Kodava Education Society®
COORG INSTITUTE OF TECHNOLOGY
Ponnampet, Kodagu -571216, Karnataka
Approved by AICTE, New Delhi & Affiliated to Visvesvaraya Technological University, Belagavi,
Accredited by NAAC with Grade A

Estd: 1999

Contact: 9611155457/9611173724 Email: info@citcoorg.edu.in Website: www.citcoorg.edu.in

Institute Vision:	Empowering the engineers of tomorrow by encouraging and providing quality education with social and ethical values.
Mission:	

- Delivering quality education through a conducive learning atmosphere.
- Providing professional skillsets through training and value-added courses to meet industry demand.
- Encouraging students to inculcate integrity, responsibility and social awareness.

Faculty Code of Conduct

Policy Document 2024-2025

Purpose

The Faculty Code of Conduct at Coorg Institute of Technology, aims to provide a clear framework for professional behavior, academic integrity, and ethical standards for faculty members. This policy seeks to ensure that faculty members create and maintain a positive, respectful, and productive environment conducive to learning, personal growth, and academic success. All faculty members, whether full-time, part-time, or visiting, are expected to adhere to the principles and guidelines outlined in this document.

Scope

This policy applies to all faculty members at CIT, including full-time, part-time, adjunct, visiting faculty, and other academic staff members who engage in teaching, research, and administrative duties.

General Principles

1. **Respect and Integrity:** Faculty members must treat all students, colleagues, staff, and visitors with respect, fairness, and dignity.

2. **Academic and Professional Excellence:** Faculty members are expected to maintain the highest standards of academic integrity, teaching quality, and professional ethics.

3. **Commitment to Student Success:** Faculty members have a responsibility to foster an environment that supports student development, learning, and well-being.

4. **Collaboration and Collegiality:** Faculty members should engage in collaborative and supportive relationships with colleagues and administration to enhance the academic environment.

PRINCIPAL
COORG INSTITUTE OF TECHNOLOGY
PONNAMPET-571216
KODAGU DISTRICT

Expectations

1. Professional and Ethical Conduct

- **Respectful Behavior**: Faculty members must demonstrate professionalism and courtesy in all interactions with students, colleagues, staff, and other stakeholders, both within and outside the college.

- **Equal Opportunity**: Faculty members must uphold a commitment to diversity, equity, and inclusion, ensuring that all students have equal access to learning opportunities.

- **Non-Discrimination**: Faculty members must refrain from discriminatory practices based on race, gender, religion, ethnicity, disability, or other protected characteristics, and work to create a welcoming and inclusive learning environment.

- **Avoiding Conflicts of Interest**: Faculty members must disclose any personal, financial, or professional conflicts of interest that may influence their objectivity in teaching, advising, or research activities.

2. Academic Responsibilities

- **Curriculum Development**: Faculty members are expected to actively participate in the development and evaluation of the curriculum, with BOS of VTU and ensuring it aligns with the latest industry standards and academic requirements.

- **Teaching Excellence**: Faculty members are responsible for delivering high-quality education through well-prepared lessons, meaningful assessments, and constructive feedback. They must remain current in their field and adapt teaching methods to meet the diverse learning needs of students.

- **Academic Integrity**: Faculty must model and promote academic integrity by ensuring that all academic work is completed honestly. Any instance of academic dishonesty, such as plagiarism or cheating, must be promptly addressed according to institutional policies.

- **Grading and Feedback**: Faculty members must ensure that grading is objective, transparent, and consistent with institutional policies. Feedback should be constructive and timely, supporting student growth and improvement.

3. Student Interaction and Support

- **Availability and Accessibility**: Faculty members should maintain reasonable office hours or availability to students for academic support, advising, and mentoring. Faculty should respond to student queries and emails in a timely and professional manner.

- **Respect for Students**: Faculty must treat students with fairness and respect, and refrain from any inappropriate behavior or language that could negatively impact students' academic experience.

- **Confidentiality**: Faculty members must respect the confidentiality of student records and academic performance. Any personal or academic information shared by students should be handled with care and in accordance with relevant privacy regulations.

