

Policy Number: DSCET/IQAC/002

**DHANALAKSHMI SRINIVASAN
COLLEGE OF ENGINEERING AND TECHNOLOGY**

Code of Ethics

Approval Date : 23rd April 2021

Governing Body Resolution : 23rd April 2021

Issued for Implementation : 26th April 2021

Objectives:

Rational Behaviour is expected from everyone. The Code of Ethics intends to guide the students, teachers and others on appropriate behaviour in the campus.

Scope / Principle:

The primary function of Dhanalakshmi Srinivasan College of Engineering and Technology is the production, distribution and consumption of knowledge through teaching, research, and community management. The purpose of the institution is viewed as an investment to build the necessary human capital for economic development and building as an inclusive and diverse knowledge society. It intends to contribute social good through its ability to: create and disseminate new knowledge; influence social mobility of students, individual learning potential and quality of learners; and contribute to and engage the society.

This greater vision can be achieved through hard work and maintaining principle of harmony in the campus. The everyone must have respect for the other. All the students need to develop a personal code of ethics. All young students need to aspire for and realize their individual potential. The teachers are the models in the institution. For students, they are the role models. The institution has developed its own conduct and ethical standards, and it is expected that everyone starting from teachers to students will adhere to its code of ethics.

The code of conduct clearly mentions the following prohibited behaviours or activities:

- Assaulting, harassing, intimidating, or threatening another individual which may affect his/her health or safety;
- Using or possessing illegal drugs;
- Sexual abuse; and

- Ragging in any form.

Disciplinary action:

The college may appoint a committee to address the non-compliance of code of conduct. The committee may recommend action against the erring persons: issuing warning may be oral or written form; or may initiate minor punishment. The erring person must be given an opportunity to explain his / her conduct and why should not be initiated any action. The objective is not to punish but correct him / her.

All employees must have the interest of the institution in mind and work for the growth of the institute conforming to the rules and regulations of the college.

The code of conduct for research is given under a different policy.

General Guidelines (Code of Ethics):

- **Guidelines for all:**

- All should work in harmony to uphold the college's reputation.
- No one should work / engage in activities which may cause disreputation of the college.
- No discrimination on the basis of caste, creed or religion is permissible.

- **Students:**

- Each student needs to submit the written statement that he / she has accepted to abide the college's code of conduct / ethics as applicable to students.
- The students should extend the courteous behaviour to peers and others.

- They should not involve in activities which may be termed as ragging and / or sexual misconduct.
- They should avoid the plagiarism in academic activities.
- They should adhere to the dress code.

- **Teachers:**

- The teachers should extend the courteous behaviour to peers and others including students.
- They should not involve in activities which may be termed as sexual misconduct.
- They should avoid taking leaves without prior permission.
- They should work with best of their ability. They should not engage in coaching the students outside the college.
- They should avoid plagiarism in academics and publications.
- They should adhere to the dress code.

- **Others including administrative officials:**

- All should extend courteous behaviour to the peers and others.
- All should work to best of their ability.
- No one should involve in sexual misconduct.
- No one should take leave without prior permission.

JOB RESPONSIBILITIES OF FACULTY MEMBER & STAFF:

Teaching faculty Job Responsibilities identified and stated as per AICTE / Anna University guidelines.

The Job responsibilities of a faculty member consist of 4 Components viz. Academic, Research & Consultancy, Administration and Extension Services which are as given below.

ACADEMIC

- Classroom Instructions.
- Laboratory Instructions.
- Curriculum Development.
- Development of Learning Resource Material & Laboratory.
- Students Assessment & Evaluation including examination work of University.
- Participation in Co-curricular & Extra-curricular Activities.
- Students guidance & Counselling & helping their personal, ethical, moral, and overall character development.
- Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books publication, seminars, etc.
- Continuing Education Activities.
- Self development through upgrading qualification, experience & professional Activities.

ADMINISTRATION

- Academic and Administrative management of the Department / Institution.
- Policy Planning, Monitoring & Evaluation and Promotional activities both at Department and Institutional level.
- Design and development of new programmes.
- Preparing project proposals for funding in areas of R&D Work, Laboratory Development, Modernization, Expansion, etc.
- Monitoring and Evaluation of academic and research activities.

- Participation in policy planning at the Regional / National level for development of technical education.
- Helping mobilization of resources for the institution.
- Developing and implementing Staff development activities.
- Conducting Performance Appraisal.
- Maintaining accountability.

Disposal of Conflicts:

The administration would form a code of conduct / ethics committee to resolve the conflicts that arises during implementation of code of ethics. The Committee may consist of Principal as Chairman and the Heads of the Departments as its members. The committee develops SOP for its functioning. The decision of the committee is binding to all.