



Manakula Vinayagar Institute of Technology

Kalitheerthal kuppam, Puducherry – 605 107

(Approved by AICTE, New Delhi, and affiliated to Pondicherry University)

Code of Ethics Policy

Approved in the Governing body meeting held on **April 8, 2013**

PREFACE

Institute policy requires the Head of the Institution and all the employees (Teaching and Non Teaching) to observe high standards of education and personal code of conduct, while discharging their regular duties. They should practice honesty and integrity in every aspect of their dealing with other Institute, employees, the public, the business community, shareholders, customers, suppliers, competitors and Government authorities. The internal stakeholders should not take unfair advantage through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or other unfair- dealing practices, while acting on behalf of the Institute / Department.

In order to instill the above, the Institute has developed the Code of Ethics Policy to ensure the desirable code of conduct and behavior among the stakeholders (internal) of the Institute.

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CODE OF EHTICS POLICY

1. ABOUT THE POLICY

The Institute strictly adheres Code of Ethics prescribed by **Institute of Electrical and Electronics Engineers (IEEE)** and advocates Code of Ethics defined by **National Society of Professional Engineers (NSPE)** for the students (future Engineers). It also observes Code of Ethics defined by **Engineering Council of India**. The Code of Ethics defined by above professional Engineering Institute, Society and Council has also observed to frame this policy.

The Institute observes **Civil services (conduct) rules 1964** and **UGC Report on Code of Profession Ethics for University and College teachers, 1988**, for framing the Code of conduct guidelines to the stakeholders. It also revises its code of ethics regulations in line with the timely directions to self financing Engineering colleges by Administration Bureau of AICTE.

The Institute should adopt reasonable measures to ensure the practice of desirable code of ethics among the stakeholders of our Institute.

- i. It publishes the Institute's Human Resource Manual, through its Website that include the code of conduct regulations for ensuring ethical behavior among the Stakeholders.
- ii. It organizes programs that promote conducive and Ethical code of conduct among its stakeholders.

1.1 POLICY REVISIONS:

The revisions would be made in the Policy relevant to code of conduct stipulation under following circumstances.

- i. It revises its code of conduct regulations in line with the timely directions to self financing Engineering colleges given by Administration Bureau of AICTE.
- ii. The Changes in the Teaching Learning requirements due to the advent of Information Communication Technologies and other Blended learning approaches.
- iii. The changes in basic behaviours of the Individuals due to natural uncertainty like

Pandemic, etc., that demands relaxation in existing rules and regulations.

2. CONSTITUTION OF CODE OF CONDUCT COMMITTEE

The Code of Conduct Committee would be constituted / re-constituted every year with the Head of the Institution as Chairman and the Heads of the Departments as its members to ensure ethical behavior among the stakeholders.

The responsibilities of the Code of Conduct Committee include the following

- All Committee members are expected to support the Institute by upholding the standards / codes prescribed in the Human Resource Manual.
- The Committee should organize awareness programs for ensuring that internal stakeholders act in accordance with the prescribed stipulations.
- The committee should orient the faculty/students based on revisions made in the Human Resource Manual from time to time. This will include an understanding of how the Institute operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- The Committee should inculcate accountability among the Faculty / students for their actions and should initiate discussion, whichever is appropriate for curtailing deviations.
- The committee should recommend corrective measures for ensuring harmony and congenial environment for all the stakeholders.

3. COMMON GUIDELINES FOR ETHICAL CODE OF CONDUCT

- Every Employee of the college should devote his whole time to the college and should not engage directly or indirectly in any trade or business activity in any other institution, which is likely to interfere in the proper discharge of his or her duties. This provision should not apply to academic work giving Guest lectures, talks or any other work undertaken with the prior permission of the management.
- Every employee should maintain absolute integrity and be committed and devoted to the college and do nothing that is against the dignity and prestige of the college particularly in

his/her relationship to the management, Principal, staff, students and visitors to the college.

