

### **3. CODE OF CONDUCT POLICY**

#### **Principles**

This Code of Conduct has been formulated to provide a clear statement of the Institute's expectations of faculty and students in respect of academic matters and personal behaviour.

The Institute recognizes and values the diversity of faculty and student experiences and expectations, and is committed to treating them, both academically and personally, in a fair and transparent manner. In return, they are required to comply with the requirements set

The Institute reaffirms its commitment to:

- High academic standards, intellectual rigour and a high quality education;
- Intellectual freedom and social responsibility;
- Recognition of the importance of ideas and the pursuit of critical and open inquiry;
- Tolerance, honesty and respect as the hallmarks of relationships throughout the Institute community; and
- High standards of Ethical behaviour.

All faculty and students are required to be aware of and act consistently with these values.

#### **Ethics of the Education Profession in India**

- The faculty will value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- The faculty's primary professional concern will always be for the student and for the development of the student's potential. The faculty will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the faculty will strive to achieve and sustain the highest degree of ethical conduct.

#### **CODE OF CONDUCT: GOVERNING BODY**

The governing body for IIMT has been constituted for the purpose of governing and monitoring the working of the institute for academic activities.

The governing body comprises of the followings:

1. The Chairperson
2. The Vice-Chairperson
3. The Secretary General
4. The Treasurer
5. Member
6. Member

7. Member
8. The Director
9. HOD - School of Law - staff representative
10. HOD - BBA (1<sup>st</sup> Shift/ 2<sup>nd</sup> Shift) - staff representative
11. Industry Representative

All the decisions of the governing body shall be carried out by majority vote system prevailing in all the matters. However in all the financial matters the decision of the Chairperson, the secretary general shall be final.

- 1) The governing body shall ensure the implementation of educational quality policy to achieve the aims and objectives of the institute.
- 2) The governing body shall ensure that the MQ (Management Quota) policy shall be followed as per guidelines issued by the Govt. of NCT Delhi and the decision of the Hon'ble Supreme Court of India and the Hon'ble High Court of Delhi to ensure the admissions in MQ (Management Quota) policy on the merit and first come, first served basis in all the courses.
- 3) The governing body shall ensure the liasoning with different govt. bodies for the implementation of govt. policy relating to the building infrastructure and the regular supply of other ancillary services in the institute.
- 4) The governing body shall ensure the compliance of the requirements as per norms for educational purposes to get the seat matrix for each course of BBA, BBA(CAM) and BA LLB.
- 5) The governing body shall have the proper coordination with the university authorities for proper implementation of the university policies at all level in educational, financial and administrative matters.
- 6) The governing body shall ensure the proper implementation of the welfare scheme for the faculty through group health insurance policy for the faculty and their dependents.
- 7) The governing body shall ensure the compliance of faculty student ratio as per policy of the university and in the case of BA LLB as per policy of the university and BCI.
- 8) The governing body shall ensure that the technical function of the institute carried smoothly and the technical work is allotted to duly constituted committee of experts, assisted by the technical subordinate staff.
- 9) The governing body shall ensure that the computer labs are equipped with Wi-Fi facility to have the access to the internet by the students and the faculty.

- 10) The governing body shall ensure that the library for both the courses are having the collection of latest publication of books and journals and the law library having the Manupatra/ SCC online service and also the DELNET.
- 11) The governing body shall ensure that as per policy of the institute for the facility of the faculty and the students for research purposes the library of the institute remains well connected with the American library and the British Council library.
- 12) At academic level the governing body shall ensure that the proper classes for each course are held for the prescribed time as per time table prepared and finally sent to the university. Further the governing body shall also ensure the compliance of the time schedule in completing the lesson plans and finally conducting the internal exams including the practical and viva as applicable in the course.
- 13) That the governing body shall ensure through the director and the HODs the proper implementation of the attendance rules and calling the periodic PTM on regular basis to interact with the parents and appraise them the performance as well as the attendance of their ward/student studying in the institute, lest the controversy does not arise at the time of appearing in the end term exam for each course.
- 14) That in the course of BA LLB the governing body shall ensure the proper coordination with BCI in carrying out the policy guidelines for BA LLB as laid down by BCI. At the time of each inspection and audit by different govt. Bodies, the governing body shall ensure and assist in maintaining all the available documents required for inspection purposes.
- 15) The director of the Institute and the HOD of the each concerned course shall ensure the compliance of attendance norms as per university ordinance and the rules made there under.
- 16) In the matter of discipline in the institute the governing body shall ensure the proper and correct implementation of the policy of the govt. and the university through different committees duly constituted and headed by the senior most faculty at the institute level to deal with issues related to:-
  - i) Ragging
  - ii) Grievance Redressal
  - iii) Internal Complaint regarding sexual harassment
- 17) The governing body shall seek the interim progress report during the entire academic session.

