



Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India
Recognized by UGC under Section 2(f) of the UGC Act, 1956
Affiliated to Rajasthan Technical University, Kota

Human Values and Professional Ethics:

***7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard:
(Code of ethics policy document)***

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VALUES, ETHICS & CODE OF CONDUCT

**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN**

Core Values, Ethics & Code of Conduct

Core Values of the Institute:

1. **Respect for Nation:** Every member of SKIT family should abide by the constitution of India and respect its ideals and institutions, the National Flag, National Anthem, its heritage, and uphold and protect the sovereignty, unity and integrity of the country.
2. **Responsibility:** Everyone in the institute must discharge his/her duties with utmost responsibility.
3. **Accountability:** Every individual who has been entrusted certain roles and responsibilities shall be accountable for his/her actions.
4. **Transparency:** All the activities should be conducted in a transparent manner and records should be maintained properly.
5. **Gramothan:** The Institute is committed to developing nearby villages and schools located in the slum areas.
6. **Faculty Development:** Institute believes in the individual academic development of its faculty and shall encourage them to undertake higher studies, provide facilities to carry out innovative research, and promote them to participate in the development of the Institute and nation building.
7. **Quality:** Institute would pursue quality in all its endeavors like teaching learning process, examinations, research and development and all related functional areas.
8. **Environmental stewardship:** Committed in incorporating green technologies for environmental protection and sustainable development of the Nation.
9. **Respect for others:** The dignity and respect of every individual must be observed while interacting with others.
10. **Fairness:** Everyone in the Institute must treat others honestly and without any bias based on cast, creed, sex, religion, disability or any other matter of personal performance.

Code of Ethics:

1. Adherence to the Highest Ethical Standards

It is expected that every employee, faculty members, officer, staff, members of Governing Board, management to adhere to the highest ethical standards and respect rules, regulations

and laws which are applicable to his or her position and duties and to comply with them in letter and spirit.

2. Maintenance of the Highest Standards of Academic Integrity

Every member of the Institute involved in teaching and research activities is expected to the highest standards of honesty and integrity. Activities such as plagiarism, misrepresentation and falsification of data are strictly prohibited.

3. Maintenance of Accurate Records

Every member is expected to create and preserve correct records and documents regarding all the activities performed.

4. Compliance with All Grant Terms & Conditions

Every member is expected to comply strictly with the terms and conditions of each grant on which he or she is working.

5. Work Towards Achieving Vision and Mission of the Institute

Every member is expected to faithfully carry out his or her professional duties in furtherance of the Institute's vision and mission.

6. Equal Policy for all stakeholders of the Institute

The Institute is committed to a policy of equal treatment, opportunity and respect in its relations with its faculty, staff, students and others who come into contact with the institute. Every member is prohibited from discriminating on the basis of caste, religion, colour, gender, age, disability or parental status.

Code of Ethics for Prevention of Malpractices and Plagiarism in Academics and Research

The Institute firmly believes in following ethics and honesty in every aspect of academic activities. Teaching and research are novel professions which necessitate stringent moral obligations. Therefore, certain measures are established for prevention of malpractices and plagiarism failing which would evoke disciplinary actions at various levels.

- 1. Mandatory Similarity Check:** It is mandatory for each student to get a plagiarism check performed for submitting project report/dissertation/ research paper to the Institute or any other agency for ensuring the authenticity of the submitted document.
- 2. Mandatory Similarity Check of Conference Paper Submission:** The similarity check is also performed on abstract and research papers submitted to the conference organized by the Institute to curb plagiarism.

3. **Award of Incentive and Certification:** Faculty members are encouraged to publish their research finding in reputed research journals.
4. **Academic Integrity Panel:** An Institutional integrity panel is formed to address any complaint or allegation of malpractice against student/faculty member.

Code of Conduct

The Institute has got a code of conduct for all the students and the staff members. All the staff and students must know that it is important for them to follow these Code of Ethics and Conduct and the rights/ responsibilities including the restrictions flowing from it.

It is expected that, the freedom should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality. All arguments should take place maintaining the dignity.

Certain policies are to be formed and communicated to all the elements to strike the balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.

Code of Conduct for Students:

The Institute is a temple of learning. All the students who have been admitted must act in a dignified manner so that the prestige of Institute, their parents or their own is not compromised. SKIT students assume an obligation to conduct themselves in a manner compatible with the Institute's norms. They should behave respectfully with others. The students must strictly follow the following code of conduct.