- No employee, without the previous sanction of the Principal/ Management solicit or accept in any way to raise subscriptions in pursuance of any objective whatsoever expect for routine farewell or felicitation functions connected with the college.
- No Faculty should engage himself or herself in undertaking coaching or private tuition for students for remuneration.
- No employee should expect, with the previous sanction of the Principal own, wholly or in part, conduct or participate in editing / managing any newspaper or periodical, or any other publication.
- No employee, while on duty, should participate in politics or stand for election either as an independent or on any party.
- No employee should invite or participate in strikes or incitement there to pertaining to his service or other conditions, which tend to bring disrepute to the college.
- No employee should take recourse to any organization / forum / courts or the presses in order to vindicate or air his grievances. The Governing Body by the authority vested in it, should exercise the power, after giving the employee concerned an opportunity to explain his / her case.
- No employee may absent himself / herself from duty without prior permissions. In case of emergency or proceeding on leave without prior permission, he/ she must explain the circumstances before rejoining duty.
- Every employee should be at work punctually at work based on the timings fixed unless permitted other wise by his/ her Superior. No employee should be found to be absent during the period / work assigned to him / her, after reporting for daily duty.

The above rules do not necessarily apply to employees appointed on contract basis and those appointed on temporary basis.

The following shall be constructed as misconduct

1. Failure to exercise efficient supervision
2. Insubordination or disobedience shown to his/ hersuperior officer.
3. Gross negligence in teaching or other duties

4. No outsider should be allowed into the college premises so as to endanger college property.
5. Any act which is immoral and can be punished under the IPC.
6. Intemperate habits affecting the efficiency of teaching.
7. Failure on the part of an employee in suppressing factual information of his /her previous history.

3.1. FRAUD AND SIMILAR IRREGULARITIES

Institute policy prohibits fraud and establishes procedures to be followed concerning the recognition, reporting and investigation of suspected fraud.

Fraud includes, but is not limited to:

- Dishonest or fraudulent act;
- Embezzlement;
- Forgery or alteration of negotiable instruments such as Institute checks and drafts;
- Misappropriation of Institute, employee, customer, partner or supplier assets;

Any fraudulent activity occurred is required to be reported to the Principal through Heads of the Vario departments / Committees.

All fraud investigations would be conducted under the direction of the Principal or the committee formed as per the applicability.

3.2. GENERAL POLICY ON LAWS AND BUSINESS CONDUCT

- The Code of business conduct of the Manakula Vinayagar Institute of Technology consists of the policies relating the ethical and legal to be followed by the Management – SMVE Trust, Principal, Teaching & Non teaching Staff and associated Institute and all the Institute actives.
- It is the policy of the Institute to comply with all applicable laws whether AICTE & Pondicherry University norms but supports ethics & humanity too.
- It is the personal responsibility of everybody in the Institute to observe the standards of

conduct and other requirements of code of business conduct. Whether or not these standards and requirements are imposed by laws, no employee, faculty member and associated Institute shall reserve to comply with these standards and requirements or acting outside the scope of his or her employment responsibility.

- The underlying formal polices themselves have more details than it is contained in this booklet. It is the responsibility of each employee, Teaching & Non teaching Staff , to familiarizes himself or herself with the details of these policies of the Institute that apply to his or her assign duties.
- If Teaching & Non teaching staff, and employees has any questions about polices in this booklet, he or she should contact the Principal.

3.3 COMMERCIAL BRIBERY

- Institute policy prohibits commercial bribes, kickbacks and other similar payoffs and benefits paid to any suppliers or customers.
- Principal, employees and associate are also prohibited from receiving, directly or indirectly, anything of a significant value (other than salary, wages or other ordinary compensation from the Institute) in connection with a transaction entered into by the Institute.
- This policy does not prohibit expenditures of reasonable amounts for meals and entertainment of suppliers and customers which are an ordinary and customary business expense, if they are otherwise lawful. Expenditures of this type should be included on expense reports and approved under standard Institute procedures.

3.4 ACCOUNTING CONTROLS, PROCEDURES AND RECORDS

- Applicable laws and Institute policy require the Institute to keep books and records that accurately and fairly reflect its transactions and the dispositions of its assets.
- The Institute must maintain a system of internal accounting controls that would ensure the reliability and adequacy of its books and records.
- Those transactions have proper Management approval, that such transactions are properly accounted for in the books and records of the Institute, and that the reports and financial

statements of the Institute are timely prepared, understandable and fully, fairly and accurately reflect such transactions.

- This Code of Conduct shall apply to all Departments, and every persons working in the Institute and to other entities acting on behalf of them.

4 DISCIPLINARY PROCEEDINGS

No employee should be subjected to any punishment unless

- (a) The memo is drawn in writing by the Principal in regard to the allegations on which disciplinary action is proposed, and is given an opportunity to make a representation in person or in writing.
- (b) Such representation would be taken into consideration by the competent authority before any action contemplated.

