

PKM Educational Trust®

R R Institute of Technology

Affiliated to Visvesvaraya Technological University
Approved by AICTE, New Delhi & Govt of Karnataka



Code of Ethics/Conduct/Values Hand Book

Contact numbers:

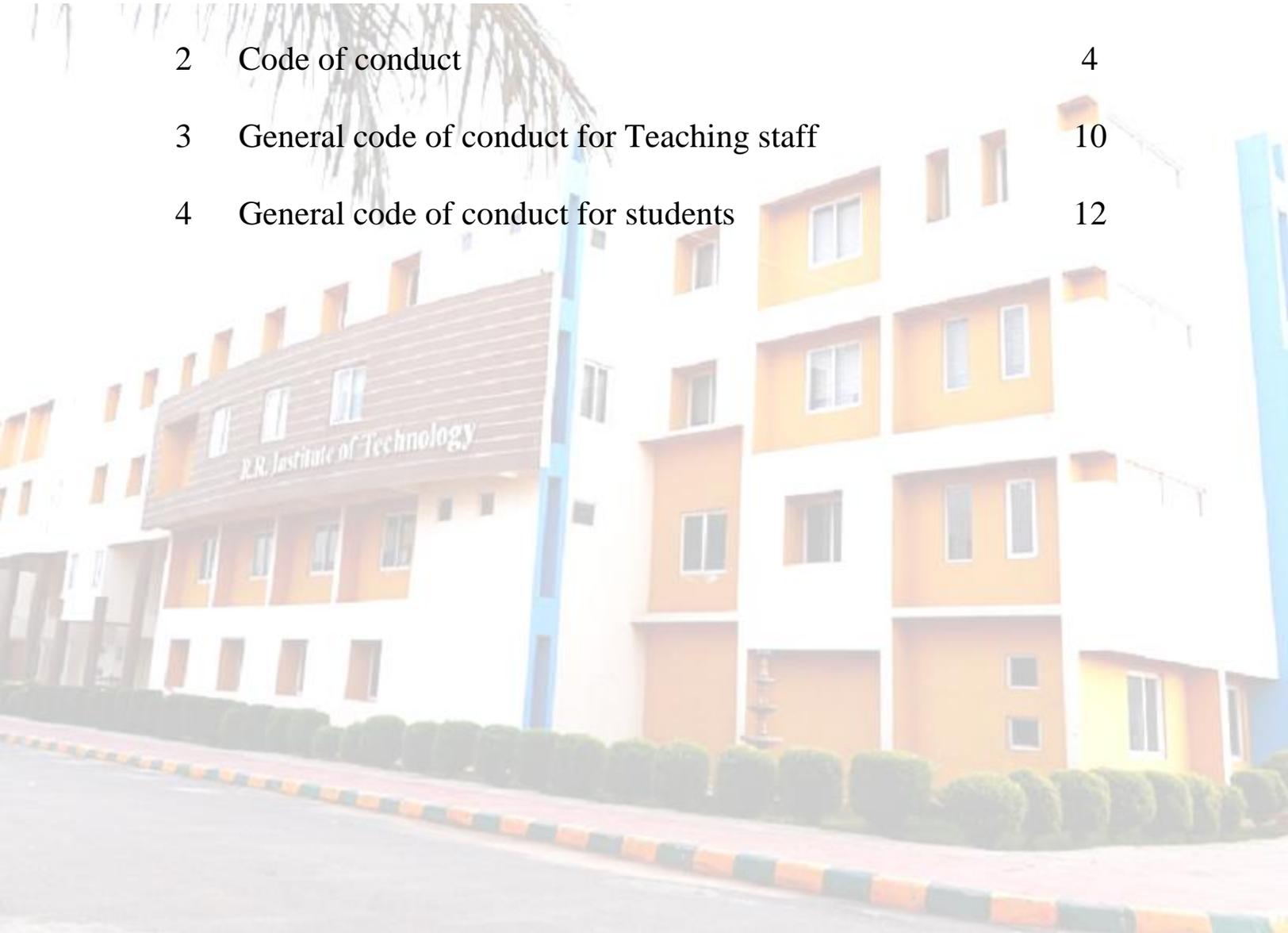
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1. About the College:

R R Institute of Technology, setup with a mission of imparting education to all sections of the society, was established in the year 2008 to render highest standards of academic achievement with moral and social commitments. Converting the idea of providing high quality education combined with excellent infrastructure into a reality in Indian context. R R Institute of Technology have proved the capability of placing students after completing their course in prestigious organizations and industries across the country and abroad. Generating a synergistic relationship with the industry with a long term view where the college and the industry could have a mutual beneficial relationship, it aims a rigorous, relevant and rewarding education with a special emphasis on practical and technical inputs.