1. **Dress Code:** The students are required to follow the dress code while they are in the campus on all six days. This will keep all the students belonging to different economic strata at a common footing.
2. **Discipline:** The students should maintain proper discipline and decorum in the premises of the Institute & hostel. The following will be the acts of indiscipline and may invite disciplinary action.
 - a. Non-compliance of rules, orders and notices of the Institute and hostel.
 - b. Involvement in ragging is strictly prohibited as per the directives of the Govt. of India and the Supreme Court.

- c. Absence from classes and hostels without permission.
 - d. Misuse or damage of institute and hostel property.
 - e. Use of drugs/alcohol/tobacco etc. in the institute/hostel/city.
 - f. Involvement in acts against the law of the land and mass bunk from classes.
 - g. Malpractices/using unfair means during test/examination or knowingly furnishing false information.
 - h. Possession or use of weapons, explosives, fireworks or items of destruction.
3. **Conservation of Natural Resources:** Wastage of water, electricity and other raw material is strictly prohibited.
 4. **Cleanliness:** Every student is expected to maintain general cleanliness within classrooms, laboratories, corridors, canteen, hostel and the campus in general.
 5. **Social Media:** Students are expected to use the social media carefully and responsibly. They cannot indulge in any activity having grave ramification on the reputation of the Institute.
 6. **Use of Mobile Phone:** use of cell phone in classrooms, drawing halls, laboratories and corridors is strictly prohibited.
 7. **Participation in Extra-Curricular Activities:** Every student is expected to participate in one or more co-curricular activity in the institute.
 8. **Safety:** Student should understand that upkeep of all equipment, including computers, OHP, LCD etc. and electrical fittings in classrooms laboratories, hostels are for their benefit and they are jointly responsible for their safety, upkeep and maintenance. They are expected to follow all safety precautions required during work in laboratories and workshops.
 9. **Respect for Others:** Students must take care that his/her behaviour is impeccable toward opposite gender. Any unwelcome behaviour towards other students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law.
 10. **Hostel Discipline:** Rules and regulations are laid down for conduct in Hostels has to be strictly followed by each student.
 11. **Social Responsibility:** The life of a student is not about scoring marks or grades and passing through examinations. They have to be social responsible and serve the society. They have to be involved in social services. All are expected to donate blood voluntarily if they can do so.

12. **Ethical Behavior:** Ethical behavior includes honesty, integrity, respect, Open-mindedness, Discipline, tolerance, Team spirit, Sense of responsibility, fairness and a variety of other positive traits. Students should strive to maintain ethical behavior in his/her personal, social and professional interactions.

Code of Conduct for Faculty:

Teachers are the backbone of any institute. They are the role models for their students and should always remember that they are being watched in and out of the classrooms by their students. The code of conduct for faculty involves matters related with teaching learning process, research activities, assessment of students, relationship with management, fellow colleagues, staff, students and their parents, other professional and educational bodies, moral and professional ethics, human values, duties related with developmental activities of the Institute and their own.

Duties of the Teacher:

1. It is expected that all the teachers will take keen interest in the overall development of personality of the students and their own.
2. Teachers should not forget even for a moment that they are the role models of the students and they are being watched in and out of the class rooms by their students.
3. Seek to make professional growth continuous through study and research.
4. Teachers should perform experiments with their own hands before asking the students to perform.
5. For expending knowledge a teacher should utilize all resources and avenues available to him.
6. Teachers should prepare the laboratory manuals and show them to their respective Heads.
7. Teachers must maintain complete record of the experiments performed, report submitted and grades earned by the students.
8. Apart from regular teaching it is expected that the teachers will take keen interest in other extra-curricular activities like games, sports, drama, debates, group discussions, fine arts, cultural activities, seminars, conferences, symposium and workshops.

9. Teachers should maintain a record of the ISTE/AICTE courses attended, seminars/conferences/workshops attended, paper presented in any research journal or in a conference, award won etc.
10. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute such as: assisting in appraising applications for admission, advising and counseling students, accompany students on educational tour as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation
11. Manage their private affairs in a manner consistent with the dignity of the profession.
12. Teachers should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

Code of Conduct for Faculty:

1. Faculty must carry out all the following duties faithfully, honestly, and to the best of their ability.
 - a. Academic activities such as teaching, demonstration, lab development, examination, assessment etc.
 - b. Research activities
 - c. Extension activities
 - d. Administrative activities
 - e. Extracurricular activities
2. The following lapses on the part of the faculty would constitute improper conduct.
 - a. Failure to perform his/her academic activities to the satisfaction of all stake holders.
 - b. Failure to carry out decisions taken by academic bodies, authorities, management etc. promptly and within the time frame provided.
 - c. Improper behavior with both male and female students and other employees
 - d. Refusal to carry out administrative responsibility such as departmental head, conduction of examination work, proctorial work, student counseling work, placement work etc.
 - e. Indulgence in anti-academic activities directly or indirectly such as undertaking private tuitions, running coaching institute, holding any office of profit etc.

