



Code of ethics policy document

Vaagdevi Engineering College has been established in 2008 and our college has been able to win the confidence of over 2000 students in such a short span of time. The College offers quality education at Undergraduate and Postgraduate levels.

Code of Conduct

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

Importance of Code of Conduct

It defines the VALUES of an organisation and provides to all employees the boundaries of their behaviour relative to their duties to the organisation. 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 organisation.

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Code of Conduct for Faculty

a) A Faculty shall carry out the legitimate academic and administrative decisions taken by the authorities of the college pertaining to his/her sphere of responsibility/duties.

b) A Faculty shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/ teachers against other students or other teachers, colleagues or administration/Governing body of the college.

c) A Faculty shall not remain absent from duty without proper sanction of leave except in case of emergency.

d) A Faculty shall desist/refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the College.

e) A teacher may be permitted to take up consultancy under terms and conditions as outlined in the relevant Statute/Ordinance as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly.

(f) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

(g) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

(h) Cooperate with the authorities for the betterment of the College's keeping in view the interest and in conformity with the dignity of the profession.

(i) Give and expect due notice before a change of position is made, and

(k) 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.



Code of Conduct for Students

This Code shall apply to all kinds of conduct of students that occurs on the College premises and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking

- He/she shall be regular and must complete his/her studies in the college. Students must have a compulsory attendance of 75%. On medical grounds or for any legitimate reason the students with a minimum of 60% shall be qualified for appearing in the final examinations after submission of valid certificate along with fine considered by college administration as per policy.

- That, in the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the college subject to written consent of the Registrar.

- As a result of such relieving, the student shall be required to clear pending hostel/mess dues and if a student had joined the college on a scholarship, the said grant shall be revoked.

- That every student will maintain proper discipline, integrity and dignity in the college Campus and will behave appropriately with the Officers, Authorities, Faculty Members, Staff Members and other students of the College.

- That in case any student causes any damage/breakage fully or partially to any property, article, equipment, apparatus which belongs to the College, by mistake or deliberately, the College will have all the rights to recover the damages caused by him/her and impose monetary fine on him/her, and in case of non payment, College may cancel his/her admission or may take any legal action against him/her.

- That during the entire duration of his/her course he/she will not enroll himself/herself for any other Regular Course in any other University/College/Institution.

- That he/she will neither indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, fraud nor will get involved in consumption of liquor, drugs, smoking or any other kind of addiction in any manner in the college premises. In case he/she is found indulging in any of the above the college may take any legal action against him/her.



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- That he/she would attend the college in prescribed Uniform and carry and display his/her Identity Card issued by the College every day, if unable to do so the college can initiate action as per rules and regulations.
- That in case he/she is found travelling in the college Bus without due authorization and permission he/she shall be liable to pay the transport fee of the concerned route for the whole academic year.
- That day scholars are not allowed to stay in the college hostel(s) without written permissions and authorization of the warden and senior authorities of the college. In case he/she is found in the Hostel Premises, he/she will be liable to pay fine as decided by the college.
- That his/her participation in any Dharna / Pradarshan / Strike can lead to strict disciplinary action against him/her including his/her rustication from the College.
- That he/she will park his/her personal vehicle(s) in the college parking entirely on his/her own risk and in case of any mishappening to it i.e. theft, damage, breakage, loss etc. he/she will not claim any compensation from the college.
- That during his/her future visits on any educational/industrial tour or extracurricular activity if he/she sustains any injury or suffers any accident college will not be responsible for the same.
- That he/she shall maintain proper discipline, peace and abide by the rules and circulars issued by the college time to time and in case of any default by him/her, the College can take action against him/her including cancellation of his/her admission and debarring his/her entry in the college Campus, Library, Sports Grounds, Mess, Canteen, Reception, Labs ,Workshops etc.



Code of Conduct for Examination Branch Incharge

1. The Incharge of Examinations shall conduct Examinations and make all other arrangements thereof and be responsible for the due execution of all processes connected therewith.

2. When the Incharge of Examinations, for any reason, is unable to act, or the office of Incharge of Examination branch is vacant, all the duties of the office shall be performed by a person appointed by the principal.

3. The Incharge of Examination shall adhere to the following principles to maintain standards in Public Life:

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

4. The Incharge of Examination shall uphold values accepted by the College as listed below:

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

Code of Conduct for all Administration staff

The College expects its Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct:-



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1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Maintain independence & be impartial in the discharge of official duties.
4. Must not be absent without sanctioned leave.
5. Maintain a responsible and decent standard of conduct in private life. • Must not indulge in bigamy except permitted in religious personal laws.
 - Must not give dowry, take dowry and demand dowry.
 - Must not neglect wife, children, and parents.
 - Must not employ child labour at home.
 - Must not involve in adultery, moral turpitude.
6. Render courteous services to the public.
7. Maintain political neutrality.
8. Keep away from demonstrations organized by political organizations.
9. Refrain themselves and their family from joining any organization that is involved in subversive/criminal activities.
10. If arrested, must inform his/her superior in the office.
11. Avoid consumption of intoxicating drinks & drugs in the office, in public places or at home.
12. Must not travel abroad without information to the college and must not express any view on Indian or foreign affairs while visiting foreign countries.
13. Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.
14. Must not take private consultancy work.

Apart from the points mentioned above, all the employees are expected to refrain themselves from any act which is against the mission, vision and core values of the College.