



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA



Code of Conduct for Faculty and Staff Members

Code of Conduct for Various Posts

Preamble -

At Poornima Institute of Engineering and Technology (PIET), we are dedicated to fostering an environment of professionalism, integrity, and commitment. We understand that the success of our institution is intricately linked to the ethical behavior and dedication of every member of our community. This "Code of Conduct" serves as our guiding compass, ensuring that we uphold the values of excellence, respect, and accountability in all our endeavors. It establishes the principles that underpin our shared responsibility to create an atmosphere of trust, mutual respect, and academic rigor, facilitating the growth and development of both our students and our institution. Every individual, regardless of their role, plays an essential part in realizing our commitment to the betterment of our institution and the wider society, and this code defines the fundamental principles by which we shall conduct ourselves.

Director/Principal:

The Director/Principal of Poornima Institute of Engineering and Technology (PIET) holds a pivotal role in executing policies, managing campus operations, and fostering academic growth in alignment with the institution's vision. This position carries the following key responsibilities:

- **Head of the Institution:** The Director/Principal serves as the academic and administrative leader of PIET.
- **Academic and Administrative Planning:** This role involves planning and establishing various departments and administrative units within the PIET, ensuring a well-organized structure.
- **Admissions and Teaching:** Coordinating activities related to admissions, teaching, conducting examinations, and publishing course materials is vital.
- **Faculty Recruitment:** Identifying and recruiting suitable individuals to staff the various departments and administrative units is a critical aspect of the role.
- **Infrastructure Development:** The Director/Principal is responsible for the development and maintenance of various facilities, including laboratories, the Computer Centre, library, and other essential components of an educational institution.
- **Liaison with Authorities:** Maintaining positive and productive relationships with university authorities, the Directorate of Technical Education, AICTE, and other relevant policy-making bodies is crucial.
- **Management Communication:** This role involves interacting with the institution's management, conducting meetings with the Governing Council and Management Committee, preparing meeting minutes, and creating budgets for management approval.
- **Institutional Promotion:** The Director/Principal plays a key role in projecting a strong and positive image of the college to universities, AICTE, government bodies, parents, industries, research and development establishments, and the general public.
- **Event Planning:** Planning and organizing various functions such as Convocation, Annual Day, Fresher's Day, and Merit Awards.
- **Academic Leadership:** Providing leadership in organizing seminars, symposia, short-term schools, and Faculty Improvement Programmes.

In essence, the Director/Principal's responsibility is to steer the institution towards excellence while maintaining fruitful relationships with a broad spectrum of stakeholders. They are instrumental in shaping the institution's academic and administrative landscape and upholding its reputation in the eyes of the broader community.

Chief Finance Officer:

The Chief Finance Officer plays a central role in orchestrating, refining, and enhancing various operational facets at institutional levels. This multifaceted role encompasses a range of responsibilities, including but not limited to:

- **General Administration:** Overseeing and optimizing general administrative functions.
- **Shanti Education Society Affairs:** Managing matters related to the Shanti Education Society.
- **Purchases:** Supervising procurement processes.
- **Finance, Audit, and Accounts:** Ensuring the financial health of the institution through meticulous audit and accounting practices.
- **Automation:** Spearheading efforts to enhance automation in various processes.
- **Transport:** Managing transportation-related operations.
- **Day-to-Day Maintenance:** Ensuring the smooth day-to-day maintenance of facilities.
- **Mess and Hostels:** Overseeing the functioning of mess facilities and hostels.
- **Housing Principal:** Facilitating the housing needs of the Principal.
- **Security:** Ensuring the safety and security of the institution.
- **Budgeting:** Playing a critical role in budgeting at institutional levels.

In essence, the Chief Finance Officer is entrusted with the harmonious orchestration of these diverse operational dimensions, with a focus on enhancing efficiency, transparency, and the overall functioning of the institution and its affiliated entities.