- **Providing Feedback and Guidance**: Faculty should provide constructive, actionable feedback on student performance and progress. Faculty are also encouraged to serve as mentors to students, guiding them in academic, professional, and personal development.

4. Research and Scholarship

- **Commitment to Research**: Faculty members are expected to contribute to their field through meaningful research and scholarly activity. This includes seeking funding opportunities, publishing research in peer-reviewed journals, and presenting findings at conferences.

- **Ethical Conduct in Research**: Faculty must adhere to the highest ethical standards in conducting and publishing research. This includes obtaining appropriate approvals for research involving human subjects, animals, or sensitive data, and acknowledging the contributions of others.

- **Collaboration**: Faculty members should foster a collaborative research environment, supporting colleagues and students in their academic endeavors. They must acknowledge the contributions of all team members in publications and presentations.

5. Professional Development

- **Continuous Learning**: Faculty members are expected to pursue ongoing professional development to stay current in their field of expertise. This includes attending workshops, seminars, and conferences, and seeking opportunities for further academic and professional training.

- **Engagement in College Activities**: Faculty should participate in institutional activities such as faculty meetings, committees, clubs and events that contribute to the overall academic and administrative functioning of the college.

- **Mentoring and Support**: Faculty members are encouraged to mentor and guide junior faculty, helping to foster a collaborative and supportive academic environment.

6. Campus Conduct and Behavior

- **Conduct on Campus**: Faculty members must adhere to the code of conduct policies outlined for the college. This includes maintaining appropriate behavior in faculty meetings, conferences, events, and in the classroom.

- **Dress Code**: Faculty should maintain a professional appearance that reflects the seriousness of their academic role. The dress code should be in line with the expectations of an academic institution and the subject matter being taught.

- **Technology Use**: Faculty members must use college technology resources in accordance with college policies. They must maintain professional conduct in virtual and digital spaces, including email communication, online teaching platforms, and social media.

PRINCIPAL
COORG INSTITUTE OF TECHNOLOGY
PONNAMPET-571216
KODAGU DISTRICT

7. Disciplinary Actions

Violations of the Faculty Code of Conduct may result in disciplinary actions, which may include:

- Verbal or written warnings
- Suspension from teaching duties
- Demotion or reassignment
- Termination of employment

The process for addressing alleged violations includes an investigation and a hearing process, allowing faculty members to respond to any allegations before any disciplinary action is taken.

8. Grievance and Appeals Process

Faculty members have the right to file grievances related to workplace conditions, academic disagreements, or other issues. The college provides a formal process for addressing grievances, ensuring that all faculty concerns are heard and considered fairly. Faculty members may appeal decisions made regarding violations of the Code of Conduct through the Staff Welfare Cell of the Institute.

Acknowledgment

By joining Coorg Institute of Technology as a faculty member he/she agrees to uphold the standards of behavior, professionalism, and integrity set forth in this Code of Conduct. Adherence to these guidelines will help create a positive academic environment that benefits students, staff, and the college as a whole.

Principal

PRINCIPAL
COORG INSTITUTE OF TECHNOLOGY
PONNAMPET - 571 216
KODAGU DISTRICT.

Institute Vision: Empowering the engineers of tomorrow by encouraging and providing quality education with social and ethical values.

Mission:
- Delivering quality education through a conducive learning atmosphere.
- Providing professional skillsets through training and value-added courses to meet industry demand.
- Encouraging students to inculcate integrity, responsibility and social awareness.

Student Code of Conduct Policy Document

Purpose

The purpose of this Code of Conduct is to establish guidelines for behavior and academic integrity that all students at Coorg institute of Technology are expected to uphold. This policy aims to promote a respectful, productive, and safe learning environment, ensuring that students maintain the highest standards of conduct both inside and outside the classroom.

Scope

This policy applies to all the students enrolled at Coorg Institute of Technology, Ponnampet, across all programs offered by the college.

General Principles

1. **Respect for Others**: Students are expected to treat all members of the college community-faculty, staff, fellow students and visitors with respect and dignity.

2. **Academic Integrity**: Students must engage in honest academic practices, including avoiding cheating, plagiarism and other forms of dishonesty.

