



Shobhit

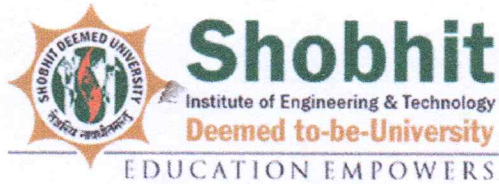
Institute of Engineering & Technology

Deemed to-be-University

EDUCATION EMPOWERS

Policy Document on Code of Conduct





Shobhit Institute of Engineering & Technology

(Deemed -to -be -University)

(Declared by GOI under section 3 of UGC Act, 1956)

Policy Document on Code of Conduct

Code of Conduct for Governing Body

The function of the Governing Body is to ensure that the University fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner in keeping with its Vision and Mission.

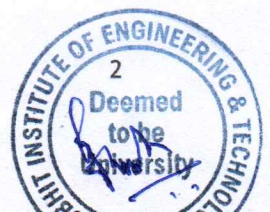
The members of the Governing Body would -

1. Work in the best interest of the University
2. Work co-operatively with fellow members in carrying out their responsibilities.
3. Act honestly and in good faith at all times in achieving the University's intended outcomes.
4. Maintain the confidentiality of information.

Administrative/ Support Staff

Administrative/ Support Staff would:

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.
2. Maintain confidentiality of records and other sensitive matters
3. Work with transparency and impartiality to maintain quality standards of the University.
4. Care for the University property
5. Ensure adherence to rules and regulations
6. Ensure discipline with a humane touch.



7. Act timely to redress the genuine grievances
8. Refrain from any form of discrimination
9. Avoid any unfair practices.
10. Complete the work in the time bound manner.
11. Ensure that students receive a high quality educational experience.
12. To maintain Secrecy & confidentiality of University's internal documents.

CODE OF CONDUCT FOR TEACHERS

1. Every teacher shall perform his academic duties with absolute integrity and devotion.
2. No teacher shall show any partiality or bias in the assessment of the student nor shall he practice victimization against them.
3. No teacher shall incite one student against another or against his colleagues or the University.
4. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies, amongst his colleagues subordinates and students, and shall not try to use the above considerations for the improvement of his own prospects.
5. No teacher shall refuse to carry out the decision of the appropriate bodies and functionaries of the University.
6. No teacher shall divulge any confidential information relating to the affairs of the University or college, as the case may be to any person not authorized in respect thereof.
7. The teachers shall remain available to the students for necessary assistance and guidance even after the classes without any remuneration.
8. With a view to complete the educational programme, a teacher shall take leave only in unavoidable circumstances with the prior permission as far as possible.
9. The teacher shall remain engaged in developing his/her academic achievements by a continuous study, research and training.
10. Every teacher shall provide assistance in the University or College, as the case may be, in educational responsibilities e.g. in admission. Helping and counseling to students, conducting of examination, invigilation, supervision evaluation of answer books, teaching and other curricular activities of the University or college.
11. As per the ideals of democracy, patriotism and peace, teacher shall create the feeling of respect among students towards scientific temperament and physical labour.



Code of Conduct for Students

All students of Shobhit Institute of Engineering and Technology, Deemed to-be University are required to abide by the following Code of conduct: -

Every Student shall: -

1. Maintain proper Discipline, Integrity dignity in the University Campus and will behave appropriately the Offices, Authorities, Faculty members, Support Staff and other Students of the University.
2. Take proper care and avoid any damage or destruction of University property, furniture and equipment or Lab apparatus.
3. Abide by all rules, regulations and guidelines of the University.
4. Avoid indulging in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct or fraud.
5. Avoid consumptions of liquor, drugs, smoking or any other kind of addiction in the University premises.
6. Avoid using unfair means in any test or examination.
7. Avoid participating in any Dharna Pradarshan or Strike.
8. Maintain proper discipline, peace and harmony and abide by the rules and circulars issued by the University from time to time.

Dated: 15 September, 2019



P. Singh
15/09/19
Registrar
Shobhit Institute of Engineering & Technology
(Deemed to-be University), Meerut
Shobhit Institute of Engg. & Tech.
(Deemed to Be University)
NH-58, Modipuram Meerut-250110

Approved
Code
15/9/19
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