Registrar:

The Registrar plays a pivotal role in various administrative and operational aspects of the institution. Key responsibilities include:

- **General Administration, Establishment, Accounts, Fees Collection, and Purchases:** Maintaining the smooth functioning of general administration, establishment activities, managing accounts, overseeing fees collection, and facilitating purchasing processes.
- **Utilization of Inset Related Services:** Upgrading and effectively utilizing in-house services available throughout the college.
- **Government Approvals and Inspections:** Preparing necessary documentation and applications for approvals from various government bodies, and diligently attending inspections conducted by AICTE, the University, State Government, and other relevant authorities.
- **Student-Related Activities:** Organizing and overseeing all matters concerning students, which include comprehensive documentation and record-keeping.
- **Institutional Functioning:** Executing all essential activities, whether directly or indirectly related to the overall functioning of the institution, in alignment with the guidance and directives provided by the Director.

In summary, the Registrar is a vital figure in ensuring the efficient day-to-day operations of the institution, maintaining compliance with regulatory bodies, and facilitating a conducive environment for students and staff.

Chief Proctor:

The role of the Chief Proctor encompasses a wide range of duties aimed at maintaining a harmonious and disciplined campus environment. Key responsibilities include:

- **Proctor Office Management:** Overseeing the effective management of the proctor office and diligently carrying out all assigned duties as they arise.
- **Academic Calendar Development:** Framing and ensuring the implementation of the academic calendar, which serves as a guiding framework for the institution's activities.
- **Policy Adherence and Meetings:** Organizing meetings and providing guidance in line with PIET policies to streamline and harmonize campus operations.
- **Discipline and Student Welfare:** Dealing with matters related to discipline and addressing issues such as ragging in various campus areas, hostels, transport, and other locations.

- **Student Grievance Redressal:** Redressing student grievances according to established PIET norms, fostering a supportive and responsive environment.
- **Attendance and Discipline Coordination:** Collaborating with all Heads of Departments, Proctors, Deputy Heads of Departments to maintain proper attendance and discipline, ensuring the smooth functioning of the campus.
- **Proactive Vigilance:** Maintaining proactive vigilance in the best interest of the organization, promoting safety and well-being.
- **Student Motivation:** Working to raise the motivation levels of students, taking into consideration their diverse backgrounds and needs.
- **Student Volunteer Coordination:** Arranging and coordinating student volunteers for college functions and events.
- **Record-keeping and Corrective Measures:** Maintaining records of potential trouble spots and taking corrective measures as needed to preempt issues.
- **Evaluation Records and Process Management:** Keeping records of various evaluations and departmental effective methods, contributing to the institution's growth and progress.
- **Entry and Exit Control:** Managing and controlling all entry and exit points, ensuring campus security and safety.

In essence, the Chief Proctor's role is instrumental in creating a safe, supportive, and disciplined environment conducive to the growth and development of both students and the institution as a whole.

Head of Department, I Year:

The role of the HoD for the first year is characterized by a nurturing and supportive approach. Key responsibilities include:

- **Program Planning and Execution:** The HoD actively engages in planning, executing, and supervising programs tailored to the needs of our students.
- **Faculty and Student Support:** Ensuring the welfare of both faculty and students is a primary concern. Providing constructive feedback and guidance in alignment with PIET policies is a central component of this role.
- **Confidence Building:** Building the confidence of first-year students is a priority. Creating a positive and encouraging environment for their academic and personal growth is a fundamental objective.
- **Support for PIET Policies:** Assisting the Directors in implementing PIET policies ensures alignment with the overarching vision and goals of the institution.

In essence, the HoD for the first year embodies a caring and guiding presence, dedicated to the well-being and success of our students and the harmonious execution of PIET policies.

Training & Placement Officers:

The role of Training & Placement Officers is characterized by their active involvement in planning and facilitating opportunities for industrial training, placements, and in-house summer trainings. Their responsibilities include designing and executing assignments that foster the development and future career prospects of our students.

- Plan and execute assignments to facilitate industrial training, placements, and in-house summer trainings.
- Design and coordinate opportunities that support students' career development and practical training needs.

Training Officers:

The role of Training Officers is characterized by a supportive and proactive approach. Their key responsibilities include:

- Registering students for PEEM (Prescribed Educational Enhancement Modules) and collaboratively finalizing the executive structure of PEEM with the Institution Head.
- Facilitating effective coordination with external agencies and Institution Heads to ensure the smooth and efficient conduct of PEEM classes and online tests.
- Publishing and thoroughly analyzing the results of online tests conducted as part of PEEM, and actively working on developing mechanisms for continuous improvement.

