

The National Institute of Engineering, Mysuru

(An Autonomous Institution Affiliated to Visvesvaraya Technological University, Belagavi)

CODE OF CONDUCT/ETHICS FOR NIE FACULTY

This document outlines the Code of conduct and Ethics (hereafter referred to as the *Code*) for all teaching faculty in the various departments at The National Institute of Engineering, Mysuru (hereafter referred to as the Institute). All the faculty must know that they are required to understand and abide by this *Code* and familiarize themselves with it.

Preamble:

The role of the teachers has always been vital in the all round personality development of the students. In fact, a teacher is a role model influencing every facet of the student's growth and developing their innate potentials, in addition to being a motivator, guide and friend. Besides, the teacher of today is also responsible to enable and empower the learner to emerge as a competent youth, ready to take on the challenges of the rapidly changing world. Hence, it is imperative that the teacher continuously upgrades his/her knowledge and methodology to enhance the quality of teaching. If the quality of teaching is good and the commitment of teachers is high, the standard of the Institution is bound to rise.

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals 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 profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable indisposition.

Therefore, to make the teaching-learning process meaningful, teachers should give attention to the following guidelines regarding their duties and responsibilities. This code of conduct is established to foster and protect the core values and principles of the NIE, Mysuru. This *Code* is applicable to all faculty, which includes all persons at the levels of Assistant Professor, Associate Professor and Professor (Regular and on Contract basis) at various departments of the institute.

Responsibility

Every teacher is expected to be aware of the academic regulations and other /rules/evaluation methods/policies being followed in the institute. Every faculty is expected to be thoroughly aware of the acts that are academically unprofessional/misconduct in our institute and the consequences he/she may have to face if he/she indulges in any such act.

For details regarding such acts, their consequences, and procedures faculty must refer to the contents available in this code/institute website, get sufficient information from department HoD and other concerned authorities. Ignorance shall not be considered as an excuse when initiating disciplinary action.

1. Ethical Standard and Conduct

- i. Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students:
- ii. Shall have a sense of belonging to the institution.
- iii. Shall assume total dedication to the teaching profession.
- iv. Shall always have an urge to excel in professional expertise.
- v. The staff members should maintain strict academic discipline.
- vi. Shall never gossip/ discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- vii. Shall always accept the entity of fellow colleagues, honor their sentiments, and respect their value system.
- viii. The staff members shall not engage themselves either directly or indirectly in any kind of business, trade activities or undertake part time job in other concern, etc.
- ix. The staff members should not involve themselves in activities which affect their work during working hours.
- x. Staff members are prohibited from accepting valuable gifts in any form from the students/ parents / companies having business transactions with the college.
- xi. The staff members shall not involve in political activities.
- xii. The staff members should follow the dress code of the college and never appear untidy.

- xiii. To mark the arrival time / leaving time in biometric system as stipulated by the authorities.
- xiv. To sign the attendance register before and after the stipulated time.
- xv. The staff members are expected to be at their workplace during the prescribed working hours.
- xvi. For any unavoidable reason, if one has to leave the workplace, prior written permission should be obtained from the Principal through their HOD.
- xvii. The staff member shall maintain integrity, be polite and courteous in his / her dealings with the counterpart.
- xviii. The staff members should be prepared to discharge any other duties/responsibilities apart from regular duties assigned by principal for the smooth working of the institute.
- xix. Using mobile phones are restricted to faculty cabins (but not in the classrooms / labs / corridors / college campus premises).
- xx. Any breach / violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.

2. Honesty and Integrity

- i. Staff members who have access to official documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Staff Members should also undertake to maintain privacy of oral communications where that has been requested.
- ii. The institute recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.
- iii. In addition, each individual is required to conduct all the academic and other processes with utmost honesty, accuracy and fairness. No unethical practice can be tolerated because it is "customary" outside of the institute. Integrity should not be compromised for convenience.
- iv. The Institute expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the institute and other relevant funding agencies.
- v. Adherence to this Code also makes all staff members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office.