- 18) The governing body through the duly constituted committee comprising of the senior faculty shall ensure the quality of food and edibles items made available in the canteen for the students, the faculty and others.
- 19) The governing body shall appraise the performance of the institute in academic matters to the inspection committees and the audit committee of the govt. and the inspection committee of the BCI.
- 20) The governing body shall ensure through the director and HODs that the extracurricular activities for the development of skill and knowledge are carried out by constituting different committee to be headed by senior faculty in each course.
- 21) The governing body shall ensure that the periodic meetings are held on regular basis with different comities to have the appraisal of the overall performance of the institute in academic area.
- 22) Any other point.

#### **GENERAL CODE OF CONDUCT FOR ALL THE EMPLOYEES**

All employees/workers of the Institution are expected to develop proper rapport with the employer. Mutual respect and fraternal feelings are needed to ensure proper relationships. The following general duties and responsibilities of all employees have been framed:

- 1) All staff members of the Institution are required to be present in the Institution during working hours on all working days and days specifically notified.
- 2) All members of staff are governed by the general duties and responsibilities prescribed for each category of employees.
- 3) Conduct the Institution's transaction with utmost honesty, accuracy and fairness.
- 4) Perform all professional activities through proper channel.
- 5) Do not discuss with unauthorized individuals about professional and secret information.
- 6) Co-operate whole heartedly with the authorities of the Institution with professional responsibilities.
- 7) Avoid condemnation of authorities, behavior through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the dignity of the Institution.
- 8) Avoid all types of unethical practices.
- 9) Adhere all norms and standards set by the Institution from time to time.
- 10) Do not indulge in any political election/ Dharna/ Boycott etc.

- 11) Employees/workers of the Institution shall not indulge in any adverse criticism of the Institution and its officers.
- 12) Employees/workers shall not use any intoxicating drug or liquor during the duty hours and in the premises.
- 13) Employees/workers should not use cell phone during class hours, meetings etc.
- 14) Without prior information and written permission of the Institution authorities, employees/workers shall not start private Business Organization, Association of his/her own or in partnership of his/her spouse or siblings.
- 15) Employees/workers shall devote his/her whole duty time to the service of the Institution and shall not engage directly or indirectly on any other private work/business.
- 16) Notwithstanding the rules and regulations and code of conduct specified in this document, all faculty members should follow the various rules and regulations, instructions issued by the competent authorities from time to time.
- 17) In case of any misinterpretation / wrong interpretation of any of the rules and conditions specified in the service rules, the Chairperson is the final authority to decide.

#### **CODE OF CONDUCT OF TEACHING STAFF**

The contribution of faculty members is expected to be more by way of research, extension activities apart from their regular academic and teaching activities. The following duties and responsibilities of all faculty members have been framed:

- 1) All Faculty members of the Institution are responsible for contribution and sustenance of the standards of the Institution.
- 2) They should comply with the relevant policies, rules, regulations, norms and standards set by the Institution, State/Central Govt. and/or any statutory body.
- 3) Every individual member is accountable for his/her action, as member of the Institution community they are collectively accountable for upholding those standards of behavior.
- 4) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- 5) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made.
- 6) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/ workshop for practical classes, as the case may be.

- 7) The faculty member shall carry out any other academic related activity that may be assigned to him by the Director /HOD /Higher Authorities from time to time.
- 8) As research is an inherent component of the functions of a Institution, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- 9) Active involvement of the faculty member in the student's project work is very essential.
- 10) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.
- 11) Faculty should take efforts to identify Interdisciplinary and collaborative research projects by interaction in other departments or researchers in established R&D laboratories for collaborative research purposes.
- 12) Faculty members can act as research supervisor for other Universities only with the prior permission of the institution.
- 13) Faculty members should strive to bring out quality research publications in refereed journals of national & international importance.
- 14) Faculty member should also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- 15) Faculty members shall also strive to file patents.
- 16) Every faculty member should submit research proposals to various govt./other funding agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- 17) Faculty members should take efforts to secure consultancy works in his/her area of specialization from industries and business, Govt. and any other agencies.