3. **Safety and Well-being**: Students must adhere to all health, safety, and environmental policies while on college property or participating in any college-related activities.

4. **Professionalism**: Students are expected to maintain a professional attitude and demeanor in all academic and extracurricular activities.

Expectations

1. Academic Conduct

- **Honesty**: Students must not engage in any form of cheating, plagiarism, or misrepresentation in their academic work. This includes, but is not limited to, copying others' work, falsifying lab results, or using unauthorized resources during examinations.

PRINCIPAL
COORG INSTITUTE OF TECHNOLOGY
PONNAMPET-571216
KODAGU DISTRICT

- **Assignments and Exams**: All assignments and exams must be completed individually unless otherwise instructed. Students must follow all guidelines, and any form of dishonesty will result in disciplinary actions.

- **Use of Resources**: Students must use college resources, including libraries, labs, and online databases, responsibly and in accordance with college policies.

2. Behavior in the College Community

- **Respectful Interaction**: Discrimination, harassment, bullying, or any form of disrespect towards others will not be tolerated. Students must engage in professional and courteous interactions with faculty, staff, and peers.

- **Language and Communication**: Students must use appropriate language in all forms of communication (verbal, written, or digital), both on campus and during any official college activities.

- **Dress Code**: Students are expected to dress in a manner that is appropriate for an academic and professional environment. Certain programs may have specific dress code guidelines (e.g., lab coats for lab-based courses).

3. Behavior Outside the Classroom

- **Representation of the College**: Students should represent the college in a positive and professional manner when attending external events, including internships, conferences, competitions, and social media.

- **Substance Abuse**: The use of illegal drugs or alcohol on campus or during college-related activities is strictly prohibited. Students must adhere to all relevant laws and regulations regarding substance use.

- **Behavior in Hostels and Campus Facilities**: Students residing in campus housing or utilizing other facilities must respect the privacy, comfort, and safety of others. Vandalism, theft, and noise disruptions are prohibited.

4. Campus Safety and Environment

- **Compliance with Safety Regulations**: Students must comply with all safety protocols, including fire safety, laboratory safety, and general campus regulations to maintain a safe learning environment.

- **Property Respect**: Students are expected to treat college property, including classrooms, laboratories, equipment, and technology, with care. Any damages must be reported immediately.

- **Environmental Responsibility**: Students are encouraged to participate in sustainable practices, including waste management, energy conservation, and promoting an eco-friendly campus.

5. Disciplinary Actions

Failure to adhere to the Code of Conduct may result in disciplinary actions, which can range from a verbal warning to expulsion, depending on the severity of the violation. The disciplinary process includes the following steps:

PRINCIPAL
COORG INSTITUTE OF TECHNOLOGY
PONNAMPET-571216
KODAGU DISTRICT

- **Investigation**: Allegations of misconduct will be thoroughly investigated. Students may be required to attend hearings and provide their perspective.

- **Consequences**: If violations are confirmed, consequences may include:
  - Warnings or probation
  - Suspension or expulsion from specific activities or the college
  - Fines or restitution for damages
  - Removal of privileges (e.g., access to certain resources namely hostel, transportation)

6. Appeal Process

Students have the right to appeal disciplinary actions if they believe they have been unjustly penalized. Appeals must be submitted in writing to the Disciplinary Committee through Student Welfare Cell within two days of the decision.

7. Digital Conduct

- **Online Behavior**: Students are expected to maintain professional behavior in all online platforms, including social media, online forums, and communication platforms related to the college. Any actions that harm the reputation of the institution or violate the code of conduct will be subject to disciplinary actions.

- **Cybersecurity**: Students are responsible for the security of their personal information and must avoid engaging in any activities that might compromise the integrity or security of college networks, systems, or data.

Declaration by the Student

I, Mr./Ms... USN............................. hereby, acknowledge that they have read, understood, and agree to follow the Code of Conduct outlined above which supports a safe, respectful, and productive environment, enhancing both personal development and the college community as a whole. Failure to adhere to these standards can have serious academic and personal consequences.

Principal

PRINCIPAL
COORG INSTITUTE OF TECHNOLOGY
PONNAMPET - 571 216
KODAGU DISTRICT.