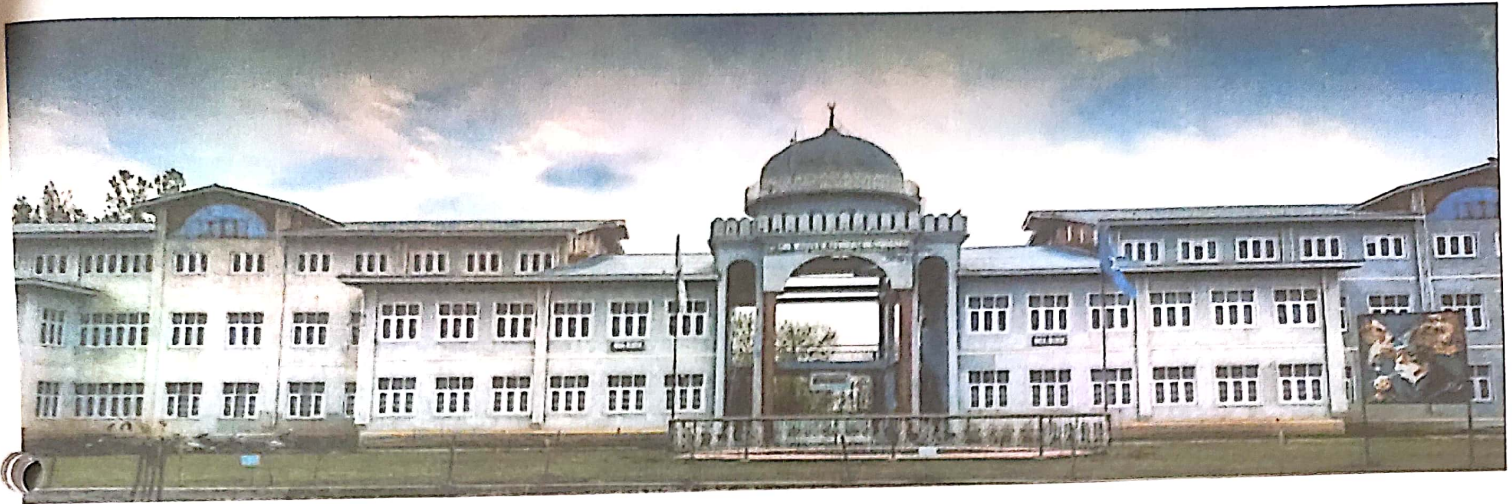




**IQBAL INSTITUTE
OF
TECHNOLOGY AND MANAGEMENT**

**CODE
OF
CONDUCT
HANDBOOK**



ABOUT

IQBAL INSTITUTE OF TECHNOLOGY AND MANAGEMENT ,SGR

IITM was founded in June 01, 2006, it has 300,000 sq.ft. (approx. 52 kanals) for infrastructure, and however the Built-up Area is 75,000 sq. ft. It has led the way in developing new technologists, professionals by establishing online testing center and local academy (Of CISCO), besides providing Graduate and professional expertise. It has a Library housing 4700 volumes of books including computer science, English literature, Religious Scriptures, Journals & Magazines. It is fully WIFI enabled Campus.

Vision

“To contribute to the society through excellence in technical education and provide globally competitive work force through education, training and partnership with industry.”

Mission

To impart quality professional and technical education to students, inculcating in them national/ global perspective, leadership attitude, co-operative spirit, cultural outlook, ethical values, social responsibilities and healthy habits so as to contribute to the technological, economic and social development of the state.. To inculcate a value based education through fostering of dedication in staff and motivating students. To create effective interface with the industry and community to impart quality education at par with the best in the country and the world.

Objectives

To establish and run educational institutions of high standard where moral education forms an important component of the syllabus along with other subjects. To work and evolve a comprehensive system for social service in the society to help poor and under privileged. To establish and run such commercial centers which shall alleviate the poverty and help develop the economy of the society. To establish and run such commercial centers which shall alleviate the poverty and help develop the economy of the society. To arrange for dissemination of knowledge and information using modern technology of print and electronic media. IITM is engaged in social service under the name of “Sakhawat Center J&K”.

Code of Conduct

Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior.

Why Code of Conduct is important?

It defines the **VALUES** of an organization and provides to all employees the boundaries of their behavior relative to their duties to the organization. A well-written code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

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Code of Conduct for Teachers

CODE OF PROFESSIONAL ETHICS (Source: UGC)

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

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, tutorial, practical, seminar and research work conscientiously and with dedication;

Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling 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 community service.

