Code of conduct for Students

- Treat fellow students, teachers, staff, and visitors with respect and courtesy, valuing diversity and maintaining a positive atmosphere.

- Uphold honesty in all academic work, avoiding plagiarism, cheating, and other forms of academic misconduct.

- Attend classes regularly and on time, participating actively in all academic and extracurricular activities.

- Adhere to the institution's dress code, ensuring that attire is appropriate and respectful of the learning environment.

- Use the institution's technology and internet resources responsibly and ethically, avoiding misuse or inappropriate content.

- Take care of the institution's property and facilities, reporting any damage or issues promptly to the appropriate authorities.

- Communicate politely and constructively with peers, faculty, and staff, avoiding harmful or disrespectful language.

- Participate in keeping the campus clean and sustainable by properly disposing of waste and conserving resources.

- Engage in institutional activities, events, and programs that promote personal growth, community involvement, and skill development.

- Follow all institutional rules, regulations, and policies, including those related to safety, discipline, and academic expectations.

- Address conflicts or disagreements peacefully, seeking help from faculty or administration when necessary.

- Stay focused on academic and personal development, striving for excellence in all educational pursuits.

Director
JIMS Engineering Management
Technical Campus, Gr. Noida

Code of Conduct for Teachers

- Uphold the highest standards of honesty, integrity, and professionalism in all academic and administrative responsibilities.

- Treat all students, colleagues, and staff with respect and dignity, regardless of their race, religion, gender, sexual orientation, or socioeconomic status.

- Maintain the confidentiality of students' academic records, personal information, and any other sensitive data obtained in the course of duties.

- Engage in lifelong learning and professional development to stay current in their respective fields and improve teaching practices.

- Be punctual and regular in attendance for classes, meetings, and other institutional activities, setting a positive example for students.

- Ensure fair, transparent, and unbiased assessment of students' work, providing constructive feedback to support their academic growth.

- Use digital tools and platforms responsibly and ethically, ensuring that they enhance the learning experience without compromising students' privacy or academic integrity.

- Promote a collaborative and supportive environment by working constructively with colleagues, sharing resources, and participating in institutional activities.

- Avoid conflicts of interest in professional decisions, ensuring that personal relationships or financial interests do not influence academic judgments.

- Create and maintain a safe, inclusive, and supportive classroom environment that encourages open dialogue, creativity, and critical thinking.

- Prioritize the well-being and academic success of students, offering guidance and support when needed and referring them to appropriate resources if necessary.

- Adhere to ethical standards in research, avoiding plagiarism, data fabrication, and other forms of academic misconduct.

Director
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<u>Code of Conduct for non-teaching staff</u>

- Maintain a high standard of professionalism in all duties, demonstrating efficiency, punctuality, and a strong work ethic in every task.

- Treat all students, faculty, colleagues, and visitors with respect, politeness, and fairness, fostering a positive and welcoming environment.

- Safeguard the confidentiality of institutional information, including student records, financial data, and internal communications, ensuring privacy and security.

- Take responsibility for actions and decisions, acknowledging mistakes and striving to rectify them promptly, while upholding the institution's reputation.

- Work cooperatively with other staff members, faculty, and administration, contributing to the institution's smooth operation and success.

- Adhere to the highest ethical standards in all interactions, avoiding any form of corruption, favoritism, or misuse of institutional resources.

- Prioritize the needs and concerns of students, faculty, and other stakeholders, providing timely and effective support services.

- Engage in ongoing professional development and training to enhance skills, stay updated with industry standards, and improve job performance.

- Follow all health and safety guidelines to ensure a secure and healthy working environment for everyone on campus.

- Uphold and promote the values, mission, and objectives of the institution, contributing positively to its growth and maintaining its integrity.

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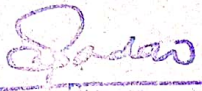
Code of conduct for Administrators

- Always treat students, academic staff, and support staff with respect and courtesy, upholding the values of our institution.
- Be familiar with the institution's policies, rules, and regulations, and be ready to implement them when needed.
- Ensure that tasks assigned to team members match their qualifications, experience, and skills.
- Clearly share the institution's goals with all stakeholders and ensure that all activities are aimed at achieving these goals.
- Offer necessary training and support to team members to help them improve their skills and effectively handle their responsibilities.
- Foster a positive and cooperative relationship with both administrative and non-administrative staff for the smooth functioning of the institution.
- Ensure that all team members have access to the necessary resources and a fair, supportive environment to achieve their goals.
- Be precise and clear in sharing information with all teaching and non-teaching staff.
- Make sure all spending stays within the approved budget and that budget allocations are done fairly.
- Ensure that the information submitted to the external agencies and other stake holders about the institution is unambiguous and correct.

Director
JIMS Engineering Management
Technical Campus, Gr. Noida