Head – Examination:

The Head of the Examination Department assumes a pivotal role in ensuring the seamless conduct of various examinations, both internal and external. This role involves:

- Meticulously planning and executing all examination activities, optimizing the utilization of human resources and infrastructure.
- Effectively communicating and sharing information with other departments and coordinators to facilitate the proper implementation of examination processes.
- Maintaining accurate records and comprehensive details for bill submission to universities, as well as coordinating the receipt and equitable distribution of payments in accordance with established norms.
- Preparing comprehensive annual and semester reports summarizing all examination activities for submission to the Principal.
- Diligently maintaining records of all internal examination answer books and laboratory records, aligning with university regulations.
- Coordinating the central evaluation of internal answer books for all internal examinations and forwarding marks and reports to the secrecy cell for further processing.

In essence, the Head of the Examination Department plays a pivotal role in upholding the integrity and efficiency of the examination processes while ensuring compliance with established norms and procedures.

Head – Secrecy:

The role of the Head of Secrecy is marked by a diligent and sensitive approach. Key responsibilities include:

- Planning activities related to student and faculty/staff attendance, as well as the recording of student marks in accordance with PIET norms.
- Ensuring the timely dissemination of documented information to parents, the Proctor in Chief, department heads, hostel wardens, department coordinators, and other relevant parties, including the university, at critical stages throughout the semester.
- Conducting a comprehensive analysis of student marks, both by subject and faculty, as well as by class, and calculating minimum, maximum, and average scores. These insights are then discussed with the Principal and other authorities to identify areas for improvement.
- Carefully and systematically sending marks to the university, following the prescribed procedures for term assessment marks, practical assessments, sessional work, projects, seminars, training, discipline, and other related criteria.
- Overseeing all tasks related to maintaining secrecy in the examination process, which includes sending lists of external examiners, arranging for project evaluations, organizing viva voce assessments, and appointing internal examiners as required by university regulations.

In essence, the Head of Secrecy plays a crucial role in preserving the confidentiality and integrity of academic processes while ensuring adherence to institutional and university norms and standards.

Proctor:

The Proctor's role is dedicated to maintaining a supportive and disciplined campus environment. Key responsibilities include:

- **Proctor Office Management:** Managing the proctor office efficiently and carrying out all assigned duties as needed.
- **Attendance and Discipline Coordination:** Collaborating with department coordinators, tutors, and mentors to ensure proper attendance and discipline, thereby contributing to the smooth operation of the institution.
- **Proactive Vigilance:** Maintaining a proactive vigilance to safeguard the best interests of the organization, promoting a secure and thriving environment.

- **Student Motivation:** Working to elevate the motivation levels of students while considering their unique attributes, including their intelligence and diverse backgrounds, whether rural or urban, hostellers or day scholars.
- **Student Volunteer Coordination:** Arranging and coordinating student volunteers for college functions and events, fostering a spirit of active participation.
- **Trouble Resolution:** Keeping an eye on students who may pose potential issues and taking measures to guide and correct their behavior.
- **Record-keeping and Decision-making:** Maintaining records of various activities and making appropriate decisions to ensure their effective execution, contributing to the institution's growth.
- **Entry and Exit Control:** Managing all entry and exit points, including the deployment of staff and the maintenance of registers to ensure campus security and controlled access.

In essence, the Proctor plays a crucial role in creating a nurturing and secure environment that supports the personal and academic growth of students and aligns with the overall mission of the institution.

Chief Warden:

The Chief Warden is responsible for creating a nurturing and comfortable environment for the hostellers, overseeing the management of Gurushikhar and Gayatri Hostels, ensuring the well-being of students. Key responsibilities include:

- **Hostel Environment:** Providing a congenial, comfortable, and conducive atmosphere for the students who reside in the hostels, fostering a space where they can focus on their studies and personal growth.
- **Hostel Management:** Planning, executing, and administering the daily operations and activities of Gurushikhar and Gayatri Hostels to meet the students' needs.
- **Maintenance and Facilities:** Supervising the upkeep of hostels and mess facilities in accordance with the college's policies to ensure cleanliness and functionality.
- **Academic Support:** Planning and arranging for the academic needs of hostellers, coordinating with relevant officers and faculty members to provide necessary academic resources and gather feedback on the students' academic experiences.

