

Policy Document on Ethics



COLLEGE OF ENGINEERING ROORKEE
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ETHICS & VALUES

The Institute places the highest values and importance towards humanity, mankind, self-respect, and dignity. It is the prime concern of the institute to groom every individual and cultivate good habits in them so that in time to come they can prove themselves worthy to self, family, society, nation and as a whole to the mankind and humanity. Every faculty member is bound to fulfill the above-mentioned target with sincerity, zeal and passion. To achieve the above target the first and foremost thing which is being taken care of is Discipline which goes from top to bottom of the organizational structure.

The following need to be observed during the office hours

1. The faculty member shall at all times, be imbued with the spirit of professional loyalty, confidence, and faith in one another, and full cooperation with colleagues.
 2. The faculty member shall be fair dignified and ethical in all their dealings with the superiors, staff member, students, or outsider.
 3. The faculty member shall be live with dignity in all places at all times and shall impose self-respect and self-discipline.
 4. The faculty member shall be regular and punctual in attendance. In case of absence due to unforeseen circumstances, they shall inform the HOD/Director at the earliest with a request to make alternate arrangements for the handling of their class hours.
 5. A faculty member shall get the prior of leave by HOD. The faculty member seeking leave or absence shall state in the leave application how his/her class hours during the leave period shall be handled.
 6. A faculty member shall leave a message with the HOD (after taking permission from the principal) when he/she is expected to be back in the college, whenever he/she go out of the college premises during working hours for any reason.
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7. The faculty member shall be dressed in a dignified manner and shall always carry their ID cards along with a necktie (in the case of males). The male staff member is expected to avoid wearing T-shirt, jeans, and undignified cloth and the female staff shall come in a decent and respectable dress avoiding all sorts of pants, T-shirt, etc.
 8. No faculty member shall cancel his/her scheduled classes without prior approval of the HOD.
 9. A faculty member shall establish and maintain cordial relations with students, and shall conduct himself to merit their confidence and hear students complaints with sympathy and understanding.
 10. The faculty member shall always be available and communicative to the higher authorities.
 11. Results of unit tests shall be announced within 4 working days and the valued answer papers shall be returned to the examination branch. Similarly, assignments submitted by the students shall be valued and returned to them within a week.
 12. Faculty member shall bound to-
 - Attend all meetings called by the HOD or any other authority and lectures or functions to which they have been invited.
 - Undertake any extra tasks that may be assigned to them by the HOD.
 - Function as faculty Advisor to the students assigned to them and be helpful to any other student who may seek their help; and the faculty member shall avoid making derogatory statements about colleagues, students, other teachers, officials, or parents.
 - To cooperate with other faculty members whenever such cooperation is solicited
 13. The faculty member shall treat all students with love and affection and shall be just and impartial to all students irrespective of their caste, creed, religion, gender, economic status, disability, language, and place of birth.
 14. The faculty member has invariably furnished the vacation address and contact number in case leaving the Institution
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