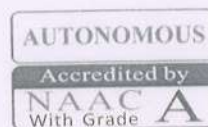


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## POLICY DOCUMENT ON CODE OF ETHICS

The institution is pleased to declare its policy of Code of Ethics to be abided by the Faculty Members and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the students who have enrolled in this Institute to study various Programs.

### Objectives

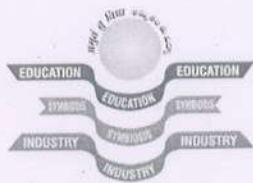
- To teach staff members and students ethical behavior to be followed in institute.
- To establish appropriate standards in interpersonal, peer group, and cross-group interactions.
- To encourage both individual and collective ethics in the performance of tasks.
- To improve interactions between stakeholders and peers.
- To avoid having personal prejudices restrict the efficient delivery of services.

### Ethics and Conduct:

All student conduct on Institute property, including participation in college-sponsored activities, meetings the institution organizes, and any off-campus conduct that can harm the Institute's reputation or interests, will be subject to this code of conduct. At the time of admission, every student is required to sign a statement acknowledging their understanding of the school's code of ethics and conduct.

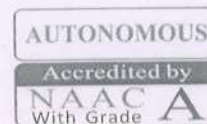
- He or she must be a regular student and finish all required coursework at the Institute.
- If a student is required to stop their studies for any acceptable cause, the principal may order their release from the Institute in writing.
- As a result of this relief, the student must pay any outstanding Institute fees.

  
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**Participating in activities including:**

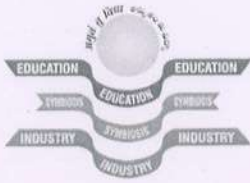
1. Planning meetings and processions without the Institute's consent.
2. Accepting participation in terrorist organizations that the government has outlawed.
3. Contrary to the law or the policy, unlawful possession, carrying, or use of any weapon, ammunition, explosives, or potential weapon.
4. The use of illegal drugs and dangerous chemicals.
5. Smoking on the Institute's premises.
6. Having, using, dispensing, and/or selling alcohol and/or illegal narcotics inside the Institute, as well as discarding empty bottles around the campus. Professional ethics are values that guide how an individual or group behaves in a professional setting. Professional ethics offer guidelines for how one should behave toward other individuals and institutions in such a setting, similar to values.

**Ethical Principles:**

Ethics are a part of all professional norms of conduct. Basic moral principles that apply to all occupations include:

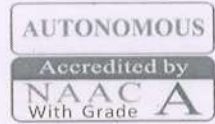
- ❖ Honesty
- ❖ Reliability
- ❖ Loyalty
- ❖ respect for others
- ❖ adherence to the Law
- ❖ doing good and refraining from harming others
- ❖ Accountability.

  
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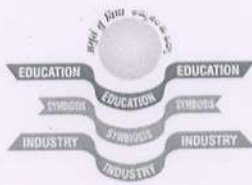
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**Code of Ethics for Students:**

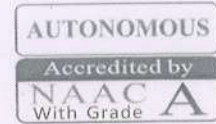
1. Show respect, dignity, impartiality, civility, and sensitivity to Institute faculty, administrators, officers, staff, guests, and other students.
2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a peer group.
3. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
4. Violations of academic conduct like cheating in an exam, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
5. Steer clear of any actions or attitudes that can unfairly favor or penalize another student academically.
6. It is against the law to steal, abuse, destroy, deface, or otherwise harm college property or the private property of others.
7. Avoid participating in or promoting any type of discrimination, harassment, or bullying of both staff members and students.
8. Making disparaging remarks about Institute employees on social media or engaging in any actions that could have a negative impact on the reputation of the institute.
9. It is forbidden possession, use, or distribution of alcoholic beverages or any type of drug.
10. Drugs that cause hallucinations are forbidden.
11. Cell phone use is not permitted in labs and classrooms.
12. Restricted to record audio or video in class or during activities on days or occasions when it is prohibited.

  
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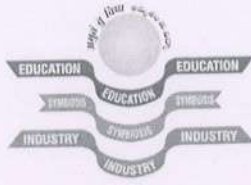


**Code of Ethics for Faculty and Administration:**

The Teaching as a profession is all about motivating and inspiring pupils to reach their full potential. The finest teachers in history have dedicated their lives to motivating and enabling their pupils to realize their potential and be decent people. Additionally, the educators have

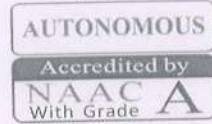
1. To attend classes on time and with regularity. This entails arriving at the college each day at standing time prepared to work. Others and the institute suffer as a result of absences and delays.
2. Show the kids how to behave both within and outside of the classroom by maintaining decorum.
3. Arrive at work at least ten minutes early.
4. Adhere scrupulously to the college's rules and laws.
5. Continue to be on duty while in class.
6. Respect and uphold the administrative hierarchy.
7. Maintain integrity, honesty, and fairness in all your dealings.
8. Always maintain self-control and restraint, and interact well with faculty, students, and the general public.
9. Must not forge, mutilate, delete, conceal, or otherwise tamper with official documents or receipts.
10. Uphold the honor and dignity of the teaching profession; safeguard the resources of the institution, such as its tangible, intangible, and digital assets.
11. Give students a modern, high-quality education.
12. Be impartial and inclusive to all students. Encourage, direct, and aid students in their learning.
13. Avoid social networking sites like Facebook, Whatsapp, etc. since they can be used to degrade and demoralize management, institutions, coworkers, etc.
14. Not to participate in any type of gossip either on the property or on a social media site like Facebook, Twitter, or WhatsApp.
15. Refrain from requesting leave during the exams (both internal and external).

  
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16. Invigilation tasks are an essential component of academics.
17. Personal mobile phone use during work hours is discouraged, unless it is an absolute necessity, like an emergency, and employees are required to accept any assignments from management or the institution's head without protest as long as they are for the institution's benefit.
18. Must not miss work without a legitimate leave of absence being authorized.
19. According to the institute's policies, staff employees must adhere to the correct protocol for changing their classes and demonstrate the HOD that the substitute teacher has given acceptance before taking a leave of absence; otherwise, the leave will be deemed illegal, and the appropriate action will be taken.

  
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