

A blue oval with a white border, containing the text "CODE OF CONDUCT POLICY" in white, uppercase letters.

CODE OF CONDUCT
POLICY



PRAGATI ENGINEERING COLLEGE

1-378, ADB Road, Surampalem-533437

(Approved by AICTE, Permanently Affiliated to JNTUK, KAKINADA & Accredited by NBA)

Recognized by UGC under sections 2(f) & 12(b) of the UGC Act , 1956)

CODE of CONDUCT POLICY

Preamble:

Pragati Engineering College (PEC) is dedicated to maintaining a positive and respectful environment that fosters learning, personal growth, and professional development. This Code of Conduct Policy outlines the expected standards of behavior for all students, faculty, and staff members associated with PEC. By adhering to this policy, we contribute to creating a safe, inclusive, and conducive atmosphere for the entire college community.

Objectives:

1. To establish clear expectations of behavior and conduct for all members of PEC.
2. To promote a culture of respect, integrity, and professionalism within the college community.
3. To provide guidelines for resolving conflicts, addressing misconduct, and maintaining discipline.
4. To uphold the values, reputation, and ethical standards of PEC.

Code of Conduct Policy for Staff:

1. Staff members shall demonstrate professionalism, respect, and courtesy in their interactions with students, faculty, colleagues, and visitors.
2. They shall contribute to a positive and supportive work environment, promoting teamwork, collaboration, and mutual respect.
3. Staff members shall handle confidential information with utmost care and discretion, respecting the privacy rights of students, faculty, and other stakeholders.
4. They shall not disclose or misuse confidential information, unless required by law or authorized by appropriate authorities.
5. Staff members shall comply with all college policies, rules, and procedures applicable to their roles and responsibilities.
6. They shall familiarize themselves with relevant policies and actively seek clarification when needed.
7. Staff members shall use college resources, including equipment, technology, and facilities, responsibly and efficiently, ensuring their proper maintenance and upkeep.
8. Any unauthorized use, theft, or misuse of college resources is strictly prohibited.

9. Staff members shall communicate effectively, professionally, and respectfully with students, faculty, colleagues, and other stakeholders.
10. They shall provide prompt and efficient customer service, addressing inquiries, concerns, and requests in a timely manner.

Code of Conduct Policy for Faculty:

1. Faculty members shall uphold high academic standards and strive for excellence in teaching, research, and mentoring.
2. They shall provide a supportive and engaging learning environment, promoting intellectual growth and critical thinking among students.
3. Faculty members shall treat all students, staff, and colleagues with respect, dignity, and fairness, fostering a positive and inclusive learning environment.
4. They shall avoid any form of harassment, discrimination, or favoritism, ensuring equal opportunities for all.
5. Faculty members shall demonstrate professionalism and integrity in all their interactions and dealings with students, staff, and colleagues.
6. They shall adhere to the ethical guidelines and standards of their respective disciplines, maintaining the highest level of honesty, transparency, and fairness.
7. Faculty members shall fulfill their teaching and administrative responsibilities promptly and efficiently.
8. They shall be accessible to students for academic guidance, mentoring, and consultation during designated office hours or by appointment.
9. Faculty members involved in research activities shall adhere to ethical guidelines and regulations specific to their respective fields.
10. They shall obtain necessary approvals, ensure the welfare of research subjects, maintain data integrity, and conduct research with honesty, transparency, and accountability.

Code of Conduct Policy for Students:

1. Students shall treat all members of the college community with respect, dignity, and fairness, regardless of their background, beliefs, or status.
2. Discrimination, harassment, bullying, or any form of disrespectful behavior will not be tolerated.
3. Students shall uphold the highest standards of academic honesty and integrity.
4. Cheating, plagiarism, fabrication of data, unauthorized collaboration, or any form of academic misconduct is strictly prohibited.
5. Students shall attend classes, laboratory sessions, and other academic activities regularly and punctually.

6. Absences should be communicated in advance, and missed coursework or assessments should be made up in accordance with college policies.
7. Students shall utilize college resources, including facilities, equipment, technology, and learning materials, responsibly and for their intended purposes.
8. Any misuse, theft, damage, or unauthorized access to college resources is strictly prohibited.
9. Students shall conduct themselves professionally, both on and off campus, representing PEC in a positive and responsible manner.
10. Any behavior that brings disrepute to the college or violates the law, such as substance abuse or engagement in illegal activities, is strictly prohibited.

Enforcement and Disciplinary Actions:

1. Violations of the Code of Conduct Policy by students, faculty, or staff may result in disciplinary actions, which can include, but are not limited to, warnings, probation, suspension, termination of employment, or expulsion from the college.
2. Disciplinary proceedings shall be conducted in accordance with PEC's established procedures and guidelines.
3. Fairness, due process, and consideration of all relevant factors shall be ensured during the disciplinary process.