VISION:

To be a premier Institute with excellence in the field of Engineering and Management education at National level by 2020

MISSION:

- To consistently strive for Academic Excellence
- To promote collaborative Research & Innovation
- To create holistic teaching learning environment that builds ethically sound manpower who contribute to the stake holders operating at Global environment

The following are five core values having foremost importance at R. R. Institute of Technology:

- Integrity.
- Accountability.
- Contributing to National Development.
- Inculcating value system among students.
- Strive for Excellence.

1.1 General responsibilities of teaching staff/supporting staff:

- A Teacher or an Educator is a person who helps others to acquire knowledge, competences or values. Formal teaching tasks include preparing notes according to the course curriculum, giving lectures, and assessing the student's progress about the subjects taught. A teacher's role includes formal teaching in the class room, accompanying students for Industrial visits, supervising exams, and to be a part in co-curricular activities.
- Mentoring is a continuous process of informal transmission of knowledge and the psychosocial support perceived by the recipient as relevant to studies or career development. Mentoring entails informal communication, usually face to face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom or experience (mentor) and a person who is perceived to have less (mentee). Proper and timely mentoring can help student enhance self-confidence and set challenges to take higher goals, take risks and achieve at higher levels. We at Institute

practice mentoring among students and faculties. Every mentor is assigned a small group of students, mentees all of whom would be looked after by the mentor, who in case of need may approach to mentoring coordinator assigned to him.

- Supervision is a process of facilitating the growth of a student in learning techniques, primarily by giving the student feedback about classroom sessions and helping the student make use of the feedback in order to be more effective in learning and grasping the knowledge. Supervising is a continuous process being done in class or through assessments in Institute's exam. The faculties are encouraged to take up active supervising roles during the academic year and facilitate students to sail through their academic sessions.
- Educational research uses the scientific method to collect scientific data that can provide a definite answer about best practices in teaching. The purpose of educational research is to develop new knowledge about the teaching-learning situation to improve educational practice. The faculty members are encouraged and motivated to undergo research activities to develop and come-up with newer teaching-learning methods and pedagogies, which in turn will benefit students to step into real life and practical industrial surroundings.

2. Code of conduct:

2.1 Introduction:

1. This Code of Conduct is intended as a guide and a help to all teaching and non-teaching staff. It sets out standards of conduct which staff are expected to follow when within, or representing the Institution. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary.
2. The underlying purpose is to ensure that the Institution provides a high quality service to its stakeholders in accordance with the vision and Mission Statement and to promote public confidence in the integrity of the Institution.
3. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the Institution, its staff and its stakeholders.
4. It has been drafted to comply with Institution Policies and Procedures.
5. Staffs are requested to read this Code carefully and consider the issues which it raises.
6. The Respective Principal's should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.
7. Reference to this Code will be made in all contacts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.

8. Investigations of alleged breaches of this Code will be covered under the Institution's Disciplinary procedures and related codes of practice.

2.2 Key points -Code of conduct:

Exclusivity of service:

1. Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict. This includes:
 - Staff members making online associations/friendships with current (on board) students via social networking.
 - Staff members using texting/email facilities(apart from official communication) on either their mobile phone or computers to communicate with current students.

The above amendments have been included to safeguard the safety of students and the safety and professional integrity of Institution staff.

2. The Institution does not seek to preclude staff unreasonably from undertaking additional employment but you are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the Institution at all times. Accordingly, you must not, without the written consent of the RR institutions, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the Institution.
3. It follows that, regardless of whether you are employed on a full-time or on contract, you are required to notify the RR institutions and concerned Respective Principals of any employment or engagement which you intend to undertake whilst in the employment of the Institution. (including any such employment or engagement which commenced before your employment began with the Institution).

Specific aspects:

1. **Discrimination:** Staff must at all times observe the Institution's Policies for staff and students and treat all stakeholders in accordance with those policies.
2. **Health and Safety:** Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the Institution Health and Safety policy and relevant legislation and regulations, and also ensure that students do likewise.
3. **Business Practice:** Staff must maintain an impeccable standard of integrity in all their professional relationships.
4. **Media:** Other than on matters of publicity, only the Respective Principals or competent authority is authorised to speak or send any communication on behalf of the Institution to members of the press or broadcast media. This decision is to avoid any embarrassment or

unfair pressure on staff. This authorisation may be extended by the Respective Principals to other staff members.

5. **Data Protection:** It is the responsibility of all employees to ensure the Institution's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, students or members of the general public. Staff should refer any queries to the Respective Principals.

