



Nimra College of Engineering & Technology

Estd. By Nimra Educational Society (A Muslim Minority Society)
Affiliated to JNTUK, Approved by AICTE, New Delhi, Permitted by Govt. of A.P.
Nimra Nagar, Ibrahimpatnam, Vijayawada - 521 456, Krishna Dt., A.P., India.
Ph : +91-866-2882010, Fax : +91-866-2881852
e-mail : principal_nimra@yahoo.co.in website : <http://www.nimra.in>

HAND BOOK OF CODE OF ETHICS POLICY





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CODE OF ETHICS POLICY

Preamble:

Nimra College of Engineering & Technology (NCET) is dedicated to upholding the highest standards of ethical conduct, integrity, and accountability in all its endeavors. This Code of Ethics Policy establishes the fundamental principles and guidelines that govern the behavior and actions of the college's students, faculty, and administrative staff. By adhering to this code, we create an environment of trust, respect, and excellence.

Objectives:

- ❖ To foster a culture of integrity, ethical behavior, and social responsibility within the college community.
- ❖ To provide a framework that guides the actions and decisions of students, faculty, and administrative staff.
- ❖ To ensure that NCET members uphold ethical standards in their academic, professional, and personal lives.
- ❖ To promote a diverse, inclusive, and respectful environment that values the rights and dignity of all individuals.
- ❖ To maintain the reputation and integrity of Nimra College of Engineering & Technology (NCET).

Code of Ethics Policy for Administrative Staff:

Integrity and Ethical Conduct:

- a. Administrative staff shall act with integrity, honesty, and transparency in their professional duties and interactions.
- b. They shall avoid engaging in any form of dishonesty, fraud, or misrepresentation.

Respectful and Professional Behavior:

- a. Administrative staff shall treat all individuals, including students, faculty, and colleagues, with respect, professionalism, and fairness.
- b. They shall maintain confidentiality and handle sensitive information in accordance with applicable laws and regulations.



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Responsible Use of Resources:

- a. Administrative staff shall utilize college resources, including funds, facilities, and technology, responsibly and in alignment with their intended purposes.
- b. They shall report any misuse, theft, or abuse of resources promptly to the appropriate authorities.

Compliance with Policies and Regulations:

- a. Administrative staff shall adhere to all college policies, procedures, and regulations.
- b. They shall stay updated on relevant laws and regulations, ensuring compliance in their respective areas of responsibility.

Integrity and Professionalism:

- a. Faculty members shall exhibit the highest standards of integrity, professionalism, and ethical conduct.
- b. They shall act with honesty, fairness, and transparency in their academic and research activities.
- c. Faculty members shall not engage in any form of academic misconduct, including plagiarism or data manipulation.

Respect and Fairness:

- a. Faculty members shall treat all students, colleagues, and staff members with respect, dignity, and fairness.
- b. They shall create an inclusive learning environment that values diversity and promotes equal opportunities for all.

Academic Responsibility:

- a. Faculty members shall uphold the principles of academic freedom, ensuring intellectual honesty and critical thinking in their teaching and research.
- b. They shall maintain the confidentiality of student information and protect their privacy rights.

Conflicts of Interest:

- a. Faculty members shall disclose any potential conflicts of interest that may compromise their objectivity, independence, or fairness.
- b. They shall take appropriate measures to mitigate or avoid conflicts of interest.

Integrity and Honesty:

- a. Students shall demonstrate honesty, integrity, and fairness in all academic and personal matters.
- b. They shall refrain from engaging in cheating, plagiarism, or any form of academic misconduct.
- c. Students shall uphold the principles of academic integrity and ethical behavior.

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Respect and Diversity:

- a. Students shall treat all individuals with respect, regardless of their race, gender, religion, nationality, or other protected characteristics.
- b. Discrimination, harassment, or any form of disrespectful behavior is strictly prohibited.
- c. Students shall contribute to creating an inclusive and diverse campus environment.

Responsible Use of Resources:

- a. Students shall utilize college resources, facilities, and equipment responsibly and in accordance with their intended purposes.
- b. They shall not engage in any form of misuse, theft, or abuse of college resources.

Academic Excellence:

- a. Students shall actively pursue academic excellence and commit to their studies with dedication and integrity.
- b. They shall comply with college policies and guidelines related to assignments, examinations, and research.

General Provisions:

Reporting Violations:

- a. NCET encourages the reporting of any suspected violations of this Code of Ethics Policy.
- b. Individuals who report violations in good faith shall be protected against retaliation.

Enforcement and Disciplinary Actions:

- a. Violations of this Code of Ethics Policy may result in disciplinary action, including but not limited to warnings, reprimands, suspension, termination of employment, or expulsion from the college.
- b. The specific disciplinary procedures of NCET shall be followed in investigating and resolving reported violations.