



VELAMMAL ENGINEERING COLLEGE
(An Autonomous Institution, Affiliated to Anna University, Chennai)
Ambattur – Redhills Road, Surapet, Chennai – 600066

CODE OF ETHICS POLICY

Objectives

- To align with and implement the UGC guidelines Mulya Pravah- Inculcation of Human Values and Professional Ethics in Higher Educational Institutions
- To emphasize the importance & provide guidelines on Professional ethics and human values to the students, teachers, administrators and other staff.

Scope

Applies to all students, teachers, administrators and other supporting staff

Policy

For students

- Students are expected to be polite, dignified, neat and obedient.
- Students are expected to be seated in the lecture hall five minutes before the commencement of the class.
- Students should stand up as a mark of respect both when a faculty member enters and leaves the classroom.
- Students should maintain discipline and silence inside the lecture hall / drawing hall /
 - labs / Workshops/ library.
- Students' movement during lecture classes is strictly prohibited.
- Students should bring their own calculators, drawing instruments, charts, data book etc., whenever needed.
- Students are expected to take care of their belongings.
- Students are instructed not to bring any valuable items to college.
- Usage of mobile / camera or other electronic gadgets inside the college campus is strictly prohibited.
- Chewing bubble gum, chocolate inside the class room during lecture hour is not allowed.
- Students should wear their own lab coats and bring observation notebooks to the laboratory classes regularly.
- Adhere to campus Anti- ragging norms
- Be sensitive to gender issues and societal needs.
- Students are expected to be courteous by greeting the staff members when they meet them in the campus.
- Students should attend functions and meetings and are expected to take part in extracurricular activities conducted by the college.

- Students are expected to conduct themselves with dignity wherever they are thus earning a good name for the college.
- Celebrations of any kind without prior permission from the management are prohibited in the campus. Violation of the above will be viewed seriously by the authorities.

For Teachers

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and participate in extension, co-curricular and extra-curricular activities, including the community service
- Respect the rights and dignity of the student in expressing her/his opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among student's scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals;
- Refrain from inciting students against other students, colleagues or administration.
- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

- 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;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

For administrators

- Comply with laws, rules and regulations of the government
- Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the institution.
- Creating an environment conducive for teaching, learning and research.
- Follow the objectives and policies of the institution and contribute constructively to the ongoing evaluation and reformulation
- Maintain the confidentiality of the records and other sensitive matters.
- Promote a work culture and ethics that brings quality, professionalism, satisfaction and service to the nation and society.
- Refrain from any misappropriation of financial and other resources
- Refuse to accept any gift, favour, or service from any person which may affect the impartial performance of his/ her duties.

For Administrative / Support staff

- Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance
- Observe punctuality
- Create conditions that inspire teamwork.
- Act timely to readdress the genuine grievances
- Maintain confidentiality of the records and other sensitive matters
- Maintain and care for the institute's property
- Facilitating congenial environment
- Refrain from any form of discrimination
- Not accept bribes or indulge in any corrupt practices
- Make every effort to complete the assigned work in a time bound manner.

PROCESS

For teachers

- Special programmes on human values and professional ethics.
- human values and professional ethics sessions for newly recruited teachers during induction programme.
- Encourage teachers for involving students in curricular and co-curricular activities to demonstrate values.
- Promoting teachers to take up in inter disciplinary research ensuring human values and professional ethics
- Encourage teachers to conduct activities on ethics and human values to society at large.

For students

- Special Lectures programme on Universal Human Values during the student induction programme.
- Compulsory course on Professional Ethics and Human Values.
- Repositories in Library.
- Promoting human values through community engagement:
- Participation in national schemes & Swatch Bharat
- Interface with the societies, NGOs and similar organisations through extension activities

For Administrative / Support staff

- Open interaction on regular basis with other stakeholders for harmony.
- Encourage staff members for involving other stakeholders to demonstrate human values and professional ethics
- Exhibit ethical and value thoughts and edifications in official correspondence

Supportive documents

- UGC guidelines
- Minutes of meeting of the following committee
 - Grievance Redressal committee
 - Discipline committee