In essence, the Chief Warden's role is to create a welcoming and conducive environment for the hostellers, where their well-being and academic needs are met, promoting a harmonious and enriching residential experience.

Warden:

As a Warden, the primary focus is on the well-being and academic growth of hostellers. Key responsibilities encompass:

- **Academic Support:** Encouraging improved academic performance by monitoring students' study routines, reviewing class notes, and providing assistance with their studies.
- **Recognizing Excellence:** Identifying top-ranking students and offering them support to build their personal and institutional reputation.
- **Attendance Management:** Keeping a close watch on students with attendance below 75% and motivating them to enhance their attendance records.
- **Emergency Response:** Being vigilant and responding promptly to any emergencies while promptly informing higher authorities to ensure the safety and well-being of students.
- **Room Inspections:** Periodically conducting unannounced room checks during odd hours and maintaining a visit report diary.
- **Information Management:** Managing an information system to facilitate necessary corrective actions by higher authorities and contribute to the well-being of the hostellers.

In essence, the role of a Warden is to provide guidance, support, and oversight to create a positive and conducive living environment for the students while promoting their academic growth and well-being.

Security Supervisors:

Security Supervisors play a crucial role in safeguarding the campus and maintaining the safety of all properties. Their responsibilities encompass:

- **Property Safety:** Ensuring the security and safety of all campus properties, creating a protective environment for students and staff.
- **Personnel Monitoring:** Vigilantly monitoring and maintaining records of security personnel, ensuring they are well-prepared to handle their responsibilities.
- **Best Practices:** Promoting the use of best practices among the security personnel to enhance their effectiveness in maintaining campus security.
- **Attendance Records:** Maintaining attendance registers at campus entrances and exits, providing a systematic record of movement for enhanced security.

In essence, Security Supervisors are the guardians of campus safety, responsible for upholding a secure and protective environment for all campus residents.

Estate in Charge:

The Estate In Charge shoulders the responsibility for the effective maintenance of the campus properties and infrastructure. Their key responsibilities encompass:

- **Fittings and Repairs:** Ensuring the maintenance of all fittings and promptly addressing repairs and replacements, maintaining the immediate functionality of campus facilities.
- **Daily Inspections:** Conducting daily checks on crucial elements such as water supply, electrical fittings, window panels, and other essential components, actively overseeing their maintenance.
- **Campus Visits:** Regularly visiting each campus within the institution for monitoring purposes and maintaining meticulous records of the state of the facilities.

In essence, the Estate In Charge plays a pivotal role in preserving the functionality and integrity of the campus, creating a safe and well-maintained environment for all.

Media Coordinator:

The Media Coordinator holds a central role in ensuring effective communication and media presence for the institution. Their responsibilities encompass:

- **Website Updates:** Collecting information from diverse sources and keeping the PIET website current by updating it when necessary, fostering a dynamic online presence.
- **Media Liaison:** Maintaining constant communication with relevant stakeholders to promote media-friendly activities and share noteworthy news.
- **Press and TV Coverage:** Actively inviting press and television personnel to cover significant college events, enhancing the institution's visibility.
- **Publication Arrangements:** Organizing the publication of placement news and student activities with public relations value in prominent newspapers, facilitating broader outreach and recognition.

In essence, the Media Coordinator plays a pivotal role in enhancing the institution's media presence, keeping stakeholders informed, and creating a positive and dynamic image in the public eye.

Transport Officer:

The Transport Officer holds a pivotal role in overseeing and maintaining the efficiency and effectiveness of the institution's transportation services. Their responsibilities encompass:

Records and Timings:

- **Transport User Records:** Maintaining comprehensive records related to transport users, ensuring accurate documentation.

- **Timings Management:** Monitoring and maintaining the schedules of buses and other college vehicles for punctual service.

Discipline and Routes:

- **Discipline Enforcement:** Ensuring discipline among transport users, creating a respectful and safe environment during transit.
- **Route Planning:** Deciding on routes, evaluating their effectiveness, and planning for ad hoc arrangements as needed.
- **Route Updates:** Periodically updating route maps, including arrival and departure times at intermediate locations.