TEACHERS AND THE STUDENTS

Teachers should:

Respect the right and dignity of the student in expressing his/her opinion;

Deal fairly and impartially with students regardless of their religion, caste, 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 outlook and respect for physical labor and ideals of democracy, patriotism and peace,

Be affectionate to the students 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 available to the students even beyond their class hours and help and guide students without any remuneration or reward;

Aid students to develop and understanding of our national heritage and national goals; and

Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

TEACHERS AND AUTHORITIES:

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;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

TEACHING AND NON-TEACHING STAFF:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

Teachers should:

1. 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.

TEACHERS AND SOCIETY

Teachers should:

Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;

Work to improve education in the community and strengthen the community's moral and intellectual life;

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;

Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CODE OF CONDUCT FOR STUDENTS

1. Registration

- The University of Kashmir shall lay down the norms and procedures for registration.
- The registration will not be complete till the student pays the prescribed fee for the academic term and all other outstanding dues to the institute, if any.
- The registration must be completed by the date prescribed for such registration each semester.
- Students who do not register by the prescribed date may not be allowed to pursue their programme in that semester.
- Registration fee, tuition fee, bus fee or any other fee once deposited in the institution will not be refunded under any circumstances (exceptions being migration of students etc. with proper deductions as per University norms).

Attendance

- As a general rule a student will be required to attend at least 80% of all the scheduled lectures and laboratories, separately. It is imperative that a student secures a minimum attendance of 80% will be eligible to appear for the University Examinations at the end of each academic year.
- A student who does not fulfil these minimum requirements in a course shall not be allowed to appear for the semester examination.
- The classes missed by the student while on authorized leave will be counted in these calculations as per the norms of the institution.
- In all the theory & lab courses there will be at least two internal assessment examinations in addition to assignments, case studies group discussions and presentations.
- The performance of the student in internal examination is reported in terms of his/her performance in internal assessment tests, assignments, presentations, GD's and attendance.

Conduct of Discipline

- Each student shall conduct herself /himself both within and outside the campus of the Institute in a manner befitting the student of a prestigious institute.
- Each student shall show due respect and courtesy to the teachers, administrators, staff of the institute, to the visitors and residents around the institute and a good & decent behaviour to fellow students.
- Lack of courtesy & decorum; unbecoming conduct within & outside the institution; wilful damage to the institute property, removal of any property belonging to the Institute, fellow students or other personnel or residents of the Institute; disturbing fellow students in their studies; breach of rules & regulations of the Institute; adoption of unfair practices in tests, quizzes, assignments or examinations; noisy or unruly behaviour shall constitute violation of the code of conduct and strict action will be taken against erring students which can even lead to termination of admission in the Institution.
- Students must conserve water and electricity. Fans, lights, electronic equipment and taps must be switched off when not in use.
- Smoking, use of alcohol, drugs, tobacco inside the campus is strictly prohibited.
- Use of polythene inside college campus is strictly banned.
- The institute has a 'Disciplinary Committee' in place to investigate the alleged violations of the Code of Conduct and make recommendations on each case.
- A defaulting student who is aggrieved with the punishment awarded may prefer an appeal to the Principal.

General Rules & Regulations

- Students are requested to be regular & punctual to the classes.
- Students should be seated in the lecture halls 5 minutes prior to the commencement of classes.
- Students should maintain perfect order and strict silence inside lecture halls, laboratories, workshops & library.
- Timely submission of assignments given to the students must be ensured by them, for consideration in internal assessment marks.
- The students must attend classes in decent and acceptable attire.
- Ragging in the College campus is strictly banned as per the order of Govt. of India. Indulging in ragging will attract punishment as stipulated by Govt. of India and University of Kashmir.
- Having due respect for women is one of our core values in IITM. All students are expected to show respect and decency towards female fellow students and staff.
- Students who are absent on medical grounds should produce a valid medical certificate along with an endorsement letter from the parent/ guardian while reporting to College after convalescence.
- A student who is continuously absent for 30 days without a valid reason will be re admitted only on application for the same and after paying readmission fee.
- The use of mobile phones, smart watches or any other audio/ video gadget during classes or in examination halls is strictly banned and if students are found using the same, they will be confiscated.
- Movement outside the classroom in between lectures should minimum and for valid reasons only.
- Students are not allowed to take leave of absence for more than six days in a semester.

Note: Any alterations, additions or deletions shall be made by the Academic Council of IITM from time to time on need basis.