General points:

1. Staff should display the highest possible standards of professional behaviour that is required in an educational establishment
2. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the Institution.
3. Staff should not use their position in the Institution for private advantage or gain.
4. Staff should avoid words and deeds that might bring the Institution into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff should be aware of, and should follow Institution policies systems and procedures. They should normally communicate through the line management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the Institution and, where appropriate and agreed, will be based on the objectives of the Institution Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the Respective Principals so that alternative cover arrangements may be made.

Administrative duties:

1. Teaching staff shall maintain and properly complete a register for all classes. The attendance register must be sent to the office before 9.30am every day morning.

2. In order to ensure safeguards both for staff and students, staff must obtain permission from the Respective Principals:
- before arranging for any student & staff development activities ;
 - before incurring any expenditure on behalf of the Institution.

Confidentiality:

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the Institution community which could cause distress to Institution staff, students or parents.

When in doubt, ask!:

If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply in any particular situation, then please consult with the concerned Respective Principals. It is re-emphasised that this Code is intended to be a help and to enable fairness and equity between all staff.

Professional behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- Acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- Co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- Endeavouring to assist the Institution achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- Respect for Institution property;
- Maintaining the image of the Institution through standards of dress, general courtesy, correct use of Institution stationery, etc.;
- Taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises;
- Being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- Being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
- Being familiar with communication channels and Institution procedures applicable to both students and staff;
- Ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- Respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

Disciplinary rules:

The following are examples of behaviour which the Institution finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances. Please make further reference to 'A Policy Statement and Code of Practice on Measures to combat Harassment for all staff in controlled Institutions...'

1. Any form of physical/verbal violence towards students.
2. Physical violence, actual or threatened towards other staff or visitors to the Institution.
3. Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the Institution.
4. Racial offences, racial insults or racial discrimination against students, other staff or visitors to the Institution.
5. Theft of Institution monies or property and of monies or property of colleagues or visitors to the Institution. Removal from Institution premises of property which is not normally taken away without the express authority of the Respective Principals or of the owner of the property may be regarded as gross misconduct.
6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Wilful damage of Institution property or of property belonging to other staff or visitors to the Institution.
9. Wilful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the Institution.
10. Any wilful act which could result in actionable negligence for compensation against the Institution.
11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
12. Gross neglect of duties and responsibilities.
13. Unauthorised absence from work.
14. Being untruthful and/or engaging in deception in matters of importance within the Institution community.
15. Deliberate breaches of confidentiality particularly on sensitive matters.

16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
17. Conduct which substantially brings the name of the Institution into disrepute or which seriously undermines confidence in the employee.

2.3 Teachers and the students:

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

2.4 Teachers and colleagues:

Teachers should:

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

2.5 Teachers and authorities:

Teachers should:

- (i) Discharge professional responsibilities according to the existing rules and adhere to procedures and methods consistent with profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

2.6 Teachers and non-teaching staff:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

2.7 Teachers and guardians:

Teachers should maintain good contact /meet the guardians for the discussion of students performance , mutual exchange of ideas and benefit of students and the institution progress.

2.8 Teachers and society:

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community services and shoulder responsibilities of public offices;
- (v) 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.

3. General code of conduct for Teaching staff:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- The faculty members must be punctual to duty.
- He/ she shall stay within the campus during the working hours of the College.
- He/ She shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment.
- Take precautions to protect equipment, materials and facilities of the college.
- Attend and participate in the meetings, activities called/assigned by the HOD, and Principal also to take up other duties and responsibilities prescribed by the Management not limited to Academic and Evaluation duties, co-curricular or extracurricular activities.

- Undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.
- Faculty shall ensure that discipline is maintained in the classroom, labs and college Premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/Principal on standard Discipline Report.
- Staff members shall not use mobile phones during their instructional hours.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab.
- The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization
- Every Faculty Member should maintain student's attendance records
- The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- The proctor/mentor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.
- To give counselling to the students if needed.
- To bring the students misbehaviour in the class to the knowledge of the proctor/HOD/Principal.
- To carry out the administrative works of the department given by the HOD concerned.
- Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- The Faculty Member should get the lesson plan and course file -, carried out throughout a semester in an academic year for a particular subject should be approved by HOD and Principal.
- The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject.
- The Faculty Member should engage the full period and should not leave the class early.
- The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions.
- The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.

- The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.

4. General code of conduct for students:

- Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.15 a.m. to 4.30 p.m.
- All the students are expected to be present in the class well -within time.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- No students shall wander or gather in veranda, corridor, and staircase etc. Canteen, coffee shop, stationary store and bank to be visited only during intervals and non working hours. Unauthorized absence from the class will attract disciplinary action.
- All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid Medical Certificates.
- All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
- For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
- Harassing juniors, ill-treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.