4.1 DISCIPLINARY PUNISHMENTS AND APPEALS

All employees of the college may for sufficient reasons be imposed the following penalties.

- (a) Censure
- (b) Fine
- (c) Withholding of increments / promotion
- (d) Demoting to lower post or a lower stage in the time scale.
- (e) Recovery from the pay (whole or partial) pecuniary loss caused to the college by negligence.
- (f) Suspension / Compulsory retirement
- (g) Removal / Dismissal from service.

All actions indicated above shall be decided by a committee consisting of the,

- ***Chairman and Managing Director***
- ***Vice Chairman***
- ***Secretary***
- ***Principal***

The enquiry should be conducted by a duly constituted Board and no action should be contemplated or taken unless the employee is given a reasonable opportunity to be heard. The board should be constituted by the Principal.

5. STUDENTS RULES AND REGULATIONS

General Rules

1. Exchange of greetings with the members of staff in the College and Hostel by saying 'Good Morning' is highly recommended.
2. Students are expected to use only courteous and polite language and behave with decorum when talking to the faculty members and the staff of the college and Hostel.
3. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should totally avoid violence. Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the institution.
4. Students shall come clean, tidy and smartly dressed, tucked in with shoes compulsorily.
5. They shall be regular and punctual in attending classes and all activities connected with the College.
6. Gathering in groups at roads, entrance, exit, pathways, gardens, etc., is strictly prohibited.
7. On entering the class, they shall observe strict silence, irrespective of the presence or absence of the teacher.
8. They shall get up quietly as the teacher enters the class and keep standing till the teacher sits or asks them to be seated.
9. No student is permitted to leave the classroom during class hours.
10. Students should not leave the class or attend it late under the pretext of paying fees or taking books from libraries. Time fixed for such purposes during working hours must be strictly followed.
11. Students are expected to read notices/ circulars displayed on the College Notice Board. Ignorance of not reading any notice/ circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
12. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
13. While attending College functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.

14. Students will promptly stand to solemn attention when prayer or National Anthem is being played in the function.
15. Spitting, smoking and throwing bits of paper inside the college campus are harmful and must be avoided.
16. Students are forbidden from entering the college office and the staff rooms during unspecified hours.
17. Students are prohibited from damaging the building or furniture in any way. The cost of any damage so caused will be recovered from the student's collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
18. Representation of complaints and grievances may be made individually to the Principal through the Head of the Department.
19. Students are strictly forbidden from engaging themselves in any political or other movement.
20. No meeting of any kind shall be held in the college premises without the written permission of the Principal.
21. No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission of the Principal. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
22. The Principal will deal with students who play a leading part by organizing or otherwise assisting activity in strikes.
23. The Principal's decision shall be the final in all matters of punishment of the students for violation of any of the rules and regulations of the college.
24. If a student leaves the College after two months from the date of commencement of the classes, he/she shall have no right to claim remission of any portion of the term fees.
25. Help to maintain the beauty, serenity and greenery of the campus.
26. Avail the dust bin facility.
27. Pasting of wall posters, writing on walls and roads are prohibited.
28. Although the University prescribes a minimum of 75% of attendance, the college insists on regular attendance in all classes. (Minimum 90%)
29. Cell phone is banned inside the college campus. If any student is found to possess the cell phone within the campus, it will be seized.

ATTENDANCE AND LEAVE RULES

1. Students shall attend all classes regularly and punctually.
2. Application for leave shall be submitted to the concerned Class Advisor. In all cases where the need for leave can be foreseen application shall be submitted in advance.
3. Students must be punctual to each lecture class. Students coming late to the class by more than ten minutes will not be given attendance for that period.
4. Students are not permitted to absent themselves without prior permission.
5. An application for leave with details regarding the period and the reason should be submitted in the prescribed form to the principal a day before the leave is required.
6. Where absence without leave is unavoidable, application for leave must be submitted as soon as possible and in no case later than the first day of return to the college.
7. Absence without leave for part of the day and absence without leave for a full day will be counted as absence for one day and two days respectively or the student will be liable to punishment at the discretion of the principal.
8. Although the University prescribes a minimum of 75% of attendance, the college insists on regular attendance in all classes. Students are eligible for scholarships only when they earn more than 90% of attendance.
9. If a student absents himself / herself for a week without leave his / her name will be removed the rolls.
10. Students found sitting idle in the class without taking notes shall not be given attendance for the period concerned.
11. Removal of the names from the rolls shall entail forfeiture of attendance till the date of readmission.

