



## **POLICY ON CODE OF ETHICS**

To promote the academic excellence of the Institution , the management has framed the code of ethics for

- Teaching Staffs
- Non-teaching staff
- Students

### **Teaching Staffs:**

1. Every employee shall abide by and comply with the Regulations and Rules framed hereunder by the Management and as amended from time to time, and all orders and directions of his/her superior authorities.
2. The faculty has to desist from entering into unhealthy arguments of any kind and adopt a posture of contradiction with the superiors and elders.
3. The faculty has to avoid reprimanding the juniors in the presence of their subordinates & students.
4. A teacher should scrupulously avoid smoking, chewing betel leaves and such other undesirable habits in the presence of students and within the premises of the College.
5. No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
6. The faculty has to avoid using harsh and slang languages in the premises.
7. The use of mobile phones in the campus during working hours is strictly forbidden.



8. Faculty has to develop his/ her general and professional knowledge of skills and remain updated in the specific line of work.
  9. Every teacher shall, by precept and example, inculcate respect for law and order among students.
  10. Every teacher shall, by precept and example, instil the love of the motherland in the minds of the pupils.
  11. Every teacher shall organize and promote all college activities which foster the feelings of universal brotherhood among pupils.
  12. Every teacher should try to preserve and promote the dignity and solidarity of the profession.
  13. Every teacher must be an advocate of freedom of thought and expression.
  14. A teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well-being of pupils.
  15. Every teacher must be impartial in the treatment of his/her students. One should be sympathetic and helpful to deserving of students, irrespective of their social backgrounds.
  16. Every teacher must regard each individual student as capable of being uniquely creative and must do everything in his/her means to develop these special qualities/talents.
  17. Every teacher shall consider the College property and funds as it is his/her own and should exercise great prudence and care in using them.
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## **Students:**

1. Every student should wear identity card inside the campus.
2. Students are required to attend classes wearing decent attire.
3. Students are expected to reach the college on time and attend all the classes till the scheduled closing time.
4. Proper dress code (uniform of the College) should be adhered to be for entering the classrooms, laboratories or workshop on all working days.
5. Mobile phones are strictly prohibited inside the classrooms, laboratories, workshops etc.
6. Students are expected to take care of their personal property and the College Authority accepts no responsibility in respect of the loss of property of students in the College premises.
7. Students are required to follow the proper procedure while availing leave.
8. List of working days and holidays given in the KTU academic calendar are applicable to the students.
9. Students shall keep their seats and classroom in a neat condition and arrangements should not be disturbed or furniture dislocated
10. Students should follow the traffic rules strictly inside the Campus and vehicles should park only in the designated parking area. Entry beyond that point is strictly prohibited.
11. Students should maintain decorum, discipline and good behaviour during functions.



### **Non-teaching Staffs :**

1. The staff should follow the instructions from higher authorities
2. The Staff should be regular and punctual.
3. All non-teaching staffs should be present at least 30 minutes before the start of the college.
4. The staffs working in the laboratories should keep the laboratories clean and maintain properly
5. They should carry out the additional works and responsibilities assigned to them .
6. The staff should follow professional ethics in the campus and should maintain the proper behaviour towards authorities and students.



## Jawaharlal College of Engineering and Technology

(An ISO 9001 - 2015 Certified Institution)  
(Approved by AICTE, New Delhi & Affiliated to APJ Abdul Kalam Technological University)

Jawahar Gardens, Lakkidi, Mangalam - 679 301  
Palakkad Dist., Kerala., Phone : 0466 - 2344800, 04884 - 284000

# HAND BOOK ON PROFESSIONAL ETHICS & HUMAN VALUES

Website: [www.jawaharlalcolleges.com](http://www.jawaharlalcolleges.com)  
E-mail: [principal@jawaharlalcolleges.com](mailto:principal@jawaharlalcolleges.com)





**JAWAHARLAL COLLEGE OF ENGINEERING AND TECHNOLOGY**  
JAWAHAR GARDENS, MANGALAM-679 301, PALAKKAD DIST



“Moulding True citizens” is an intrinsic insight of transforming young pupil with an advantage of learning functions, understanding and pursuing skills and realizing avenues of opportunities. Conversion of a quest or an urge as a realized option in an individual is possible only if a platform is given and the contributions are substantiated. JCET articulates the perceiving status of market requisites, social structure and professionally self heartfelt identity in individuals.

## **VISION**

Emerge as a centre of excellence for professional education to produce high quality engineers and entrepreneurs for the development of the region and the Nation.

## **MISSION**

- To become an ultimate destination for acquiring latest and advanced knowledge in the multi-disciplinary domains.
- To provide high quality education in engineering and technology through innovative teaching-learning practices, research and consultancy, embedded with professional ethics.
- To promote intellectual curiosity and thirst for acquiring knowledge through outcome- based education.
- To have partnership with industry and reputed institutions to enhance the employability skills of the students and pedagogical pursuits.
- To leverage technologies to solve the real-life societal problems through community services.



