



## Code of Conduct

### 1. Introduction

KJEI's Trinity Academy of Engineering is established in 2010 located on 12 acres and 22,000 sqm constructed state of the art, world-class infrastructure. Campus is well equipped with best laboratories, workshops, library, hostel, canteen, sports facilities, transportation facility and other amenities to create conducive environment for students in attaining highest standards in academics, research and professional skills.

Challenges and Opportunities are two sides of the same coin. We take every care of all-round personality development of individual student along with academic excellence. Through 'Teacher Guardian' and 'Mentor Scheme', the teachers counsel students under them for constant development and enhancement in personal, social and academic skills of the students for their excellence.

KJEI's Trinity Academy of Engineering is having highly qualified and experienced teaching faculty who through application-oriented teaching enrich the knowledge of students with full dedication and commitment. Various activities like Research and Innovation, Entrepreneurship Development program, various certificate programs, add on courses, guest lectures, and interaction with the corporate managers etc. are regularly conducted to strengthen quality of students and enhance their employability quotient.

Excellent results in University examinations, excellent placements, excellent faculty, best infrastructure is attracting students from nearby cities as well as other states of India to KJEI's Trinity Academy of Engineering for quality education.

### 2. Code of Conduct for Teachers

Like doctors, social workers and many other professionals, teachers also expected and have to maintain ethical standards. Institute code of ethics for teachers mainly covers teachers' professional obligations towards students, parents, colleague use and themselves. In addition, they have set exemplary conduct standards towards practice of profession, social, legal and national citizenship.

#### 2.1 Code of Conduct towards Students

A code of ethics for educators always addresses issues such as fairness and confidentiality. Teachers should not discriminate against students for any reason, and they must not share information about the student with anyone other than institute professionals who need the

information to assist the student. Teachers are expected to provide a physically and emotionally safe learning environment for students that include the full scope of the subject matter being taught.

## **2.2 Code of Conduct towards Parents**

Teachers must always deal with parents in a professional manner. The teachers should work to collaborate with parents and build an atmosphere of trust. Teachers must also never allow themselves to treat student differently based on the student's parent's position in the community.

## **2.3 Code of Conduct towards Colleagues**

Teachers are expected to treat colleagues fairly and to encourage one another to adhere to high professional standards.

## **2.4 Code of Conduct towards Profession**

Ethics require that a teacher work to maintain a high personal standard of professionalism. The teachers should not misrepresent their professional qualifications. Ethics dictate that teachers not misappropriate institute funds or equipment. Teachers should consider lifelong learning and professional development necessary from an ethical stance, as it can help them to better serve the students and institute growth.

# **3. Code of conduct for Students**

## **3.1 Rights of Student**

- The right to have access to and participate in the academic and non-academic opportunities afforded by the University, subject to applicable standards or requirements.
- The right to freedom of thought and expression.
- The right to be free from discrimination on the basis of race, color, gender, sexual orientation religion, national or ethnic origin, age, disability etc.
- The right to fair Institute discipline process in the determination of accountability for conduct.
- Right to participate in alumni activities for institute welfare.

## **3.2 Responsibilities of Student**

Students are expected to exhibit exemplary responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the Institute. Responsible behavior is a standard of conduct which reflects higher expectations than may be prevalent outside. Responsible behavior includes but is not limited to the following obligations:

- To comply with all provisions of the Academic Integrity.



- To respect the health and safety of others. This precludes acts or threats of physical violence against another person (including sexual violence) and disorderly conduct. This also precludes the unauthorized possession of dangerous articles (such as firearms, explosive materials, etc.) on Institute property or at Institute events.
- To respect the right of fellow students to participate and involve with other students without fear and threat.
- To refrain from conduct towards other students that infringes upon the Rights of Student Citizenship. The Institute condemns hate speech, epithets, and racial, ethnic, sexual and religious slurs.
- To refrain from stealing, damaging, defacing, or misusing the property or facilities of the Institute or of others which includes acts related to cyber laws and security.
- To be honest and truthful in dealings with the Institute, about one's own identity (e.g., name, parent's details, AADHAR, PAN or other Social Security number etc.) and in the use of Institute and other identification.
- To comply with policies and regulations of the Institute and its departments (e.g., Anti-ragging laws, Gender equality policy etc.).
- To comply with local, state and national civil and criminal laws.

#### **4. Code of Conduct for Non-Teaching Staff**

- They should be honest in words and actions and loyal to the institute by punctual and reliable in all duties.
- They should assist in creating and maintaining strong relationships with students by proper interactions and by maintaining professional boundaries with faculty, students and staff.
- Being supportive and cooperate with other staff members
- Responsibility by meeting the required standards for every assigned task.
- Respect by mutual respect, trust and confidentiality
- He / she must respect and maintain the hierarchy in the Administration.
- He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.

#### **5. Code of Conduct for Director and Heads of the Departments/ Sections**

- They should make a conscious effort to be fair to personnel and students. They should be fair to Faculty, staff, and students and need to know that they will be treated fairly when you

make a decision.

- They must never withhold vital information that should be made public.
- They must assume sole responsibility and accountability for their performance and continually strive to demonstrate competence and lead by example.
- They should endeavor to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity and professional boundaries.



Principal