- f. Treating students unfairly by victimizing them on personal ground.
 - g. Instigating students against other students, colleagues, administration etc.
 - h. Consumption of drugs, alcohol and tobacco etc. in the institute/hostel/city.
 - i. Involvement of the Anti-academic activities directly or indirectly such as.
 - i. Writing of questions-answers guide, key, likely questions, cyclostyled or Xerox notes, etc.
 - ii. Undertaking of any office of profit, agency.
3. Faculty would not take leave without informing the departments and making alternate arrangements for the classes.
 4. Faculty must be fair during evaluation of students in internal assessments, laboratory and sessional work and examinations.
 5. The behavior with students and other colleagues should be modest. Faculty should maintain proper discipline and decorum of the Institute.
 6. Faculty must undertake additional or administrative duties assigned in the departments and the Institute.
 7. Various forms of misconduct:
 1. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 2. Intentionally damaging or destroying Institute property or property of other faculty /staff members
 3. Participating in activities including
 - a. Organizing meetings and processions without permission from the Institute.
 - b. Possessing, Consuming, distributing, selling of alcohol in the Institute
 - c. Parking a vehicle in a no parking zone
 - d. Rash driving in the campus that may cause any inconvenience to others
 8. The teacher shall not avoid any work related to the University/Institute examinations without reasonable grounds.
 9. Every faculty is expected to maintain general cleanliness within staff room, classrooms, laboratories, corridors, canteen, hostel and the campus in general.

10. Faculty member and all other staff members are expected to follow all safety precautions required during work in laboratories and workshops. They would follow all rules and regulations related to road safety also.
11. All are expected to donate blood voluntarily if they can do so.

Code of Conduct for Departmental Heads

1. The HODs will coordinate all the academic and administrative activities in their respective departments.
2. They will provide effective leadership and set precedence in their respective departments so that their younger colleagues feel proud and follow them.
3. They must arrive in the Institute at scheduled time and should remain available to their faculty and students during working hours.
4. The HODs of Technical Departments must teach at least one complete theory subject and one laboratory class in each semester. They should not send their substitutes for engaging these periods when they are present in the Institute. This will set bad precedence for other faculty members. The HODs other than technical departments must share full load of at least 15 hours.
5. The HODs must inspect the class-room teaching of each and every faculty member randomly and evaluate their performance. This will give each faculty member an opportunity to improve his/her performance.
6. The HODs at regular intervals inspect the course files, attendance registers of faculty members and ascertain whether the course is covered adequately and to the satisfaction of students. They should record their initials with date on the course file and discuss with the faculty regarding short comings, if any, for improvement.
7. The HODs for proper functioning of laboratories, will appoint laboratory in-charges who will look after the development activities in the labs. The HODs in consultation with lab in-charges will finalize the list of equipment required and help the Management in the process of procurement. They will also inspect the labs at regular intervals and see to it that the labs are properly maintained and the experiments are performed systematically and methodically.

8. The HODs will also inspect the sample lab records of the students and ascertain whether these are checked and evaluated regularly and the faculty members are holding pre-experiment and post-experiment Viva.
9. The HODs will see to it that the projects which the students are required to carry out during VII & VIII semesters are well thought about in advance by the project guides and should be allocated to the students by the end of V semester or at the beginning of VI semester.
10. The HODs should appoint in-charges for industrial tour at the beginning of the V semester and see to it that they make adequate preparation well in advance so that fruitful visits are undertaken during VI semester.
11. The HODs will analyze the results of the students of their respective departments within a week from the date of declaration. As per the requirement of NBA the performance should improve continuously. The HODs must assign targets of pass percentage (which should be higher than the previous year) to every subject teacher which should be achieved. If a teacher fails to achieve his/her assigned target, reasons must be analyzed and appropriate action be initiated by the HOD concerned.
12. The HODs will assist the Management in the recruitment of teaching faculty and supporting staff in their respective departments.
13. The HODs will review, from time to time, the performance of each and every faculty and staff and forward their performance appraisal reports along with their remarks in the month of May every year. On the basis of the report the faculty and staff will be granted increment.
14. The HODs will obtain feedback from the students about various aspects of class room teaching, laboratory work and other things and take appropriate action for continuous improvement.
15. The HODs will hold regular meetings with their departmental colleagues (may be once in a fortnight) and discuss the departmental problems related to the academic and administrative matters.
16. The HODs will hold a special meeting of the faculty well in advance of the beginning of odd/even semesters and decide about the allocation of teaching load in a fair and democratic manner. The class-wise and faculty-wise teaching load should then be forwarded to the Principal/Director (Academics) and to the time-table in-charge for preparing the time-tables.

