

GURU NANAK INSTITUTE OF TECHNOLOGY

Approved by A.I.C.T.E., New Delhi
Affiliated to MAKAUT, West Bengal



POLICY ON CODE OF ETHICS

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REGISTRAR (Adding)
GURUNANAK INSTITUTE OF TECHNOLOGY
KOLKATA - 700114

Principal
Gurunak Institute of Technology

CODE OF ETHICS FOR TEACHING AND NON-TEACHING STAFF OF GURU NANAK INSTITUTE OF TECHNOLOGY

The Tenets of the Code of Ethics

- All the employees of Guru Nanak Institute of Technology shall utilize his/her knowledge and expertise for the welfare, health and safety of the community without any discrimination for sectional or private interests.
- All the employees shall maintain the honor, integrity and dignity in all his/her professional actions to be worthy of the trust of the community and the profession.
- All the employees shall act only in the domains of his/her competence and with diligence, care, sincerity and honesty.
- All the employees shall apply his/her knowledge and expertise in the interest of his employer without compromising with other obligations to these tenets.
- All the employees shall not falsify or misrepresent on his/her own or his/her associates' qualifications, experience, etc.
- All the employees, wherever necessary and relevant, shall take all reasonable steps to inform his/her employer, of the environmental, economic, social and other possible consequences, which may arise out of his/her actions.
- All the employees shall maintain utmost honesty and fairness in making statements or giving witness and shall do so on the basis of adequate knowledge.

The following Code of Ethics shall be applicable to office bearers and staff of the Institute:

- A staff should at all times preserve the dignity and interest of the profession and of the Institute by maintaining a high standard of professional and personal conduct;
- A staff should work in the best interest of the Institute;
- A staff should neither engage in personal advertisement, nor canvas for an appointment, nor take any action which is detrimental to sister Institutions;
- A staff should at all times endeavour to establish and maintain the best possible conditions of service for their colleagues and other staff;
- When a staff represents the Institute, he/she should as far as possible state the policy of the Institute.
- Where, having regard to this Code of Ethics a staff wishes to make a complaint against another staff of the Institute, he/she should do so in writing to the concerned authority, who will pass it to the Code of Conduct Monitoring Committee. On the basis of the report of the Committee, the Institute management will take a final decision on the matter.

The following Code of Ethics shall be applicable to the teachers of the Institute:

A teacher of Guru Nanak Institute of Technology must

- Deal justly and impartially with students regardless of their social, economic, regional and religious background.
- Instill qualities in the students, which are expected from an engineer
- Recognise the differences among students and seek to meet their individual needs.
- Encourage students to work for higher individual goals. Aid students to develop an understanding and appreciation not only of opportunities and benefits but also responsibilities.
- Inculcate in students respect for teachers, love towards fellow students and loyalty to institution and the country.
- Acquaint students with civic responsibilities and concerns for environment.
- Never use students to solve his/her personal problems.
- Accept no remuneration for tutoring except in accordance with approved policies of Government / Institute.
- Adhere to any reasonable pattern of behavior accepted by the Institute for professional persons.
- Respect the customs of the local community and be loyal to the Institute and the country.
- Strive for the development of the Institute.
- Strive to improve the reputation of the Institute.
- Strive to fulfill one's obligation to the Institute for maintaining a high level of professional service.
- Maintain the dignity and interest of the profession by maintaining high standard of

professional and personal conduct.

- Co-operate in the development and implementation of institutional policies and programmes.
- Conduct professional business through proper channel.
- Refrain from discussing confidential and official information with unauthorised persons.
- Accept no compensation from equipment suppliers and other agencies. Never engage in any gainful employment outside the institution where the employment affects adversely the professional status or standing with students, associates and Institute.
- Seek to make continuous professional improvement by such methods as study, research, and attending conferences, professional meetings and continuing education programmes.
- Make the teaching profession so attractive in ideals and practices that sincere and able young men / women want to enter it.
- Be punctual and regular in teaching work, correspondence with others and keeping appointments with other persons.
- Encourage one's fellow teachers to adhere to proper ethical behaviour.
- Speak constructively of other teachers but report honestly to responsible persons in matters involving the welfare of students, institution system and the profession.
- Maintain active membership in professional organisation and through participation, strive to attain the objectives that justify such organisations.
- Never engage in personal advertisement of canvass for an appointment.
- Never seek self-enhancement through expressing evaluations or comparisons damaging to other professional workers.