Cost Monitoring:

- **Running Cost Oversight:** Monitoring the running cost of each bus, including aspects like diesel consumption, repair, and maintenance.
- **Vehicle Upkeep:** Checking the general maintenance and upkeep of buses and other college vehicles, ensuring they are in excellent condition.

User Support and Fee Management:

- **Complaint Resolution:** Addressing and resolving complaints and grievances raised by transport users, taking corrective measures as necessary.
- **Fee Monitoring:** Keeping track of the transport fee status and ensuring the timely collection.

Training and Documentation:

- **Staff Training:** Conducting training programs for drivers and other staff to maximize their performance and ensure safety.
- **Efficiency Documentation:** Maintaining documents related to the efficiency of human resources and fuel utilization, fostering a cost-effective and sustainable transportation system.

In essence, the Transport Officer plays a vital role in maintaining the integrity of the transportation services, ensuring user satisfaction, safety, and cost-effectiveness, while also contributing to a disciplined and well-organized transport system within the institution.

Sports Officer:

The Sports Officer plays a vital role in fostering a vibrant sports culture within the institution, encouraging students to engage in physical activities and promoting healthy competition. Their responsibilities encompass:

- **Session Calendar:** Preparing a comprehensive sports calendar that outlines the schedule for sports activities throughout the academic session.
- **Student Engagement:** Motivating and inspiring students to actively participate in various games and sports-related activities, nurturing their physical and mental well-being.
- **Inter-Institutional Matches:** Organizing matches and competitions not only within the institution but also with other educational establishments, creating a platform for healthy competition.
- **Facilities Maintenance:** Ensuring the upkeep of all sports-related facilities, including grounds, equipment, and gymnasiums, to provide students with a conducive environment for physical activities.
- **Tournament Participation:** Recommending and closely following up on the participation of students in external sports tournaments and competitions, allowing them to showcase their talent on a broader stage.

In essence, the Sports Officer's role is pivotal in promoting physical fitness, teamwork, and the spirit of healthy competition among students while ensuring the proper management of sports facilities and encouraging participation in external events.

Mess Manager:

The Mess Manager is entrusted with the significant responsibility of overseeing the dining facilities within PIET hostels, ensuring a satisfactory and delightful dining experience for students. Their duties include:

- **Mess and Canteen Oversight:** Being responsible for the overall management and supervision of mess and canteen facilities in PIET hostels, ensuring a well-organized and efficient operation.
- **Extended Facilities:** Expanding mess and canteen services to cater to the needs of all academic and non-academic activities within the PIET campus, aligning with specific requirements. This includes handling purchases and managing the workers involved in the mess and canteen services.
- **Innovation and Satisfaction:** Innovating in the dining experience by conducting satisfaction surveys and proactively seeking feedback from students. Using this feedback to make continuous improvements in the quality of food and services offered.

In essence, the Mess Manager plays a crucial role in providing nourishing meals and a pleasant dining environment for students, fostering a sense of community and satisfaction in their dining experience.

Head of Departments (HoD):

Planning and Coordination:

- Plan all academic, extra and co-curricular activities within the department and assign responsibilities for effective execution.
- Ensure that theory classes, practical sessions, and tutorials are conducted according to the timetable, maintaining attendance discipline and punctuality in the department.
- Recommend leave for faculty members after making alternate arrangements.
- Conduct regular faculty interactions and department meetings.
- Ensure syllabus coverage as per deployment plans and allocate extra classes to faculty members as needed.
- Ensure the proper functioning of labs as per manuals and lab plans.
- Maintain department files and records.
- Work on brand building for students and provide support for marginal students.
- Monitor projects, NSPs, special lectures, SHG, open-book tests, library-related activities, online tests, placement activities, P-PROSKEP, PEEM, Technical P-PROSKEP, alumni memberships, industrial tours, departmental days, etc.
- Ensure the proper release of newsletters as per PIET policies.

