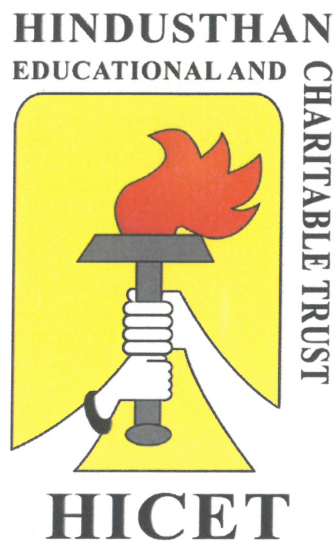


HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY

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POLICY FOR CODE OF ETHICS

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ABOUT HICET

Coming together is a beginning, staying together is progress, and working together is success. - **Henry Ford**

Hindusthan College of Engineering and Technology (HiCET) Coimbatore, established in the year 2000 by the great Industrialist and Philanthropist, Thiru.T.S.R.Khannaiyann of Hindusthan Educational Trust whose determination and dynamism made possible the realization of this institution of excellence. Surrounded with nature's pristine beauty and an excellent infrastructure coupled with dedicated and experienced faculty has made the campus a much sought-after abode of learning. HiCET is one of the premier technological institutions inculcating quality and value based education through innovative teaching learning process for holistic development of the Students. The institution is recognized under Section 2(f) and 12B of University Grants Commission (UGC) and is an autonomous institution affiliated to Anna University, Chennai with permanent affiliation for most of the programmes, approved by the AICTE and the Government of India. Accredited by the National Assessment and Accreditation Council (NAAC) with 'A' grade, National Board of Accreditation (NBA).

The Institute is ranked 146 th in India Today Ranking and spotted as the Nodal Centre for Smart India Hackathon. One more feather in the crown is a Ford Eco sports car worth 22 lakhs gifted by Ford India and also the Best Accredited student Branch Award from Computer society of India. Further, Establishment and Innovations plays a major role in the academic year 2020-21 Centre of Excellence with Royal Enfield and Eicher Motors are established. The institution continues to be top in the country (National Rank-31 as per Education World Ranking 2021-22).

HiCET conducts seminars and also invites companies to give presentations that will help our students to choose a right career for themselves and has hence contributed to the industry by successfully delivering fresh recruits who have contributed continuously to the growth of the industry by being a part of the top-notch organizations. For all these reasons HiCET has been a preferred institute for recruiting young minds.

Currently, there are around 5000+ students pursuing various Undergraduate programs (B.E./B.Tech.), Postgraduate programs (M.E./M.Tech, MBA & MCA) and Ph.D. research programs in the Institution and are mentored by above 400 well qualified and experienced faculty members. HiCET nurtures future global leaders by imparting knowledge, skills and building attitudes among students to face the world in a fresh, energetic and unrestrictive work environment. In keeping view of the severity of COVID-19, the faculty members were able to gain and sustain student engagement by being creative with lectures that integrate props, student polling, and videos on online mode.

PREAMBLE

The code of behaviour that Hindusthan College of Engineering and Technology Students, Non-Teaching Faculty members, Faculty members, Head of the Departments, and Principal are expected to uphold is detailed in this handbook. The goal of this code of conduct is to protect morals and advance ethics on campus. Everyone is urged to abide by this code and contribute to fostering a positive and supportive atmosphere.

PROFESSIONAL ETHICS POLICY DOCUMENT

1. Employees shall acquaint themselves with the cultures, customs and history of the Institution while performing their duties for the Institution and respect them.
2. Employees shall perform duties with utmost integrity, discipline, honesty, devotion and diligence.
3. Employees shall not bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.
4. Employees shall constantly strive and behave in good manner for upholding good Reputation of the Institution amongst the public.
5. Employees shall not be guilty of any act or any conduct which involves immorality.
6. Employee shall possess valid identity card issued by the Institution, while on duty.
7. Employees shall not engage in any sexual harassment or any other behaviour which may appear to be sexual harassment or make others feel uncomfortable.
8. Employees shall not disturb the discipline, environment and good order of the office.
9. Employees shall strive to ensure fairness and justness in selecting suppliers, and avoid any potential "conflict of interest" while striving to procure the most superior goods and services.
10. An employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any economic favours such as money, gifts or other favours in return for the performance of his duty, by virtue of his position in the Institution.
11. As good corporate citizens, employees shall strive to maintain harmony with the local or global communities in which they perform and to improve corporate value on a sustainable basis by building trusting relationships

with the various customers/Stakeholders in the Institution. At the same time, employees shall make positive social contributions towards the realization of thriving and hospitable local or global communities and shall work to create a sustainable trust.

12. Employees shall not enter into any transaction with any anti-social group or any entity connected therewith.

CODE OF CONDUCT FOR THE PRINCIPAL

The Principal is the academic and administrative head of the institute and works for the growth of the Institute. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programs are duly processed and implemented through relevant authorities, statutory bodies, committees and its members.
2. It is the responsibility of the Principal to ensure the observance of the acts, statutes, ordinances, regulations, rules, and other orders issued there under by the University authorities, other regulatory bodies, and the Management, from time to time.
3. The Principal has to assure competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programs of the College as well the general administration of the College has to be under the purview of the Principal.
4. As the head of the College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College & shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the Campus.

6. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard, he/she should take actions, which should be impartial and he/she should maintain complete transparency.
7. The Principal has the responsibility to deliver leadership, direction, and coordination within the College.
8. The Principal, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

1. HOD is responsible for conducting all academic programmers of the Department as per the norms of affiliating University.
2. To ensure the maintenance of laboratories in good order to provide training to the students as per the norms of University and with industry standards.
3. Train and update the faculty to deliver good instruction to the students.
4. To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
5. To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.
6. Ensure effective teaching learning process and use of innovative technologies in the curriculum.
7. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization.
8. Convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.

9. Ensure the faculty development through motivating them for continuous learning and deputing them to seminars/ workshops /Conferences/ FDP/Training.
10. Develop the research culture in the department through applying for funding agencies, publications etc.
11. Maintain /preserve all needed documents meticulously.
12. Arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.

CODE OF CONDUCT FOR FACULTY MEMBERS

1. Each faculty member shall perform the professional duties with integrity and devotion.
2. Faculty Members should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
3. Faculty Members should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
4. Faculty members shall not misuse or carelessly use amenities provided to him/her by the Institution to facilitate the discharge of his / her duties.
5. Each faculty member shall set an example to his / her colleagues and students.
6. It is mandatory for faculty members to display Identity cards at all times when they are inside the college campus
7. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.

8. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties.
9. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
10. Staff members are encouraged to take up Research projects. It is necessary to attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
11. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear over-coats inside the Class rooms. Jeans pant & T- Shirts are prohibited.
12. It is mandatory not to discriminate students on any grounds of caste, creed, religion, nationality, language etc.
13. Faculty members shall not misuse or carelessly use amenities provided to him/her by the Institution to facilitate the discharge of his /her duties.
14. The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff should remain on duty in the college from 8.30 am to 5 pm. They shall not leave the college premises without permission before 5 pm.
2. Every non-teaching staff employed shall discharge his/her duties meticulously and efficiently and shall conform to the rules and regulations of the college.
3. Non-teaching staff shall respect and maintain the hierarchy in the Administration and carry out their duties as instructed by the authorities to whom they are attached.
4. Non-Teaching staff must always wear their identity cards during working hours.
5. Non-Teaching Staff shall maintain honesty, integrity and equality in all activities.
6. Non-Teaching Staff shall exercise self-discipline and deal positively with staff, students, parents and public.

7. Non-Teaching Staff assigned to laboratories should be responsible for the cleanliness and maintenance of the labs.
8. The staff has to carry out any work assigned with regard to examinations conducted by the college or University as directed by the Principal.
9. The staff should take prior approval if he/she wants to avail leave. In case of sickness, a medical certificate should be produced.
10. Non-Teaching Staff shall avoid personal calls and social networking sites such as Facebook, Whatsapp, etc during the working hours.
11. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

CODE OF CONDUCT FOR STUDENT


1. The students must be regular and punctual in their studies and maintain attendance as per Anna University Norms. A student will be admitted to a semester examination if he/she has attended regularly the prescribed course of study for the relevant semester and has attended not less than 75% of the total number of classes held as per the University.
2. Students are expected to behave properly within the campus as well as outside when they represent the college. Any observed, objectionable conduct inside or outside the premises is liable for strict action against them. The Principal is empowered to expel or suspend the student or refuse to issue all or some of the certificates due to him/her. His/her case may also be reported to the University for Punishment under the University regulations.
3. The Principal has the right to frame and issue disciplinary rules of temporary or permanent nature whenever necessary. These rules might concern the maintenance of dignity and reputation of the College or the conduct of the student within the College precincts.
4. Ragging is a crime. A student should not indulge in any form of ragging. Ragging is strictly prohibited in HICET. Any such act will be liable for

punishment against the Tamil Nadu Prohibition of Ragging Act, 1997. Drop boxes have been arranged outside the Principal's Chamber. Aggrieved students can avail of it. Students are advised to go through the relevant Act published in this Handbook.

5. Students are not allowed to address any authority outside the College without the permission of the Principal. No student shall be discriminated against on the basis of religion, caste, sex, gender, etc.
6. Students should not resort to any method of protest for whatever reason. They should highlight their problems and issues to the Grievance Redressal Cell and the Principal for getting the grievances redressed.
7. Without the knowledge of the Principal, students should not post any of the deemed problems on Social Media, such as Facebook, nor to the press.
8. NCC is an organization that stands for discipline. Cadets are warned against involving in any act of indiscipline that may bring disrepute to NCC or the institution. The Principal has the right to expel such cadets from the NCC, and if need be, from the institution.
9. Smoking and consumption of alcohol are strictly prohibited on the Campus. Students found in possession or using them would be summarily dismissed from the College.
10. The students are expected to develop a sense of belongingness to the institute. Keep it up-right and clean and create a congenial environment conducive for studies.
11. They should read the notices regularly, from notice board, college website, WhatsApp groups so as not to miss any important information.
12. In order to become good engineers, student should observe professional ethics.
13. Students shall keep their parents informed regularly about their performance in studies and other problems, if any. They should also make the payment of College/Hostel dues well in time.

14. The students must observe discipline. Indiscipline attracts punishment. They must observe self-imposed discipline in all activities, studies as well as other ones related to their stay in the College / Hostel.
15. Students are advised to maintain good rapport with the classmates and Faculty members, their actions must reflect respect for the faculty members and must inculcate a spirit of fellow-feeling and mutual respect among themselves.




PRINCIPAL
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