17. The HODs will encourage the faculty members to undertake industry sponsored projects, undertake consultancy work through the Institute, carryout research and publish papers in SKIT Research Journal or any other SCI Journal.
18. The HODs may constitute departmental committees to carry out departmental activities smoothly and to maintain proper records from the point of view of accreditation by NBA. As far as possible all the faculty members must be involved in at least one committee.
19. The HODs will forward the leave applications of the faculty and staff well in time (at least two days in advance for planned leave) but discourage recommending of frequent leave without pay. No short leave should be forwarded for faculty/staff if they have teaching load during that period.
20. If any faulty remains on leave due to sudden illness or due to any unforeseen reason, the respective HOD will make alternative arrangement so that his/her teaching load is engaged.
21. The HODs should regularly monitor the class attendance of students through the batch counselors. They should find out from the chief batch counselor about the actions taken against the students having poor attendance.
22. The HODs will take strict disciplinary action against the students of their respective departments if they indulge in the activities of in discipline such as mass cut of classes.
23. The HODs will take strict disciplinary action against the faculty/staff if they do not engage classes in time or leave classes early.
24. The HODs must check the unit/midterm test question papers set by the faculty members and also ensure that the answer books have been evaluated properly by inspecting randomly selected answer books.
25. The HODs must regularly obtain reports from the faculty after every unit/midterm test whether the course outcomes and programme outcomes have been achieved.

Code of Conduct & Responsibilities for Principal/ Director (Academics)

Principal/Director (Academics) is the executive/academic head of the Institute and shall be responsible for –

1. All round academic growth of the Institute including accreditation of the Institute/Departments by National Accreditation bodies by NAAC/NBA.
2. Planning and implementation of all academic programmes such as refresher/orientation course, seminars, conferences, workshops, faculty development programmes, short term

training programmes, expert lectures etc. to be organized for the development of faculty and students.

3. Participation in teaching and research programmes of the Institute.
4. Planning for admissions of the students and maintenance of discipline in the institute.
5. Correspondence with outside institutions like UGC/AICTE/Affiliating University/Govt. and other institutes within and outside the country.
6. Supervision of internal and University examinations and all such matters pertaining to the examinations.
7. Evaluation and maintenance of performance appraisal scoring system (PASS) of the faculty and the supporting staff.
8. Administration and supervision of curricular, co-curricular and extra activities conducted in the Institute.
9. Any other responsibility which may be assigned to him/her by the Management.
10. Grant approval of scholarship/free ship to any needy student.

Code of Conduct for Members of Governing Board

The Institute shall be managed by a regularly constituted Governing Board as per norms and guidelines specified by AICTE/UGC.

Responsibilities:

1. The Governing Board will hold its meeting at least two times in an academic year and frame policy guide lines to be implemented in the institute.
2. It will decide and approve budget proposals of the Institute/Departments.
3. It will take decision about launching any new course in the Institute and also decide about increase/decrease in intake in the existing courses.
4. It will make available funds required for creating new infrastructure facilities in the institute.
5. It will grant creation of new academic and other positions.

Code of Conduct

1. The members of Governing Board shall maintain their character, mannerism, and good image and observe transparency in all their decisions.
2. The decisions and resolutions made by the Governing Board shall be mandatory and to be implemented by the Principal.

3. No member of the Governing Board shall use Institute's property for his personal use.
4. All the members of the Governing Board have the right to express their opinion freely and frankly but once the decision has been taken by the majority members it shall be binding for all.
5. The Governing Board will receive all communication in writing from the Principal and similarly it will convey all its decisions through the Principal.
6. Every member has a duty to avoid conflict between his or her personal interests and official responsibilities.