#### **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 activities 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

**Every faculty member is responsible for****a) Teaching Learning**

- i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department of the faculty for various programmes offered by the Institution.
- ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner.
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/ organization if the project is industry related one.
- iv) Making the teaching more effective and interesting to the students by the use of multimedia teaching aids.
- v) Arrange the laboratory and seminar classes more to improve the student's understanding of the subject.
- vi) Helping peer-assisted learning.
- vii) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.

**b) Course Planning and Material Preparation**

- i) All faculty members are required to plan and make complete preparation well in advance to teaching effectively the theory and practical courses.
- ii) They should prepare the schedule of lectures with topics, tests, assignments, demonstrations, various possible teaching aids etc., in advance and the students should be informed of the same.
- iii) The faculty member has to design experiments for laboratory classes to improve the student's creative skills.



- iv) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- v) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National/ International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities.
- vi) They may also enroll in one or more Professional Societies/Associations.

**c) Examination, evaluation and grading**

- i) All faculty members are required to set standard question papers and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Director/Head of Department/Controller of Examinations of the Institution.
- ii) All faculty members are required to conduct and invigilate any exam/test in the Institution as assigned by the Director/Head of Department/Controller of Examinations of the Institution.
- iii) While evaluating answer scripts, project work evaluation, Viva Voice, approach of faculty members should scrupulously be objective so that the student can earn the marks/grading for his/her performance only.

**d) Maintenance of Records**

- i) Every faculty member is required to maintain the record of attendance, class work, and continuous assessment neatly, properly and in time. This should be produced to the Head of Department / Director or any authority of the Institution as and when called.
- ii) If the faculty member is assigned to be Counselor/mentor of any class or a group of students by the HOD, he/she should maintain the list of students, contact Nos., address of parent and/or local guardian, so that the student's progress could be monitored and communicated to them.
- iii) The counselor/mentor shall also perform the duties of counselor as specified separately.

**CODE OF CONDUCT - CONTROLLER OF EXAMINATIONS**

The duties and responsibilities of Controller of Examinations include,

- 1) Ensure secrecy, safety and security of all documents relating to examinations.
- 2) Schedule and conduct continuous assessment tests for all programmes.

- 3) Dispatch the answer scripts to the subject teachers for evaluation and assignment of marks.
- 4) Prepare the marks sheets of Internal assessment based on Internal test and class participation.
- 5) Support in Convocation Ceremony by providing the degrees issued by University, for presentation.
- 6) Coordinate with University authorities for smooth conduct of Practical exams and External Viva-voce for various minor and major project reports.
- 7) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.

### **CODE OF CONDUCT FOR SUPPORT STAFF**

Being the employees of the Ideal Institute of Management and Technology, all the support staff of this College should follow the code of conduct. The College has put forward its code of conduct for the support staff along the following lines.

#### **Professional Conduct**

- 1) The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- 2) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- 3) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- 4) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- 5) They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- 6) They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

#### **Workplace Conduct**

- 1) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- 2) They should also be responsible for the proper use and maintenance of college equipments and furniture.
- 3) No support staff should be under the influence of drugs or alcohol during office hours.
- 4) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- 5) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- 6) The support staff should show no discrimination on basis of gender, caste or religion.
- 7) They should behave in a helpful, friendly and patient manner towards the students.
- 8) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- 9) The support staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behavior will be considered to reflect that of the institution. They should thus interact patiently and politely.

#### **CODE OF CONDUCT FOR STUDENTS**

##### **Personal conduct:**

All students must:

- 1) treat all faculty, staff, members of public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- 2) maintain a cooperative and collaborative approach to inter-personal relationships;
- 3) act honestly and ethically in their dealings with faculty, staff members of the public and other students;
- 4) respect the privacy of other students;
- 5) ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students to access or use the resources of the Institute, including the Library resources, lecture halls and laboratories; and
- 6) ensure that they do not become involved in or encourage discrimination against or harassment or bullying of other students.

**Academic Conduct**

All students must:

- 1) ensure that their enrolment and progress in their award course is lawful and consistent with the rules of the AICTE, UGC and Institute.
- 2) read all official correspondence from the Institute, including email;
- 3) act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- 4) avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- 5) behave professionally, ethically and respectfully in all dealings with the Institute's learning partners during placements.
- 6) use Institute resources, including information and communication technology resources, in a lawful and ethical manner and for Institute purposes only.