- vi. Raising such concerns is a service to the college and does not jeopardize one's position or employment.
- vii. Confirmed violations will result in appropriate disciplinary action up to and including termination from employment.

3. With Students:

- i. Respect the right and dignity of the student in expressing his/her opinion.
- ii. Communicate with students with respect and render assistance for their academic betterment.
- iii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- iv. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- v. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- 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. Help students to develop an understanding of our national heritage and national goals
- x. Refrain from inciting students against other students, colleagues or administration.

4. With Colleagues:

- 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.
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

5. With the Authorities:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
- 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 departments/centres in the formulation of policies/guidelines for the smooth functioning of the institute.
- 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 service contract/employment
- 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 and other schedule.

6. Unprofessional/Misconduct:

- i. Willful failure to perform the academic duties assigned to him/her in accordance with the Act, Statutes and Ordinances.
- ii. Victimization of and discrimination against students, colleagues and other staff.
- iii. Inciting of students against other students, colleagues, the institute administration and its employees. A teacher, however, shall have the right to express his/her opinion and ventilate differences on matters of principle in meetings.
- iv. Raising question of caste, creed, religion, race or sex in his/her relationships with students, colleagues and other staff.
- v. Refusal to carry out the decisions of competent authorities/bodies of the institute in due exercise of their functions, made in accordance with the institute policies.

7. Mandatory Academic Responsibilities

- i. To prepare and submit the updated course file to the HoD/Department in the stipulated time.
- ii. To maintain proper, error free attendance registers and upload the attendance of the students immediately after the class work.
- iii. To engage the classes regularly as per the timetable and go to the classes punctually.
- iv. To offer projects on current technologies preferably involving to application of software packages and to avoid study projects.
- v. To be present in the laboratory classes and practice classes during the respective class timings without fail.
- vi. To be prompt in evaluating the records of practical classes handled by them.
- vii. Not to delegate the work allotted to them to any other faculty members without permission of HOD.
- viii. To offer counseling/proctoring to the students allocated to them and motivate the student to concentrate on studies and career development and to record/update the minutes of each counseling meeting.
- ix. To avail a leave, the faculty should obtain a prior permission and approval from the Principal through the HoD a day in advance.
- x. To make alternative arrangements for their class work, whenever they apply for leave.
- xi. To attend at least one seminar / workshop / FDP during the academic year and should submit a report with all proofs.
- xii. To carry out the administrative works of the department and assignments given by the concerned HOD.
- xiii. To realize that the examination work is an essential part of their academic work and they shall attend to it with utmost priority and sincerity.
- xiv. Develop pedagogy to improve teaching learning process and to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
- xv. Development of course contents/learning resources.
- xvi. Development of audiovisual/multimedia materials for the topic presented.
- xvii. Completing syllabus within the stipulated time.

- xviii. Utilizes classroom assessment techniques.
- xix. Evaluates tests (if appropriate, based on type of test) in unbiased manner to maintain academic integrity.
- xx. Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling)
- xxi. Keeps a secure record of each student's results, both electronically and in hard copy.
- xxii. Provides data relating to results in assessment tasks/exam events and attendance to the HoD/exam section and other authorities.
- xxiii. Attends all meetings called by the authorities without fail.
- xxiv. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
- xxv. A faculty shall perform any other work related to the department/institute as assigned to him from time to time by the concerned HoD.
- xxvi. Shall establish contact with industries/other organizations for collaborations/consultancy
- xxvii. Provides information about job opportunities in their respective field to placement department and guides students on career opportunities.
- xxviii. Carries out research/innovative programs in the department and publish research articles in indexed journals.
- xxix. Organizes need based workshop/ seminars / symposia / visits/ etc. by coordinating with the concerned HoD/authorities.

This policy is implementable from 1st of September, 2022 and is subjected to changes/modifications as and when it is required.

Principal

Vice Principal