Deputy Head of Department (Dy. HoD):

Supporting Role:

- Assume the responsibilities of HoD in their absence.
- Maintain documentation of activities and lab maintenance.
- Assist the HoD for excellent departmental academic output.
- Organize activities, seminars, workshops, and ensure active student participation.
- Interact with students for summer training, placement, industrial visits, and provide feedback to the T&P cell.
- Prepare a student classification matrix based on various parameters.
- Interact with tutors to form student clusters based on their skills and maintain their sets.
- Keep track of attendance defaulters and arrange counseling at the HoD/Principal level for improvement. Monitor and report their progress.
- Maintain records of potential troublemakers and proactively maintain a department free from their negative influence.
- Develop an employability improvement plan for students.
- Ensure all students become members of the Alumni association.
- Plan and conduct activities as per the academic calendar.

Academic Staff: Duties & Responsibilities:

Faculty members at PIET have a set of academic and non-academic responsibilities based on their position:

Professor / Associate Professor:

- Participate in department and institute administration, planning, and development activities.
- Promote a culture of research and development and participate in research.
- Attract projects and consulting assignments to the institute and collaborate with industry and other institutions.
- Set up and develop new curricula or upgrade existing ones.
- Guide Assistant Professors to improve their teaching and research skills.

Assistant Professor:

Academic Roles and Responsibilities:

Classroom Responsibilities:

- Develop course syllabi and communicate them to students.
- Create course materials and ensure timely distribution.
- Teach using effective methods and complete the program syllabus on time.
- Maintain classroom discipline.
- Provide leadership for continuous development and encourage library usage.
- Encourage student participation in curricular and extracurricular activities.

Tutorial Responsibilities:

- Coordinate with other faculty members to prepare tutorial assignments and work.
- Motivate students to use the tutorial facility.
- Assist students in completing assignments.
- Identify and help students overcome learning difficulties.
- Help students in solving assignment-related problems and ensure timely completion.
- Contribute to the compilation of question banks.

Laboratory Responsibilities:

- Participate in selecting and setting up laboratory experiments and preparing instructional manuals.
- Monitor equipment functionality and consumable availability.
- Instruct, assist, and guide students in conducting experiments.
- Conduct viva-voce sessions and maintain records of student grades and post-test records.

Project Responsibility:

- Help students select projects and serve as instructors, guiding project identification, design, and completion.
- Assist students in accessing required resources and monitor their progress.
- Provide students with timely feedback and support throughout the project.

Examination Responsibility:

- Set internal examination question papers.
- Evaluate internal examination answer sheets and submit marks.

Non Academic Roles and Responsibilities:

Placement Office Responsibility:

- Work closely with students to identify employment opportunities.
- Prepare brochures and invite prospective companies for placement drives.
- Organize and conduct industrial visits for placements.
- Register students for jobs with prescribed qualifications.
- Ensure that various facilities required for interviews are arranged.
- Provide in-house training to prepare students for placement.

Club and Cultural Activities Responsibilities:

- Organize and encourage student participation in seminars, conferences, annual fests, functions, sports, academic extracurricular activities, and more.
- Work closely with students to facilitate club activities as a faculty coordinator.
- Continuously pursue higher academic qualifications.
- Engage in personal research and publish research papers and books.
- Participate in academic conferences, seminars, workshops, educational programs, and activities of professional organizations.

Tutor/Mentor:

- Serve as a mentor and guide for a PIET of students.
- Ensure students attend PEEM classes.

General Code of Conduct for PIET Employee:

Employees at PIET are expected to uphold a high standard of conduct in their professional roles, interactions with various stakeholders, and in the service of the institute's reputation. This code of conduct is set to maintain the integrity and ethical principles of the institution.

(a) Duties of Staff:

- **Teaching Commitment:** All staff members are reminded that their primary responsibilities include delivering lectures, conducting laboratory sessions, and tutorial classes in accordance with the approved schemes of instruction and academic calendar. Uniform coverage of syllabus within the prescribed timeframe is essential, and any deviation without prior notice or alternate arrangements is considered a serious dereliction of duty.
- **Student-Centric Approach:** Employees are expected to act in a manner that benefits the students in all aspects, in their thoughts, words, and actions. No action should be taken that adversely affects the instructional program, examination processes, or the assessment of students.

(b) Integrity and Dignity:

- **Absolute Integrity:** Every employee is required to maintain absolute integrity and unwavering dedication to their responsibilities. They should refrain from actions that may compromise the dignity and prestige of the college, particularly in their interactions with students.
- **Principal's Adjudication:** Cases of violations of this code will be addressed by the Principal, who will decide on the appropriate course of action in accordance with these guidelines.

