

CODE OF CONDUCT

DRIEMS University

CODE OF CONDUCT

PREAMBLE

DRIEMS is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct.

CODE OF CONDUCT FOR STUDENTS

- ✓ Students are expected to attend all classes without fail. If, for unavoidable reasons, leave of absence is required, permission from competent authority should be sought.
- ✓ All students should reach the classroom on time and shall not leave the class without the permission of the teacher.
- ✓ All students should wear proper uniform with shoes.
- ✓ Students should compulsorily wear their I.D card inside the college campus.
- ✓ The behavior of the students, both within and outside the college premises should be decent and befitting to a professional institution.



DRIEMS
UNIVERSITY



- ✓ Students found guilty of ragging will be dismissed from the college as per the Supreme Court ruling.
- ✓ This, being an eco-friendly campus, plastic or other trash should not be thrown inside the college or in the premises.
- ✓ Students shall communicate only in English language among themselves and with the faculty members. This is a conscious effort to improve the English communication skill of students.
- ✓ Students shall keep themselves informed of the instructions issued to them from time to time orally or through notices/ circulars, emails or WhatsApp.
- ✓ Students are expected to contribute towards the academic/ social/environmental initiatives that the Institute may undertake.
- ✓ Participation in intercollegiate programmes, within the city or outside, is subject to permission of the Principal.
- ✓ For outstation programmes including study tour, the students are required to submit a permission letter from their parents.
- ✓ Students are required to keep safe custody of their valuables. They should maintain decency and decorum during cultural events, be it inside the campus or outside.
- ✓ Any unhealthy relationship between students that might affect their academic performance, breach their personal space or affect the reputation of the institution will be strictly dealt with.
- ✓ The College campus is a no-smoking/ alcohol-free zone.

- ✓ Students are prohibited from organizing or attending meetings in the college, distributing notices, collecting money and exhibiting banners, flags, posters etc. without the permission of the Principal.
- ✓ Political/ organizational activities are banned in the campus, save those official activities which are specifically permitted or sponsored by the college authorities.
- ✓ All expressions or activities which are immoral, antisocial, communal and anti-national are strictly prohibited in the College campus.
- ✓ The Principal shall be the final authority in the interpretation of the College rules. Matters not covered by these rules are left to the discretion of the Principal and his decision shall be final.

ACADEMIC MISCONDUCT

- To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.
- Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.

DISCIPLINARY MISCONDUCT

- Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences.
- Participate in various events, seminars, workshops organized by the institution and contribute towards their success.
- Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.
- When attending events outside the campus and representing the institution, the code of conduct will still be in effect.

CAUSING DISREPUTE TO OTHER STUDENTS

- Communicate opinions to others in a fair and constructive manner.
- Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.
- Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identity cards at all times.
- Use Institutes resources (facilities, equipment, supplies, vehicles) lawfully
- Avoid use of mobile phones in classrooms and common areas.

- Not to form any formal and informal groups on the basis of caste, community and religion.
- To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance very month/in the academic year.
- To furnish in their own interest, the change in the address of father/guardian, if any, to the office/department as soon as they return from summer.
- Students are prohibited from speaking on behalf of, or for, college with any media organization or publication without written permission of the Office of college Communications.
- Violation of institution rules is strictly prohibited.
- Promote sustainability and reduce the impact on environment in all our actions.
- Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate unethical. Conduct and violations are subject to disciplinary actions.
- The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.

PUNISHMENT AND PENALTIES

- Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.

CODE OF CONDUCT FOR TEACHERS

DRIEMS is striving for academic excellence, and progress of Engineering. Education and research have been conducted in alignment with our national needs and priorities and ensure that our mission, objectives make contributions to global needs. Teachers should enjoy full civic rights of our democratic country. Teachers have a right to just conditions of service and professional independence.

TEACHERS

- Shall read, understand and comply with institutes policies.
- Shall abide by the institutes policy to value and support an institute community that is diverse in Gender, Caste, Creed, Religion, Region, Nationality, Educational background, Talent, Skill, and Experience.
- Shall be in time to the institute.
- Shall be regular and punctual to the classes.
- Must conduct one hour class and take attendance in the beginning of class.
- Daily lesson should be planned ahead and taught in the most effective and innovative way.
- Class should be well structured, interactive and involving student cohort.
- Notes of units should be included in the course file.

