

Bapatla Engineering College (Autonomous), Bapatla

Code of Conduct and Professional Ethics Policy

Introduction

Bapatla Engineering College, Bapatla later referred to as the College, is pleased to declare its Code of Conduct and Professional Ethics policy to be abided by the Faculty Members, non teaching staff and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire employees and all the Students who have enrolled in this Institute to study various Programs. It is binding on them to strictly adhere to and follow this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it. This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is made available in both the forms- soft and hard. All the stakeholders are expected to be well conversant with the Code of conduct and academic ethics, which can also be reviewed on the official website of the College. All the stakeholders of the college must bind with the code of conduct policy which is revised and approved form the competing authority time to time.

Code of conduct for the head of the institute

The Principal of the College which is the head of the institute should be honest, fair, objective oriented, supportive for all constructive administrative and academic activities, protective and law abiding. Besides, the following traits are expected from the principal. He/ She should

1. Chalk out policies and plan to execute the Vision and Mission of the College and focus all activities on Program Education Outcomes.
2. Create a thriving environment for effective learning and promote Quality Initiatives to enhance teaching-learning processes and focus on overall development of students.

3. Promote industry institution interaction and support student activities by exposing them to new developments/ techniques/ skills required for industry and inculcate research development activities by bringing industry experts to campus and promote face to face interaction.
4. Ensure that the staff and students are aware of rules, policies and procedures laid down by the College, State Government and University Grants Commission from time to time and implement them accordingly.
5. Recommend and forward communication to the authorities like State Government, University Grants Commission and any other such type of apex authority.
6. Monitor, manage and educate the administration of the College and take remedial measures / actions based on feedback of the stakeholders on Administrative functioning, Teaching-Learning processes and any other developmental activities of the College.
7. Execute any other qualitative and quantitative work for the welfare of the College and stakeholders.
8. Gather and listen to the students' ideas/views and set a supportive environment for growth of the College. Create an open and approachable environment for the students and the staff to articulate their views and ideas
9. Be fair in all disciplinary actions related to teaching/non-teaching staff and students, without discrimination based on religion, caste, gender, nationality or any other bias.
10. Identify specific skills amongst teaching and non-teaching staff and empower them so as to achieve maximum potential.
11. Carry himself/herself with the highest integrity that he/she has to exhibit outstanding and strong leadership skills.

Code of Conduct for Teachers

1. Uphold the honour and dignity of the teaching profession and promote learning amongst stakeholders.
2. Provide innovative and quality education by identifying and sharpening student skills.
3. Be impartial and under no circumstances discriminate students based on their religion, caste, gender and nationality.

4. Interact with the students in a friendly manner and promote mentoring of students with regard to their career and progression.
5. Abide by the rules and regulations, policies and procedures of the College.
6. Abide by the procedures to ensure students' safety.
7. Collaborate with fellow teachers from individual departments as well as other departments, so as to promote interdisciplinary learning and research.
8. Be responsible and interact positively with parents and other stakeholders and guide them on appropriate policies and procedures of the College.
9. Be good counsellors, mentors and facilitators for all stakeholders.
10. Be fair and transparent in conducting assessments and grading of students.

Responsibilities of Teachers

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

Code of conduct for Teachers in R & D

The teachers should follow all the guidelines of R & D policy and contribute to the growth of the research profile of the college. Teachers should:

- i. Carry out quality research work and publish in reputed journals and conferences.
- ii. Demonstrate high end research at the college by actively organizing FDPs, conference, seminars etc
- iii. Follow standard procedure and approvals while carrying research work related to animals and humans
- iv. Obtain necessary permissions from the competent authority to carry out research in restricted fields
- v. Avoid unethical practices in research conduction
- vi. Avoid plagiarism and any copy right violations in preparing their research reports, journals papers, book chapters and books.
- vii. Consult the R & D department for any clarifications regarding conducting the research work ethically and professionally.

Code of conduct between Teachers and 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. (xi)
Encourage and guide students to establish academic and social platforms and carryout focused activities

Code of conduct between Teachers and Authorities

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their 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 their 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;
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Code of conduct for non-teaching staff

For Office Staff

The following traits are expected from the Non-teaching staff. He / She must

- i. Report to duty on time on all working days and at least 30 minutes in advance (on special occasions), so as to set up the tone for the day's work.
 - ii. Remain on duty during College hours as well as extended hours as directed by the Principal.
 - iii. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
 - iv. Must not intercept or misappropriate funds of the College.
 - v. Must not be absent from duty without official approval or approved leave.
 - vi. Abide by the defined time slot for lunch break.
 - vii. Communicate work/data as and when required to Principal/ Authorities
- Strictly avoid browsing internet, social networking sites such as you tube, Facebook, Whatsapp etc., during the working hours.

For Laboratory Staff

- i. Report to duty at least 30 minutes in advance, so as to set up the tone for day's work.
- ii. Remain on duty during college hours as well as extended hours as directed by the Principal.

- iii. Support in all laboratory related work such as cleaning, maintenance of equipment/ instruments and report non- functioning of equipment/ instruments to the respective Head of the Department.
- iv. Disburse proper material at the time of practical and ensure that every student is provided with the experimental material/ chemicals for the experiments.
- v. Maintain and update Dead Stock registers and other lab manuals and ensure updated entries in them and verify it with the Head of Department/ Principal.
- vi. Laboratory Assistants should proactively participate in other administrative work as assigned by the Head of Department/ Principal and ensure timely completion/submission of assigned administrative work by the Principal.
- vii. Do not venture out of the laboratory at the time of practicals and assist teachers in conducting practicals.
- viii. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- ix. Must not be absent from duty without official approval or approved leave by the Head of the Department.
- x. Abide by the defined time slot for lunch break.
- xi. Avoid discrimination of students and teaching staff based on their religion, caste, gender and nationality.
- xii. Strictly avoid browsing internet, social networking sites such as you tube, Facebook, Whatsapp etc., during the working hours.

Code of Conduct for the students

This Code of conduct shall apply to all kinds of conduct of the students that occurs on the college premises including in university sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the interest of the Institute or reputation.

- i. He/she shall be regular and must complete his/her studies in the College.
- ii. In the event, a student is forced to discontinue studies for any legitimate reason; such a

student may be relieved from the College on written direction of the Principal.

- iii. As a result of such relieving, the student shall be required to clear pending hostel / mess dues and the fees of the college if any.

The College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc. All students must deter from indulging in any and all forms of misconduct including partaking in any activity which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- Intentionally damaging or destroying the property of the Institute or property of other students and/or of faculty members.
- Any disruptive activity in a class room or in an event sponsored by the Institute.
- Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards, teachers and the staff.

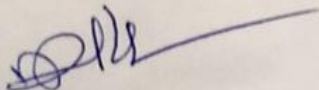
Participating in activities including the following is treated as misconduct against the code of conduct and ethics.

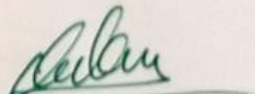
- Organizing meetings and processions without permission of the college
- Accepting membership of terrorist groups banned by the Government.
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to the law or the policy.
- Use of harmful chemicals and banned drugs
- Smoking on the campus of the Institute
- Possessing, Consuming, distributing, selling of alcohol and drugs in the Institute and/or throwing empty bottles on the campus.
- Use of plastic in any form in the Institute premises

- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- Rash driving on the campus that may cause any inconvenience to others
- Theft or unauthorized access to others resources
- Misbehavior at the time of student body elections or during any activity of the Institute.

The monitoring committee of code of conduct and professional ethics over see the implementation of the policy.

T. Chandra Sekhar Sw.
Convener


Co-convener


Principal