

ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

SHOBHAVANA CAMPUS, MIJAR, MOODBIDRI, D. K . - 574225

Phone: 08258-262725, Fax: 08258-262726



CODE OF ETHICS POLICY

(w.e.f. 10/04/2018)

CODE OF ETHICS FOR EMPLOYEES

AIET Employ should,

1. Adhere to a responsible pattern of conduct expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with the dedication.
7. Co-operate and assist in carrying out function relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising, and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation, and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

CODE OF BEHAVIOUR WITH STUDENTS

Teachers should:

1. Respect the right and dignity of the students in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and gender.
3. Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare.
4. Recognize the difference in aptitude and capabilities among students and strive to meet their individual need.
5. Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

7. Pay attention to only the attainment of these students in the assessment of merit.
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals.

CODE OF BEHAVIOUR WITH COLLEAGUES

Teachers should:

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

CODE OF BEHAVIOUR WITH NON-TEACHING STAFF:

Teachers should:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, in the educational institution, and
2. Teachers should help In the function or join staff council covering both teachers and then on-teaching staff.

CODE OF BEHAVIOUR WITH GUARDIANS

Teachers should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send report 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.

CODE OF BEHAVIOUR WITH SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Work to improve education in society and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in provide such activities as would be conducive to the progress of society and hence the county as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. 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 group but actively work for national integration.

CODE OF ETHICS FOR STUDENT

1. Any reported or observed objectionable conduct within or outside the premises of the Institute, will make him / her liable for strict disciplinary action.
2. Student should not participate in any political and antisocial activities.
3. The college properties should be handled with maximum care and everything possible should be done to preserve the cleanliness, and tidiness of the building, furniture, library, buses and premises. Fine will be imposed for damages to equipment, furniture, building etc.
4. Decent behaviour is expected from students in the college busses. Faculty members travelling in respective busses are authorized to care of any nuisance created by students in the bus.
5. Students are required to move silently through the corridors without disturbing the nearby theory and practical classes.
6. Nobody should sit on the corridor walls.
7. Give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the campus.
8. Considering the requirement of energy saving, all lights and fans in the classroom should be switched off when not in use; otherwise fine will be imposed on the class as a whole.

9. Student should behave politely and decently so as to enhance his/her own image and reputation of AIET, Moodbidri Behave in such a manner that suits a cultured engineer.

CODE OF ETHICS FOR PURCHASE

AIET purchases a wide variety of goods and services every year from vendors of all sizes. In line with the Province's Broader Public Sector Directives on Procurement, we are committed to maximizing the value of public funds spent on goods and services, and on complete accountability and transparency for procurement decisions and processes. We value our vendor relationships and have developed this guide to acquaint you with the procurement policies and procedures of conducting business with AIET. We feel a better understanding of what AIET requires will be mutually beneficial, whether you are being considered as a new vendor or have been doing business with the College on a regular basis.

CODE OF ETHICS FOR ADMINISTRATION

This Code of Ethical Conduct has been adopted by the Board of Trustees and is to be administered by or at the direction of the Governing Council (GC). In general, matters arising under this Code involving Institute trustees and officers are subject to the review of the Audit, Finance and Investment committee.

CODE OF ETHICS FOR RESEARCH

The Institution has a well-established system as per affiliated University (VTU) guidelines to take care of the UG Projects, PG Dissertations and PhD Theses. Issues of the copyright infringement and plagiarism in the project reports, dissertation and thesis are taken very seriously. The institute library is equipped with the plagiarism detecting software.



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Alva's Institute of Engg. & Technology,
Moodbidri - 574 225, D.K.