



# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

## CODE OF ETHICS

### STAFF, ADMINISTRATION AND STUDENTS

This document on “Code of Ethics for staff, students, hostlers and administration” has been compiled for providing information to all the stakeholders of Institute of Aeronautical Engineering, Dundigal, Hyderabad. A broad view of the institutional policies and guidelines are complied with, for the smooth and meaningful conduct of academic and co-curricular activities, along with the fulfillment of social responsibilities at designated levels.

In cognizance with the magnitude of the responsibility inherently involved in education system, all the concerned stakeholders including governing body, staff and students, need to accept and adhere to the highest ethical standards in the teaching/learning process.

This system of ‘corrective measures’ in place will help the administration to identify any kind of breach to code of conduct and immediately adopt necessary corrective steps for restoring the desired professional ethics and human values.

## CODE OF ETHICS FOR STAFF AND ADMINISTRATION

1. Maintain decorum both inside and outside the classroom and set a good example to the students.
2. To be regular and punctual towards their duties.
3. Should act with integrity and comply with laws.
4. Plagiarism of any nature is prohibited.
5. Maintain a professional work environment and comply with institution policies.
6. Always conduct professionally. Be kind to others. Do not insult or put down others. Treat others as you would like to be treated. Harassment and exclusionary behaviour aren't acceptable.
7. Protect institution assets, including physical, intellectual, and electronic or digital properties.
8. The behavior of the faculty with male and female students and other employees shall be modest.
9. As per the rules of institute, faculties strictly follow the procedure of adjusting their class work. Failing which the leave will be treated as unauthorized and necessary action will be taken up.
10. The institute executes a solid/firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment is a case sensitive deed, which includes but not limited to sexual assault, unwanted touching or persistent unwelcoming comments, e-mails or pictures of an insulting or degrading sexual nature is prohibited.

11. Being under the influence of illegal drugs, alcohol, or substances of abuse is prohibited. Working under the influence of prescription drugs that impair performance is prohibited.
12. Usage of mobile phones in class rooms, laboratories, common areas and corridors during working hours is prohibited.
13. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in. Faculty must and should wear id card in the campus.

## **CODE OF ETHICS FOR STUDENTS**

1. Treat the faculty, administrative staff, employees, guests, visitors and other students with respect, dignity, impartiality, courtesy and sensitivity.
2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and / or a group.
3. Attending regularly to the institute is must and every student shall take the responsibility of keeping oneself informed about the academic responsibilities to be fulfilled in time.
4. Violations of academic conduct like malpractices/cheating during test/examination or knowingly furnishing false information are prohibited and strictly dealt with. At the same time things like plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
5. Every student in the Institute is expected to be involved only in activities that are likely to maintain the prestige of the Institute.
6. Students must take care that his/her behavior is impeccable toward opposite gender. Any unwelcome behaviour towards female students and employees in written, spoken, gestural or physical, directly or indirectly, would be dealt with as per the Law.
7. Ragging is any conduct by a student as an individual or group of them, whether by words spoken or written/ or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness. These activities will be treated as ragging and will be entitled for disciplinary action.
8. Avoid any activity or behaviour that would unfairly give advantage or disadvantage to another student academically.
9. Stealing, misusing, destroying, defacing or damaging of institute property or personal property of others is prohibited.
10. Refrain from getting involved in / encouraging any sort of discrimination or harassment of employees and other students.
11. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs are prohibited.
12. Fireworks, explosives, weapons or items of destruction are prohibited.
13. Use of mobile phones in the class rooms, corridors is prohibited.
14. Audio or video recording in class rooms or actions of other students, faculty, or staff shall not be done without prior permission.