IDENTITY CARD

Each student of this College must possess an Identity Card with his/her photograph affixed on it duly attested by the Principal. They are advised to wear the ID card inside the college campus and use them for the following purposes:

1. Students can borrow a maximum, three books using bar code printed on the ID cards.
2. To get concession tickets to travel by Bus, Rail or Air.
3. For Postal and Bank identity.

4. As an identification certificate when appearing for Government or University Examinations.
5. For the receipt of payment of scholarships etc., at the College cash counter.
6. As a general identity card. Students should get their identity cards from the Head of the Department Concerned.

LABORATORIES RULES AND REGULATIONS

UNIFORM :

| Sl.No | Dept. | Boys | Girls |
|-------|---------------------|--|---|
| 1. | EEE,ECE, CSE, IT | Light Grey color shirt and Black Pant with leather shoes for all the other labs. | Light Grey color overcoat. |
| 2. | Mech | Blue Pant and Shirt for Workshop and Machine shops. Light Grey color shirt and Black Pant with leather shoes for all the other labs. | Blue Pant and Shirt with leather shoes for Workshop |
| 3. | I year | Blue Pant and Shirt with leather shoes for Workshop. Light Grey color shirt and Black Pant with leather shoes for all the other labs. | Light Grey color overcoat. |

1. The student should come with observations, calculators and other accessories.
2. The Student should be in the Lab on Time.
3. The lab equipment's should be collected from the stores on requisition.
4. Lab equipments should be carefully handled.
5. Breakage will be charged from the individual concerned.
6. Discipline in the Lab is a must.
7. Taking leave on lab days should be avoided.

LIBRARY RULES

1. Absolute silence should be maintained in and around the library. Loud consultations, noisy conversations etc. are strictly prohibited.

2. The library will remain opened between 8.45 a.m. and 6.00 p.m.
3. Students should produce their college ID card while entering the library and they should enter their names in the library register.
4. Students can borrow maximum of three books using bar code printed on the ID card.
5. Books should be returned on or before the last date marked on the date label. Otherwise fine will be collected from the students.
6. Borrowers are responsible for loss or damage to the books so borrowed. The date slip of each book and any other label should not be tampered with. Serious action shall be taken on any violation of this rule.
Every book shall be examined as soon as it is returned, and if pages are found missing or if any book is found to be marked soiled or damaged, the borrower shall be required to replace the book with a new copy or pay double the cost of the book.
7. Journals shall not be issued for reference outside the library.
8. Reference books and bound copies of University Examinations question papers shall not be lent to be taken home.
9. Nonadherence to any of the rules or any other malpractice by any member shall involve withdrawal of Library facilities in accordance with the instructions of the Principal.

HOSTEL RULES

1. Hostellers shall enter the hostel before 6.45 p.m every day.
2. Students should not stay in the hostel without permission from the Principal during college working hours.
3. Use of any extra electrical appliances other than the lights and fans provided by the hostel is strictly prohibited.
4. Study hour is from 8.30 p.m to 10.30 p.m every day. Absolute silence should be maintained during the study hour. Hostellers shall remain in their rooms and study their subjects during the study hours.
5. Visitors are allowed to visit the hostellers only on producing the visitor pass. The visiting time for visitors is limited from 8.00 a.m to 6.30 p.m on holidays only.
6. Cause of any damage to the property of the hostel will lead to suspension / dismissal from the college.

7. Use of crackers, shouting & disturbing others, smoking in and around the campus is strictly prohibited and defaulters will be punished severely.

In view of the above, Manakula Vinayagar Institute of Technology, Pondicherry aims at:

- Addressing Common Guidelines about desirable code of Conduct to the Internal Stakeholders of the Institute
- Preventing Fraud and Similar Irregularities among the employees of the Institute
- Creating awareness and ensuring adherence to General Policy on Laws and Business Conduct enacted by the Institute.
- Preventing Internal Stakeholders from involving in Commercial Bribery
- Instilling Accounting Controls, Procedures and Records Maintenance.
- Educating disciplinary proceedings and punishments in order to curtail the negative code of conduct among the employees
- Educating disciplinary proceedings and punishments in order to curtail the negative code of conduct among the students also



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