

2. Code of Conduct for Teachers

Like doctors, social workers and many other professionals, teachers also expected and have to maintain ethical standards. Institute code of ethics for teachers mainly cover teachers' professional obligations towards students, parents, colleagues and themselves. In addition, they have set exemplary conduct standards towards practice of profession, social, legal and national citizenship.

2.1 Code of Conduct towards Students

A code of ethics for educators always addresses issues such as fairness and confidentiality. Teachers should not discriminate against students for any reason, and they must not share information about the student with anyone other than institute professionals who need the information to assist the student. Teachers are expected to provide a physically and emotionally safe learning environment for students that includes the full scope of the subject matter being taught.

2.2 Code of Conduct towards Parents

Teachers must always deal with parents in a professional manner. The teachers should work to collaborate with parents and build an atmosphere of trust. Teachers must also never allow themselves to treat a student differently based on the student's parent's position in the community.

2.3 Code of Conduct towards Colleagues

Teachers are expected to treat colleagues fairly and to encourage one another to adhere to high professional standards.

2.4 Code of Conduct towards Profession

Ethics require that a teacher work to maintain a high personal standard of professionalism. The teachers should not misrepresent their professional qualifications. Ethics dictate that teachers not misappropriate institute funds or equipment.

Teachers should consider lifelong learning and professional development necessary from an ethical stance, as it can help them to better serve the students and institute growth.

3. Code of conduct for Students

3.1 Rights of Student

Membership in the SGGS family affords every student certain rights that are essential to the Institute's educational mission:

- a. The right to have access to and participate in the academic and non-academic opportunities afforded by the University, subject to applicable standards or requirements.
- b. The right to freedom of thought and expression.
- c. The right to be free from discrimination on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, age, disability etc...
- d. The right to fair Institute discipline process in the determination of accountability for conduct.
- e. Right to be stake claim in institute incubation and innovation initiatives for the stipulated incubation period after graduation
- f. Right to obtain Alumni membership and participate in alumni activities for institute welfare

3.2 Responsibilities of Student

Students are expected to exhibit exemplary responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the Institute. Responsible behavior is a standard of conduct which reflects higher expectations than may be prevalent outside. Responsible behavior includes but is not limited to the following obligations:

- a. To comply with all provisions of the Code of Academic Integrity.
- b. To respect the health and safety of others. This precludes acts or threats of physical violence against another person (including sexual violence) and disorderly conduct. This also precludes the unauthorized possession of dangerous articles (such as firearms, explosive materials, etc.) on Institute property or at Institute events.
- c. To respect the right of fellow students to participate and involve with other students without fear and threat.
- d. To refrain from conduct towards other students that infringes upon the Rights of Student Citizenship. The Institute condemns hate speech, epithets, and racial, ethnic, sexual and religious slurs.


- e. To refrain from stealing, damaging, defacing, or misusing the property or facilities of the Institute or of others which includes acts related to cyber laws and security.
- f. To be honest and truthful in dealings with the Institute, about one's own identity (e.g., name, parent's details, AADHAR, PAN or other Social Security number etc..), and in the use of Institute and other identification.
- g. To cooperate fully and honestly in the Student Discipline System of the Institute, including the obligation to comply with all sanctions imposed
- h. To comply with all contracts made with Institute, such as Residential Living Occupancy Agreements and Dining Services contracts.
- i. To comply with policies and regulations of the Institute and its departments (e.g., anti-ragging laws, the guidelines on Open Expression, Drug and Alcohol Policies, Sexual Harassment Policy, etc.).
- j. To comply with local, state and national civil and criminal laws.

4. Code of Conduct for Non-Teaching Staff

- a. They should be honest in words and actions and Loyal to the institute by punctual and reliable in all duties.
- b. They should assist in creating and maintaining strong relationships with students by proper interactions and by Maintaining professional boundaries with faculty, students and staff.
- c. Being supportive and cooperate with other staff members
- d. Responsibility by meeting the required standards for every assigned task.
- e. Respect by mutual respect, trust and confidentiality
- f. He / she must respect and maintain the hierarchy in the Administration.
- g. He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.

5. Code of Conduct for Director and Heads of the Departments/ Sections

- a. They should make a conscious effort to be fair to personnel and students. They should be fair to Faculty, staff, and students and need to know that they will be treated fairly when you make a decision.
- b. They must never withhold vital information that should be made public.
- c. They must assume sole responsibility and accountability for their performance and continually strive to demonstrate competence and lead by example.
- d. They should endeavor to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity and professional boundaries.


Dean (Academic)


Registrar


Director
Director
**Shri Guru Gobind Singhji Institute of
Engineering & Technology, Nanded**