TEACHERS AND THE STUDENTS

- Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the affiliated Institution.
- Syllabus completion should be according to academic calendar.
- Students learning should be assessed periodically and modification of teaching and assignments done accordingly.
- Shall maintain the course file with all necessary documents including previous year question papers and their answer keys.
- Mentorship shall be fulfilled in order to enhance student's academic performance.
- Do not show partiality or hold grudges towards students/colleagues.
- The teacher is in-charge of students during the class.
- Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.
- A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned. In case of unsurely of the behavior if it is against the code then the matter should be discussed with Deans, Heads of Departments, Principal or Vice Principal.
- Shall be a springboard for the student's academic success, personal growth and placement in the national and global arena.

TEACHERS AND THE STUDENTS

- Shall attend to the parent's queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.
- Follow Dress code
- Shall be in respectable attire, befitting the society's expectations.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears and also maintain personal hygiene at all times.
- Every staff member shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.
- Shall Endeavour to assist Fellow teachers to discharge their duties effectively and make adjustments flexibly.
- Act within the range of an allowed individual authority in all matters and in the best interests of the institute.
- Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.
- Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding innovative solutions.
- Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research

and citing the work of others.

- In charge faculty should ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods and lab suppliers. Transact Institutes business in compliance with all applicable laws and institutes policies

TEACHERS AND COLLEAGUES

and procedures.

- Communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of our differences and different perspectives.
- Voice any differences of opinion respectfully and directly to those colleagues with whom we disagree and not in common areas and manage conflicts appropriately.
- Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence.
- Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
- Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
- Adhere to the institutes grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of

sponsored funds.

- Promote sustainability and reduce the impact on environment in all our actions.

CODE OF CONDUCT FOR EMPLOYEES

- Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability
- Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should be reflecting good values.
- Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
- An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- The institute is committed to maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
- Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political

activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

Confidentiality

- Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
- Honor non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.

Gifts

- Ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods, do not take favors from students in any form and avoid financial transactions, refuse any gift that could place individual or institute in embarrassing position, avoid being biased in dealings with lab and other suppliers.

Attendance at Meeting

5.:

- An employee who is appointed as a member of any duly constituted committee of the Institution must attend all meetings of such committees. b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should

send a previous intimation to concerned authority in order to arrange a substitution.

Consumption of intoxicating drinks and drugs

- An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.

Misconduct

- Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- Acting in a manner prejudicial to the interests of the Institution.
- Willful insubordination or disobedience, whether or not in combination with others, of his/her superior
- Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- Damage to any property of the Institution.

CODE OF CONDUCT FOR ADMINISTRATORS

- As members of DRIEMS University community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.
- Purpose In that spirit, this Code (the "Code") is a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.
- Violations Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Act within the range of an allowed individual authority in all matters and in the best interests of the institute. Equity and Justice People are to be treated fairly - not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community all

members can access opportunities that allow for their full participation in that community.

- The institute will not tolerate harassment, discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to abide by the institute's Code of Conduct.
- Discrimination-direct or indirect, Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favorably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.
- Prevention and Resolution of Campus Ragging/Bullying The institution acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college.
- Sexual Harassment Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person.

- Academic Freedom Academic freedom is recognized and protected by college as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.
- All members of the Institution must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with college policies.
- Confidentiality Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.
- The college Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at DRIEMS, clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.
- DRIEMS College expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical clearances must be gained where appropriate.
- A standard of Integrity and Quality DRIEMS recognizes that it must earn reputation for integrity that includes, but is not limited to, compliance with

laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.

- Financial Reporting All Institution accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.
- Reporting Suspected Violations: Reporting to Management Members of the DRIEMS community should report suspected violations of applicable laws, regulations, government contract and grant requirements or this Code. Members should not ignore violation of conduct of others. It is obligatory to report any violation which falls in framework of codes. Cooperation of all employees is expected to cooperate fully in the investigation of any misconduct.

CODE OF CONDUCT FOR OTHER STAFF MEMBERS

This Code of Conduct applies to all university staff members excluding students, faculty, and administrators. This includes but is not limited to:

- Administrative support staff
- Technical and IT personnel
- Library staff
- Maintenance and facilities staff
- Security personnel
- Laboratory technicians
- Food service workers
- Clerical and secretarial staff
- Research assistants and support staff

Core Values and Principles

- **Integrity**
 - Conduct all activities with honesty and transparency
 - Avoid conflicts of interest or disclose them appropriately
 - Maintain accurate records and documentation
 - Report misconduct or violations when observed
- **Respect and Dignity**
 - Treat all individuals with courtesy, respect, and professionalism

- Value diversity and promote an inclusive environment
- Avoid discrimination based on race, gender, religion, age, disability, sexual orientation, or other protected characteristics
- Maintain appropriate professional boundaries
- **Excellence and Professionalism**
 - Perform duties with competence and dedication
 - Continuously improve skills and knowledge relevant to your role
 - Take responsibility for your work and decisions
 - Collaborate effectively with colleagues and stakeholders

