

CORE VALUES AND CODE OF CONDUCT

CORE VALUES OF THE INSTITUTE

1. Honesty and Integrity in all dealings.
2. Pursuit of excellence in our work.
3. Accountability for actions and conduct in the community.
4. Mutual respect and equality between every member of Institute.
5. Synergy through team work.

CODE OF CONDUCT FOR TEACHING STAFF

1. Every faculty member should adhere to a responsible pattern of conduct and demeanour expected of them by community.
2. Code of Conduct shall be governed by the statutes, ordinances & service rules of ABESIT.
3. All faculty members should prepare a lesson and teaching plan, well in advance before commencement of the classes.
4. All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
5. As per allocated workload, the duties assigned to teachers consist of lectures, practicals and tutorials. In addition, they have to assigned responsibilities for conducting evaluation which encourage the students to participate in extra-curricular activities.
6. Faculty members should not indulge in any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their Institute's professional responsibilities.
7. Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
8. Seek to enhance professional growth through continuous study and research.
9. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
10. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
11. Encourage students to improve their academic attainments, develop their personalities and at the same time contribute towards community welfare with the help of projects and start-ups.
12. Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
13. Refrain from inciting students against other students, colleagues or administration.
14. Every faculty member must refrain from any form of unlawful discrimination relating to gender, sexuality, age and marital status in their behaviour towards their colleagues, teaching staff and students.
15. Every faculty member shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.



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CODE OF CONDUCT FOR NON-TEACHING/ ADMINISTRATIVE STAFF

1. Code of Conduct shall be governed by the statutes, ordinances & service rules of ABESIT.
2. All Staff members should display the highest possible standards of professional behaviour. They should be punctual, responsible and disciplined towards their work.
3. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
4. All Staff members must refrain from any form of unlawful discrimination relating to gender, sexuality, age, marital status in their behaviour towards their colleagues, teaching staff and students.
5. All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

CODE OF CONDUCT FOR STUDENTS

1. Students are expected to adhere to the timetable for attending lectures, tutorials, practicals and other extra-curricular activities.
2. As per University rules, students are required to maintain minimum of 75% attendance of the total lectures, tutorials and practicals delivered separately, failing which the student will not be permitted to sit for the University Examination.
3. Students are expected to obtain clearance from the Institute before the University examination on the basis of their attendance record and participation in the activities of the college.
4. Students not attending classes for more than four weeks must inform the HOD in writing or else appropriate action as deemed fit shall be taken by institute.
5. Students must help to keep the campus neat and clean.
6. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
7. Students are required to read notices and circulars displayed on the notice board.
8. Spitting, smoking, use of alcohol, abusive language and throwing bits of paper in the premises should be avoided.
9. Students should not damage and misuse the Institute's property within the campus.
10. Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.
11. Students should not misbehave with anyone in the Institute.
12. Students must wear college uniform and their Identity Cards inside the campus.
13. Students should use their vehicle as per Institute's norms.



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Code of Ethics to Check Malpractices and Plagiarism in Academic Work

ABESIT, Ghaziabad, is one of the leading higher educational institute. Since its inception in 2007, the college has strived to provide the highest standards of academic training to its students and has contributed several leading academicians to the nation. In order to maintain the highest academic standards, the college follows a policy of zero tolerance to plagiarism in academic work. Plagiarism in academics is not a recent phenomenon and is unlikely to stop unless educational institutions create awareness amongst students and researchers to avoid plagiarism. At ABESIT we aim to have an effective system in place for detecting and penalising plagiarism so as to discourage the practice. This document provides general guidelines to be adopted by students and faculty of the college to understand and avoid plagiarism in academic work.

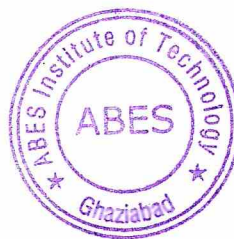
Institutional Policy for Prevention of Plagiarism


ABESIT follows a policy of zero tolerance to plagiarism in academic work. The following are the mechanisms to be followed in order to prevent plagiarism:

1. Faculty are required to introduce students to plagiarism in academic work and referencing.
2. Faculty are required to contact the faculty in-charge as notified to create an account for checking plagiarism. The plagiarism checking software that is currently available to the College is OURIGINAL.
3. Students are required to submit their assignments, project reports, research papers to their Supervisors for plagiarism checking.
4. Students should be informed that they will be penalized for engaging in plagiarism.

The penalty should be according to the following levels:

- a. Level 0 – Minor similarities- no penalty.
- b. Level 1 – 10-20% similarities- 10% of maximum marks.
- c. Level 2 – 20-30% similarities -20% of maximum marks.
- d. Level 3 – 30-40% similarities -30% of maximum marks.
- e. Level 4 – above 40% similarities- cancellation of their projects.




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Director