



**KUMARAGURU**  
college of technology  
character is life

## **VALUES AND ETHICS POLICY**

### **(Version 2)**

#### **OBJECTIVES**

Values and Ethics committee of Kumaraguru College of Technology has been formed with the following objectives

- Propose the Code of Ethics for the Institution
- Organize ways to communicate the Code of Ethics to all staff and students and enhance its understanding
- Report breaches of Code of Ethics or non-compliance of ethical practices among students, faculty and staff to the Principal
- Formulate policies for corrective actions
- Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms
- Preparations of the internal ethical auditing report and submit recommendations to the Management

#### **VALUE AND ETHICS POLICY**

Value and Ethics policy warrants ability to discern right from wrong, good from evil, and the commitment to do what is right, good and proper for each individual and strive to achieve the motto of the KCT “**Character is Life**”.

In addition to recommending, code of conduct and Ethics to both employees and students, the policy also ensures implementation and maintenance of

1. Academic Ethics

2. Personal Ethics

3. Research Ethics

### **ACADEMIC ETHICS**

- Create an environment within the KCT Campus where ethical behaviour is the norm
- Enhance the worth, dignity, potential, and uniqueness of each individual within the institution and, thus, to the service of society
- Commit to contributing to the comprehensive education of students, protecting human rights, advancing knowledge of student growth and development
- Promote the effectiveness of institutional programs, services, and organizational units
- Emphasize commitments to safety, public health, environmental protection, and sustainable development

### **PERSONAL ETHICS**

- Actions and beliefs of all individuals consistent with the Six Pillars of Character -**Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship**
- Assure ethical behaviour by self-regulation and promotion of tolerance
- Treat fairly all persons regardless of such factors as caste, religion, gender, disability, or nationality
- Do to others as you would expect others do to you

### **RESEARCH ETHICS**

- Uphold the reputation of the KCT as a centre for properly conducted, high quality scientific research in thrust areas
- Promote honesty, carefulness, responsible publication, and respect for Intellectual Property

## **VALUES AND ETHICS FOR STAKEHOLDERS:**

### **1) Code of Conduct for Employees:**

- i. An employee of the college shall devote his time wholly to the service of the college and shall not engage directly or indirectly in any trade or business or in another institution or any other work whatsoever, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior written permission of the Principal/Director
- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing that will affect the reputation and prestige of the college, particularly in his relationship with the Principal / Director, Institutional leaders, Staff, Students, Visitors and Stakeholders of the college.
- iii. No employee shall, without obtaining the sanction of the Principal / Director, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the college.
- iv. No staff member of the college shall engage himself/herself in coaching students privately for any remuneration.
- v. No employee shall, without the permission of the Principal / Director accept any remunerative or honorary work not connected with the college.
- vi. No employee shall, without the previous sanction from the Principal / Director, wholly or in part, participate in editing or management of any newspaper or other periodical publications without prior and written consent from the Management or designated authority.

- vii. No employee shall, while being on duty, take part in politics which includes party or standing for election to the State Legislative or the Parliament or take part in any other election as an independent or on any party ticket.
- viii. No employee shall take part in any act or movement, such as strike, incitement thereof to similar activity in connection with any matter pertaining to his service or any other matter, which has the potential to disrupt and /or bring dishonor to the college, nor shall he/she resort to media directly or indirectly with his/her grievances.
- ix. An employee shall not without the knowledge and approval of the Management (Joint Correspondent / Correspondent) / HOD / Principal / Director or as designated by the Management, have recourse to any organization/authority, court or to the press for vindication of his grievances.
- x. The Governing Body in exercising the provisions of these rules, shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- xi. No employee may absent himself or herself from duty without prior permission. In case of emergency of proceeding on leave without permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- xii. Every employee shall be regular to work during their working hours fixed unless permitted otherwise by his/her Superior.
- xiii. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.

However, the above rules do not apply to employees appointed on deputation, contract basis and for persons appointed temporarily for a specific period.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful order of the Superior Officer.

- Gross negligence in teaching or any other duty assigned.
- Causing willful damage, the college property.
- Any act involving moral turpitude punishable under the provisions of IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

**(b) Disciplinary Proceedings**

**Disciplinary action on an employee shall be imposed only after:**

- (i) The employee is informed in writing by the Management (Joint Correspondent / Correspondent) / HOD / Principal / Director or as designated by the Management with regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- (ii) Such representation, if any, is taken into consideration by the Authority competent to impose penalty.

**Disciplinary Punishments and Appeals:**

The following penalties may, for sufficient reasons, be imposed upon the employees of the college, viz.;

- i) Censure
- ii) Fine
- iii) With-holding of increments/promotion.
- iv) Reversion to a lower post or a lower stage in the scale of pay
- v) Recovery of the whole or part in case pecuniary loss is caused to the college by negligence or breach of orders.
- vi) Suspension
- vii) Compulsory retirement
- viii) Removal/termination from the college service with or without notice

**Appeal:**

- i) Where it is proposed to impose on an employee any of the penalties specified, he/she shall be given an opportunity for making a representation to the Management (Joint Correspondent / Correspondent) / HOD / Principal / Director or as designated by the Management.
- ii) No employee of the college shall be dismissed or removed or compulsorily retired or reduced in rank except after an enquiry at which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him/her any such penalty, until he/she has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence adduced during such enquiry.
- iii) The enquiry shall be made by a Board of enquiry constituted for the purpose. The Management (Joint Correspondent / Correspondent) / HOD / Principal / Director or as designated by the Management shall constitute the board.
- iv) In case of appeal, the decision of appellate authority is final.

**2. Code of Conduct for Students :**

Students of Kumaraguru College of Technology would

1. abide by Act, Statutes, Ordinances, rules, policies, procedures of the institute and respect its ideals, vision, mission, cultural practices and the traditions.
2. stay in the academic institution with the joyful learning experience.
3. remain punctual, disciplined and regular in attending classes.
4. observe modesty in their overall appearance and behavior.

5. behave with dignity and courtesy with teachers, staff and fellow students.
6. act as a role model for the junior students by attaining the highest level of values and morality.
7. maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
8. contribute towards cleanliness of the campus and surroundings.
9. respect and care for the institutional properties.
10. observe proper behavior while on outside activities (educational tour/visit or excursion).
11. be honest in providing only truthful information on all documents.
12. maintain the highest standards of academic integrity while presenting own academic work.
13. help teachers in maintaining the learning environment conducive for all students.
14. strive to keep campus ragging free.
15. be sensitive to gender issues.
16. be sensitive to societal needs and development.
17. maintain good health and refrain from any kind of intoxicants.

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