POLICY & STANDARD OPERATING PROCEDURE FOR CODE OF CONDUCT & PROFESSIONAL ETHICS

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Prepared By	:	Dean, IQAC
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Approved By	:	Director & Campus Director, AMGOI

1. Purpose

The purpose of this Policy is to establish a comprehensive institutional framework for integrating the highest standards of professional ethics, integrity, and moral conduct into all academic, research, administrative, and community engagement activities of the Institute. The Institute is committed to creating a safe, respectful, and ethically driven campus that nurtures socially responsible, environmentally conscious, and globally competent engineers. This policy ensures that all members of the institution adhere to the fundamental canons of engineering ethics and institutional discipline.

2. Objectives

The objectives of this Policy are to:

1. Instill the fundamental canons of engineering ethics, prioritizing the safety, health, and welfare of the public.
2. Promote honesty, integrity, impartiality, and fairness in all academic and professional dealings.
3. Ensure that faculty and students practice only within their areas of competence and take responsibility for their work.
4. Embed ethical values, anti-discrimination, and anti-ragging practices into curricular, co-curricular, and extra-curricular activities.
5. Promote sustainable development and environmental responsibility in engineering practices.
6. Foster a culture of mutual respect, confidentiality, and avoidance of conflicts of interest.
7. Establish a robust mechanism for identifying, reporting, and addressing violations of the code of conduct.
8. Guide faculty members to act as role models and mentors for students in ethical behavior.

3. Scope

This Policy applies to all internal and external stakeholders of the AMGOI.

4. Policy Guidelines

Professional ethics and institutional discipline are the cornerstones of an engineering institute. Recognizing this responsibility, the Institute commits to the following guidelines, categorized by stakeholder groups:

A. Fundamental Ethical Principles (For All)

Public Welfare: Hold paramount the safety, health, and welfare of the public in the practice of the profession.

Competence: Perform services only in areas of competence and in conformance with applicable standards, laws, and codes.
Integrity & Objectivity: Issue public statements only in an objective and truthful manner. Avoid deceptive acts and falsification of qualifications.
Faithful Agency: Act as faithful agents or trustees for employers or clients, maintaining strict confidentiality of business and technical processes.
Conflict of Interest: Avoid real or perceived conflicts of interest whenever possible and disclose them to affected parties when they exist.
Non-Discrimination & Anti-Harassment: Treat all persons fairly and with respect, without discrimination based on race, religion, gender, disability, age, or national origin. Engage in no form of harassment, bullying, or ragging.
Environmental & Societal Impact: Examine the societal and environmental impact of actions, adhering to the principles of sustainable development and resource conservation.

B. Academic & Professional Integrity
Credit & Recognition: Give credit for engineering work to those to whom credit is due. Never misrepresent or exaggerate responsibility in prior assignments or falsely criticize other engineers.
Lifelong Learning: Commit to lifelong learning, advancing the body of engineering knowledge, and engaging in continuing education.
Institutional Loyalty: Avoid outside employment or private assignments that detrimentally affect regular institutional work. Maintain confidentiality in all official matters.
Prohibited Conduct: Avoid unlawful conduct, reject bribery in all forms, and do not participate in strikes or in-disciplinary movements.

C. Student Conduct & Discipline
Campus Decorum: Maintain absolute integrity and devotion to duty. Students must wear identity cards at all times and adhere to the prescribed dress code. Scribbling on boards, desks, and walls is strictly prohibited.
Attendance & Punctuality: A minimum of 75% class attendance is mandatory for all students. Students must not leave the campus during class hours without a valid gate pass.
Substance & Tech Abuse: Students must not misuse the college Wi-Fi facility (which is strictly for academic purposes) and must refrain from browsing during class hours.
Anti-Ragging: Ragging in any form is strictly banned in the campus and is punishable as per the directives of the Hon'ble Supreme Court of India.

