

CODE OF CONDUCT

For

TEACHING STAFF

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1. Vision & Mission of the College

Vision

"Service to the society through Quality Technical Education"

Mission

- Academic Excellence in Engineering and Technology Through Complete dedication to all round Growth of Students.
- Enable the Students to Develop Outstanding Professional with Technical Competence and Management Skills.
- Fulfill the Expectance of the Society and Industries with Ethical Standards for developing Sustainable Solutions

2. AboutKDK College of Engineering

K. D. K. College of Engineering, Nagpur is established in 1984, approved by AICTE, New Delhi and Director of Technical Education, Maharashtra, and affiliated to RashtrantukadojiMaharaj Nagpur University, Nagpur. The government of Maharashtra has conferred an 'A' Grade based on excellence & adequate infrastructure as well as the academic achievements of students and faculty. The college offers Six Undergraduate Courses in Civil, Mechanical, Electrical, Computer Science & Engineering, Electronics and Telecommunications, Information Tech and Three Postgraduate courses in Structural Engineering, and Mechanical Engineering Design and Master of Business Administration with a total Intake capacity of 666. National Board of Accreditation (NBA) has accredited five UG programs viz. Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics Engineering and Computer Technology in 2019. NBA had accredited Civil Engineering and Mechanical Engineering two times earlier i.e. in 2002 & 2008, whereas NBA accredited Electrical Engineering in 2008. National Assessment & Accreditation Council (NAAC) also accredits K D K CoE In 2019. Recently, the Indian Society for Technical Education (ISTE) has awarded the college with Best Green Campus Award 2019. The college has many achievements in the academic fields wherein staff and students have excelled in various domains.

The Vision of College is "Service to the Society through Quality Technical Education". The college is organizing many activities aligning with its vision, thereby strengthening and enhancing academic values on the campus. International Conferences, Short-Term Training Programs, Expert Talks by professionals representing many reputed institutions/organizations from India and across the world, Faculty Development Programs, Industrial Projects, Industrial

Visits, Summer Training, etc. are the academic enhancement events. The college has promoted research culture on the campus resulting in many faculties being awarded PhD. Presently 41 faculties have been awarded Ph. D. and 5 faculties have submitted their Ph. D. thesis while 25 faculties are pursuing. The College has submitted the proposals under various schemes of AICTE-AQIS and in the session 2019-20 the college received Grants of Rs. 24.43 Lakhs under various AQIS schemes.

An Internal Quality Assurance Cell (IQAC) has been set-up to monitor and to establish the standards in academics as well as in administration. The Cell has been functioning actively to improve the overall performance of institutions in terms of quality in the teaching-learning process and academic administration through continuous monitoring and constant follow-up of undergoing activities.

The quality academic atmosphere and research culture supplemented by excellent infrastructure in the campus helped to attain desired placements of students, which consistently show more than 70% of students of all the branches were absorbed in well-known and reputed companies across India.

3. Code of Conduct for teachers

3.1 Teachers and their responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practices. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should :

- a) Be enthusiastic in taking up the subjects allotted to them by the authority concerned.
- b) Prepare a teaching plan to be followed through the semester. They should give assignment to the students, check them and return to the students after correction.
- c) Evaluate the answer-sheets of the student for two sessional examinations and one Pre-university examination conducted during the semester, show the answer-sheets to the students and display marks.
- d) Mentor the students in a way that human and ethical values are inculcated in them.
- e) Responsibly conduct regular classes and practicals and also engage extra classes whenever necessary.
- f) Maintain high standards of punctuality, honesty and professional ethics.

- g) Work within the policies framed by the institution and act according to the vision and mission of the institute.
- h) Maintain confidentiality in conduct of examination and other matters related to institution.
- i) Abide by the instructions and directions of the competent authority.
- j) Contribute in the process of development of the institution.
- k) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- l) Seek to make professional growth continuous through study and research.
- m) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- n) Maintain active membership of professional organizations and strive to improve education and profession through them.
- o) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- p) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college, All India Council for Technical Education, Maharashtra State Board of Technical Education and Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur such as : assisting in appraising applications for admission, advising and counseling students as well as assisting the University examinations including supervision, invigilation and evaluation.
- q) Participate in extension, co-curricular and extra-curricular activities including community service.
- r) Manage their private affairs in a manner consistent with the dignity of the profession.

3.2 Teachers and the students:

Teachers should:

- a) Respect the right and dignity of the students in expressing their opinions.
- b) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- c) Recognize the difference in attitude and capabilities among students and strive to meet their individual needs.
- d) Encourage the students to improve their attainment, develop their personalities and at the same time contribute to community welfare.
- e) Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- f) Be affectionate to the students and not behave in vindictive manner towards any of them for any reason.

- g) Pay attention only to the attainment of the students in assessment of the merit.
- h) Make themselves available to the students even beyond their class hours and help and guide the students without any remuneration or reward.
- i) Aid students to develop an understanding of the National Heritage and National Goals.
- j) Refrain from inciting students against other students, colleagues and administration of the institution.

3.3 Teachers and Colleagues:

Teachers should:

- a) Treat other members of the profession in the same manner as they themselves wish to be treated.
- b) Speak respectfully of other teachers and render assistance for professional betterment.
- c) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- d) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavors.

3.4 Teachers and Authorities:

Teachers should:

- a) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession initiating steps through their own professional bodies and / or professional organizations for change of any such rules detrimental to the professional interest.
- b) Refrain from undertaking any other employment and commitment including private tuitions which are likely to interfere with their professional responsibilities.
- c) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- d) Co-operate through their organization in the formulation of policies of the other institutions and accept offices.
- e) Co-operate with authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- f) Adhere to the conditions of Contract and Agreement.
- g) Give and expect due notice before a change of position is made.
- h) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior permission, keeping in view their particular responsibility for completion of Academic Schedule.

3.5 Teachers and Non-Teaching staff:

Teachers should:

- a) Treat the members of the non-teaching staff as colleagues and equal parameter in a co-operative undertaking in the institution.
- b) Help in the function of joint staff – councils covering both teachers and members of non-teaching staff.

3.6 Teachers and Guardians:

Teachers should:

- a) Endeavour to see through teachers' bodies and organizations, that institution maintains contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in the meetings convened for the purpose of mutual exchange of ideas for the benefit of the institution.
- b) Contact guardians through the students under "Teacher-Guardian Scheme".

3.7 Teachers and Society:

Teachers should:

- a) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- b) Work to improve education in the community and strengthen the community's moral and intellectual life.
- c) Be aware of social problems and take part in such activities as would be conducive to progress of society and hence the Country as a whole.
- d) Perform the duties of citizenship, participate in community activities and shoulder the responsibilities of public offices.
- e) Refrain from taking part or subscribing to or assisting in any activity which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



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