In essence, the code of conduct outlines the professional and ethical expectations of PIET employees, emphasizing the importance of dedication to teaching, student well-being, and the preservation of the institution's reputation. Violations of this code will be addressed by the Principal to maintain the college's integrity.

EXPLANATION:

This code of conduct outlines the expectations and standards of behavior for employees at PIET, with a focus on professionalism, ethical conduct, and the well-being of the institution. The code is broken down into various sections for clarity:

- **Decision Making Process:** All decisions made by the Principal or the Management that affect employees should involve providing the concerned employee with a reasonable opportunity to explain their case.
- **Conduct of Examinations:** Teachers are responsible for the conduct of both University and internal examinations, including invigilation, evaluation, and student assessment. Non-teaching staff should support these activities as assigned.
- **Punctuality and Obedience:** All employees must be punctual and adhere strictly to college timings. Non-teaching staff in laboratories should maintain punctuality and assist in maintaining a clean and functional environment for students and teachers. They should strive to ensure a positive academic experience for all.

- **(c) Adherence to Instructions:** All employees are expected to strictly obey instructions and circulars issued by authorities.
- **Behavior and Respect:** Employees should refrain from using disrespectful language when addressing superiors, showing respect for their position, rank, qualifications, and knowledge. All employees, regardless of role, should obey their superiors and adhere to their guidance. Heads of Departments and administrative units should provide clear and feasible instructions to their staff. Employees should avoid derogatory comments about colleagues, superiors, subordinates, students, or management.
- **No Agitation:** Employees should avoid engaging in any actions or protests that disrupt normal college activities, striving to maintain compliance with the academic calendar. Protests should be communicated through appropriate channels and should not hinder student progress.
- **Loyalty and Trust:** Employees should demonstrate loyalty to the college by diligently fulfilling their roles and cooperating with the administration. Employees are expected to attend college functions, seminars, and meetings when invited.
- **Teacher-Student Relations:** 8. Teachers should maintain a kind approach to students within the framework of the rules and without sacrificing discipline. They should keep attendance records up-to-date and report as required.
- **Disciplinary Actions:** Actions by employees causing obstruction in normal college activities, causing embarrassment to the administration/management, or tarnishing the college's image may result in disciplinary actions ranging from withholding increments to removal from service, depending on the gravity of the act.
- **Instigating Agitation:** Employees inciting students to engage in any form of agitation against the administration/management may face disciplinary proceedings, with potential consequences ranging from withholding increments to removal from service.
- **Recognizing Excellence:** Excellent teachers will be recognized and honored based on objective norms and demonstrated skills.
- **Grants and Recognition:** Teachers who secure substantial grants for research and development work or infrastructure enhancement in the college will receive special commendations.
- **Outside Employment:** College teachers should not engage in private coaching of college students for remuneration. Employees should not engage in any outside job without prior permission.
- **Gifts and Subscriptions:** Employees should not accept or permit their family members to accept gifts that create official obligations. Raising subscriptions or financial assistance for any purpose, except routine farewell and felicitation functions, should be done with prior permission.
- **Communication and Discussion:** Employees should maintain confidentiality and not divulge information obtained in the course of their duties to unauthorized individuals. Public criticism of college administration in any form is discouraged.
- **Vindication and Representation:** Employees should not resort to press or courts without first representing their grievances to the management.
- **Uniform and Attendance:** Staff should wear uniforms on working days, and attendance should be registered daily.
- **Reporting and Late Arrival:** Staff should arrive 5 minutes prior to reporting time on working days, with a 15-minute delay allowance. Late arrivals should be reported to the Head of the Department.
- **Leaving Before Time:** Staff members are generally not permitted to leave campus before official working hours, with exceptions like special concession or on-duty leave, which must be authorized.
- **On-Duty Leave:** Procedures for requesting on-duty leave, submission of proof, and the responsibility for genuineness are outlined.

- **Prohibition on Outside Employment:** Employees should not undertake outside jobs, and violations will be treated as a breach of trust.

This comprehensive code of conduct aims to maintain a professional, ethical, and efficient working environment at PIET, with adherence to the outlined guidelines and principles being essential. Violations may result in disciplinary actions as deemed appropriate by the management.