## **PROFESSIONAL ETHICS FOR STAFF:**

- Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
  - ❑ To respect parents, teachers, elders.
  - ❑ To express the love of brotherhood to fellow students.
  - ❑ To accept and extend due respect to every religion and social grouping.
  - ❑ To love the Nation and commit their endeavors to Her progress.
- Shall have a sense of belonging to the Institution.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional expertise.
- Shall wear a respectable attire, be fitting the society expectations.
- Shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or the members of public which might provoke a sensation or ill feeling of any sort



- No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
- The faculty has to avoid using harsh and slang languages in the premises.
- The use of mobile phones in the campus during working hours is strictly forbidden.
- Faculty has to develop his/ her general and professional knowledge of skills and remain updated in the specific line of work.
- Every teacher shall, by precept and example, inculcate respect for law and order among students.
- Every teacher shall, by precept and example, instill the love of the motherland in the minds of the pupils.
- Every teacher shall organize and promote all college activities which foster the feelings of universal brotherhood among pupils.
- Every teacher should try to preserve and promote the dignity and solidarity of the profession.
- Every teacher must be an advocate of freedom of thought and expression.
- A teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well-being of pupils.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.





- Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.
- Shall confer with them on any special problem in solving the problem and guiding them properly on how and who to approach for further help.
- Shall always give the parents authentic and correct information and never enter into any form of gossip in either relating to the School or of fellow teachers, students or any other member of society.
- Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.
- Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.



### **PROFESSIONAL ETHICS FOR STUDENTS:**

- Students should not get involved in any nefarious activities that will be degrading the college, state or nation.
- Students should not indulge in bullying, eve-teasing or Ragging any other person. If they violate this rule, suitable action shall be initiated against them according to the relevant Indian Law.
- Students should not smoke or use drugs, alcohol or any substance injurious to health within the College campus. If violated, serious action shall be initiated against them.
- Students should not wander in the verandas or Corridors during class hours. Nor should they go out of the class unless called for by the College Authorities for some valid reason.
- Any kind of misbehavior shall be viewed seriously.
- Students shall not defile or desecrate the rooms, walls, floor, furniture and other equipment set in the Campus. Any violation will attract suitable action, and steps shall be taken to procure the cost of repair/restoration from the student.
- A student suspended twice and gets involved in misbehavior for the third time shall be summarily dismissed from the College.
- Visitors/parents/guardians are not permitted to see the students during class hours. However under extraordinary circumstances College Authorities may waive this clause.
- Students must get permission before entering the staffroom or office.



- Students are responsible for the safe custody of tools/equipment/apparatus they use. In case of any damage, either willful or accidental, steps shall be taken to procure the cost of repair or in case of irreparable circumstances the cost of new equipment, from the student.
- Political, union activities, dharnas, gharao and shouting slogans or mass boycotting from the classes are totally forbidden. Any violation will attract strict action. Admission is granted to the College under this specific condition alone, which parents may be note. Admission to the higher class is also governed by this specific condition. These type of activities are totally banned by various court of law as per various Judgments.
- Usage of Mobile phone is banned inside the Class room/ laboratory/workshop and library. If somebody brings the mobile phone, it should be keep in separate place provided by the college. Carrying Mobile phones to examination halls are strictly prohibited and punishable crime.
- Those students who go out of the Campus during Class hours (excluding lunch time) need to obtain permission slip from their respective HODs/ authorized person.



## **PROFESSIONAL ETHICS FOR ADMINISTRATIVE /SUPPORTING STAFF:**

- Encourage the staff to maximize their efficiency.
- Maintain the privacy of the records.
- Maintain the decorum, dignity and curtsy in their speech and behavior.
- Take reasonable steps to prevent theft or misuse of the institute assets.
- Provide information regarding college policies, procedures and processes to faculty, staff and students.
- Responsible for the overall performance and monitoring of the college developmental activities.
- Maintain efficient housekeeping and catering requirement for guest / employee.
- Planning, sourcing and maintenance of company transport.
- All the requirements related to college like Library/class room/staff room/computer lab etc. has to be properly assessed.
- Avoid any form of unlawful discrimination relating to gender, sexuality, age, marital status in their behavior towards colleagues ,teaching staff and students.
- Maintain punctuality and discipline towards their work.



## HUMAN VALUES

Human values are the virtues that guide us to take into account the human element when we interact with other beings. They refer to the basic inherent moral inclination towards kindness, honesty, loyalty, love, peace, sympathy, truth etc. that enhance fundamental goodness of human beings and society at large. They enable the interpretation of “right and wrong” and provide the ways to understand humans and organizations.

### **Objectives of Human Values in Engineering:**

- To justify the moral judgment concerning the profession
- To appreciate the rights of others
- To create an awareness on engineering ethics and human values
- To understand the moral values essential in engineering profession
- To resolve the moral issues in the profession

### **The principle human values include**

1. Love and compassion
2. Peace
3. Truth
4. Non-violence
5. Righteousness
6. Renunciation
7. Service
8. Peaceful Co-existence
9. Discipline
10. Integrity