D. Faculty & Administrative Conduct
Role Modeling: Faculty members must maintain high standards of punctuality, honesty, and professional ethics. They are expected to be role models for students.
Classroom Management: Faculty must not use mobile phones inside the classroom premises. They should act perceptively to deal with student insubordination, being strict but not harsh.
Mentorship: Faculty must act as counselors and facilitators, discussing habitual absenteeism and academically weak students with the Class Mentor/Tutor.
Administrative Efficiency: Administrative bodies must monitor institutional activities effectively, give a patient hearing to grievances, and encourage collaborative research and Faculty Development Programs. Supporting staff must be loyal, punctual, and respect the administration's hierarchy.

5. Roles and Responsibilities

A. Director / Campus Director

Provide strategic direction for the implementation of ethical practices. Allocate resources for the Anti-Ragging Cell and other disciplinary committees. Review major disciplinary and ethical violations.

B. Dean IQAC

Prepare the annual plan for ethical awareness. Monitor the implementation of the Code of Conduct across departments. Conduct periodic reviews and publish reports on institutional compliance and disciplinary actions.

C. All Deans & Heads of Departments (HoDs)

Ensure strict adherence to the Code of Conduct within their respective sections. Monitor student attendance and faculty behavior. Conduct regular meetings to address ethical concerns and submit reports to IQAC.

D. Faculty Members

Act as the primary point of contact for students regarding ethical behavior. Guide students on professional ethics, prevent academic malpractice, and report any misconduct to the HoD or relevant committee immediately.

E. Students

Abide by the institutional rules and regulations. Maintain high moral and ethical standards. Report any incidents of ragging, harassment, or unfair practices to the authorities without fear of retaliation.

6. Review and Revision of Policy

This Policy shall be reviewed once every three years, or earlier if mandated by statutory updates from AICTE, UGC, the Supreme Court of India, or directives from the Academic Council/Governing Body. Any amendment to this Policy shall be processed through the IQAC, becoming effective only after formal approval by the Director & Campus Director.

7. Annexures/Supporting Documents

1. Student Code of Conduct & Acknowledgment Form
2. Faculty and Staff Ethics & Duty Matrix
3. Engineering Professional Ethics
4. Faculty & Student Grievance Redressal Procedure
5. Hostel and Laboratory Safety Rules

8. Standard Operating Procedure (SOP)

1. At the beginning of every academic year, the IQAC shall constitute/reconstitute the Disciplinary Committee and the Anti-Ragging Cell, informing all stakeholders.
2. IQAC shall communicate the Code of Conduct guidelines, reporting formats, and timelines to all HoDs and Section Heads.
3. Every HoD shall organize an orientation session for students and faculty to discuss the annual plan and the strict adherence to the Code of Conduct.
4. Any violation of the Code of Conduct (e.g., ragging, malpractice, harassment, or insubordination) must be reported to the respective HoD or the Anti-Ragging Cell immediately.
5. Upon receiving a complaint, the HoD/Committee shall conduct a preliminary inquiry. The accused

student/employee shall be given liberty to explain their side.
6. If the explanation is not found satisfactory, the matter shall be escalated to the Principal/Director.
7. The Disciplinary Committee shall meet to recommend action based on the nature of the incident, ranging from warnings to suspension or expulsion (as per Supreme Court guidelines for ragging).
8. For minor infractions (e.g., dress code violations, late attendance), faculty members may issue verbal/written warnings and notify the mentor.
9. Strict penalties shall be imposed for gross negligence of duties, forgery of documents, or physical abuse.
10. All disciplinary actions and inquiry reports must be meticulously documented and maintained confidentially by the IQAC.
11. At the end of every semester, Section Heads shall compile a report of ethical/disciplinary cases (maintaining anonymity where necessary) and submit it to Dean IQAC.
12. Dean IQAC shall verify the reports and ensure the principles of natural justice were followed.
13. Dean IQAC shall conduct periodic review meetings to monitor the campus environment and propose corrective measures.
14. At the end of the academic year, Dean IQAC shall compile a comprehensive Institutional Compliance Report.
15. The Annual Compliance Report shall be submitted to the Director & Campus Director for review and approval.
16. Based on the annual review, IQAC shall issue recommendations for continuous improvement, update awareness strategies, and initiate planning for the subsequent academic year.

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