

Code of Ethics Policy



CODE OF ETHICS POLICY

Preamble:

Dr.Samuel George Institute of Engineering & Technology (SGIT) is dedicated to upholding the highest standards of ethical conduct, integrity and accountability in all its endeavors. This Code of Ethics Policy establishes the fundamental principles and guidelines that govern the behavior and actions of the college's students, faculty and administrative staff. By adhering to this code, we create an environment of trust, respect and excellence.

Objectives:

- ❖ To foster a culture of integrity, ethical behavior and social responsibility within the college community.
- ❖ To provide a framework that guides the actions and decisions of students, faculty and administrative staff.
- ❖ To ensure the SGIT members uphold ethical standards in their academic, professional and personal lives.
- ❖ To promote a diverse, inclusive and respectful environment that values the rights and dignity of all individuals.
- ❖ To maintain the reputation and integrity of Dr.Samuel George Institute of Engineering & Technology.

Code of Ethics Policy for Administrative Staff:

Integrity and Ethical Conduct:

- a. Administrative staff shall act with integrity, honesty and transparency in their professional duties and interactions.
- b. They shall avoid engaging in any form of dishonesty, fraud or misrepresentation.

Respectful and Professional Behavior:

- a. Administrative staff shall treat all individuals including students, faculty and colleagues with respect professionalism and fairness.
- b. They shall maintain confidentially and handle sensitive information in accordance with applicable laws and regulations.

Responsible use of Resources:

- a. Administrative staff shall utilize college resources, including funds, facilities and technology responsibly and in alignment with their intended purposes.
- b. They shall report any misuse, theft or abuse of resources promptly to the appropriate authorities.

Compliance with Policies and Regulations:

- a. Administrative staff shall adhere to all college policies, procedures and regulations.
- b. They shall stay updated on relevant laws and regulations ensuring compliance in their respective areas of responsibility.

Code of Ethics Policy for Faculty**Integrity and Professionalism:**

- a. Faculty members shall exhibit the highest standards of integrity, professionalism and ethical conduct.
- b. They shall act with honesty, fairness and transparency in their academic and research activities.
- c. Faculty members shall not engage in any form of academic misconduct including plagiarism or data manipulation.

Respect and Fairness:

- a. Faculty members shall treat all students, colleagues and staff members with respect, dignity and fairness.
- b. They shall create an inclusive learning environment that values diversity and promotes equal opportunities for all.

Academic Responsibility:

- a. Faculty members shall uphold the principles of academic freedom, ensuring intellectual honesty and critical thinking in their teaching and research.
- b. They shall maintain the confidentiality of student information and protect their privacy rights.

Conflict of Interest:

- a. Faculty members shall disclose any potential conflicts of interest that may compromise their objectivity, independence or fairness.
- b. They shall take appropriate measures to mitigate or avoid conflicts of interest.

Code of Ethics Policy for Students:

Integrity and Honesty:

- a. Students shall demonstrate honesty and fairness in all academic and personal matters.
- b. They shall refrain from engaging in cheating, plagiarism or any form of academic misconduct.
- c. Students shall uphold the principles of academic integrity and ethical behavior.

Respect and Diversity:

- a. Students shall treat all individuals with respect, regardless of their race, gender, religion, nationality or other protected characteristics.
- b. Discrimination, harassment or any form of disrespectful behavior is strictly prohibited.
- c. Students shall contribute to creating an inclusive and diverse campus environment.

Responsible use of Recourses:

- a. Students shall utilize college resources, facilities and equipment responsibly and in accordance with their intended purpose.
- b. They shall not engage in any form of misuse, theft or abuse of college resources.

Academic Excellence:

- a. Students shall actively pursue academic excellence and commit to their studies with dedication and integrity.
- b. They shall comply with college policies and guidelines related to assignments, examinations and research.

General Provisions:

Reporting Violations:

- a. SGIT encourages the reporting of any suspected violations of this Code of Ethics Policy.
- b. Individuals who report violations in good faith shall be protected against retaliation.

Enforcement and Disciplinary Actions:

- a. Violations of this Code of Ethics Policy may result in disciplinary action, including but not limited to warnings, reprimands, suspension, termination of employment or expulsion from the college.
- b. The specific disciplinary procedures of SGIT shall be followed in investigating and resolving reported violations.