Professional Conduct Standards

Workplace Behaviour

- Arrive punctually and maintain regular attendance
- Dress appropriately according to departmental guidelines
- Maintain a professional demeanor in all interactions
- Use university resources responsibly and for authorized purposes only
- Keep work areas clean, safe, and organized

Communication

- Communicate clearly, respectfully, and professionally
- Listen actively to colleagues, students, and visitors
- Provide accurate information within your scope of knowledge
- Refer inquiries to appropriate personnel when necessary
- Maintain confidentiality as required by your position

Technology and Information Use

- Use university computing resources responsibly and ethically
- Protect sensitive and confidential information
- Follow data protection and privacy policies
- Avoid unauthorized access to systems or information
- Report security breaches or suspicious activities immediately

Relationships and Interactions

With Students

- Maintain appropriate professional boundaries
- Provide helpful and courteous service within your role
- Respect student privacy and confidentiality
- Report any concerning student behavior through proper channels
- Avoid personal relationships that could create conflicts of interest

With Colleagues

- Foster a collaborative and supportive work environment
- Resolve conflicts constructively and professionally
- Share knowledge and resources appropriately
- Respect chain of command and reporting structures
- Avoid gossip and unprofessional discussions about colleagues

With External Parties

- Represent the university positively in all interactions
- Follow established protocols for external communications
- Avoid making commitments beyond your authority
- Maintain professional standards in vendor and contractor relationships

Health, Safety, and Security

Workplace Safety

- Follow all safety protocols and procedures
- Use personal protective equipment as required
- Report hazards, accidents, or near-misses immediately
- Participate in required safety training programs
- Maintain awareness of emergency procedures

Security Responsibilities

- Protect university property and assets
- Follow access control and identification procedures
- Report suspicious activities or security concerns
- Safeguard keys, access cards, and security codes
- Comply with visitor management policies

Financial and Resource Management

University Resources

- Use university property, equipment, and supplies appropriately

- Avoid personal use of university resources without authorization
- Report damaged or missing equipment promptly
- Follow procurement and expense procedures
- Maintain accurate inventory and usage records

Financial Integrity

- Handle university funds with care and accuracy
- Follow established financial procedures and controls
- Avoid personal financial gain from university activities
- Report financial irregularities or suspected fraud
- Maintain proper documentation for all transactions

Confidentiality and Privacy

Information Protection

- Protect confidential student, employee, and institutional information
- Access only information necessary for your job responsibilities
- Follow proper procedures for handling sensitive documents
- Avoid discussing confidential matters inappropriately
- Secure physical and electronic files appropriately

Privacy Rights

- Respect the privacy rights of students, colleagues, and visitors
- Follow applicable privacy laws and regulations
- Obtain proper authorization before sharing personal information
- Use discretion when handling personal or sensitive matters

Prohibited Conduct

The following behaviours are strictly prohibited:

- Harassment, discrimination, or bullying of any kind
- Theft, fraud, or misappropriation of university property
- Substance abuse on university premises
- Violence, threats, or intimidating behavior
- Unauthorized disclosure of confidential information
- Conflicts of interest without proper disclosure
- Misuse of university resources for personal gain
- Falsification of records or reports
- Violation of safety protocols
- Insubordination or failure to follow lawful directives

Reporting and Compliance

Reporting Violations

- Staff members are encouraged to report violations of this code
- Reports can be made to immediate supervisors, HR, or through anonymous reporting systems
- The university prohibits retaliation against good-faith reporters
- All reports will be investigated fairly and promptly

Compliance Monitoring

- Regular training on this code will be provided
- Compliance will be monitored through various mechanisms

- Violations may result in disciplinary action up to and including termination
- Staff members are responsible for staying current with policy updates

Training and Support

Mandatory Training

- All staff must complete orientation training on this code
- Periodic refresher training may be required
- Specialized training will be provided based on job responsibilities
- Training records will be maintained by human resources

Resources and Support

- Staff can seek guidance from supervisors or HR on ethical issues
- Employee assistance programs are available for personal support
- Professional development opportunities are encouraged
- Whistleblower protections are in place for reporting violations

Acknowledgment and Commitment

By accepting employment with the university, all staff members agree to:

- Read, understand, and comply with this Code of Conduct
- Participate in required training programs
- Report violations when observed
- Maintain the highest standards of professional conduct
- Support the university's mission and values

Review and Updates

This Code of Conduct will be reviewed periodically and updated as necessary to reflect:

- Changes in laws and regulations
- Evolution of best practices
- Feedback from staff and stakeholders
- University policy updates
- Emerging ethical considerations



Director IQAC
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