

CODE OF CONDUCT FOR THE GOVERNING BODY

Members of the College Governing Body should:

1. DUTIES

- 1) Support the aims and objectives of the College, showing it the highest loyalty, and act in good faith in its interests. Each member should also act honestly and diligently in promoting the interests of the College and its students in the wider community.
- 2) Observe the provisions of the College's Instrument & Articles of Government, with particular reference to the responsibilities which cannot be delegated, e.g. to decide strategic policy and overall direction and to monitor the performance of the Principal and other senior post holders.
- 3) Have regard to the responsibilities given to the Principal in the Articles of - Government, e.g. to implement the decisions of the Governing Body and to manage the College's affairs within the budgets and framework fixed by the Governing Body. Members should work together so that the Governing Body and the Principal perform their respective roles effectively.
- 4) Work within the parameters set out in the Financial Memorandum - should a Governor be concerned that the Governing Body may be acting outside its powers with regard to any particular decision, he/she should immediately refer the matter to the Clerk, who may then take advice from an appropriate independent source, if necessary;
- 5) Work co-operatively with other Governors for the benefit of the College as a whole and not for any improper purpose, or for personal motive.

2. COLLECTIVE RESPONSIBILITY

- 1) Acknowledge that differences of opinion may arise in discussion of issues at quorate meetings but, a decision of the Governing Body, even when it is not unanimous, is a decision taken by the Governing Body collectively and each individual Governor has a duty to stand by it, whether or not he/she was present at the meeting when the decision was taken;
- 2) Note that if a Governor disagrees with a decision taken by the Governing Body, his/her first duty is to have any disagreement discussed and minute. Should the Governor strongly disagree, he/she should consult the Chair and, if necessary, then raise the matter with the Governing Body when it next meets.
- 3) Base his or her view on matters before the Governing Body on an honest assessment of the available facts, unbiased by partisan or representative views.
- 4) Acknowledge that, as an individual Governor, he or she has no legal authority outside the meetings of the Governing Body and its Committees;
- 5) Understand that an individual Governor does not have the right, other than through the Chair and Governing Body's agreement, to make statements or express opinions on behalf of the Governors;

3. SKILL, CARE & DILIGENCE

- 1) A member of the Governing Body should, in all his/her work for the College, exercise such skill as he/she possesses and such care and diligence as would be expected from a reasonable person in the circumstances. This will be particularly relevant when members act as agents of the College, e.g., when functions are delegated to a Committee of the Governing Body or the Chair. Members should be careful to act within the terms of reference of any Committees on which they serve.
- 2) Use social networking sites responsibly both as an individual and governor to ensure that neither personal/professional reputations nor the College's reputation is compromised by inappropriate postings.

4. CONFLICTS OF INTEREST

- 1) Resist any temptation or outside pressure to use the position of Governor to benefit yourself or other individuals or agencies and immediately report to the Clerk any offers or receipt of gifts, hospitality or benefits of any kind from a third party, which might be seen to compromise your personal judgment or integrity;
- 2) Note that an interest does not have to be financial for the purposes of disclosure. If it is likely, or would if publicly known, be perceived as being likely to interfere with the exercise of a Governor's independent judgment, then the interest, financial or otherwise, should immediately be reported to the Clerk and fully disclosed to the Governing Body before the matter giving rise to the interest is considered.

5. CONFIDENTIALITY

- 1) Ensure that, as a general principle, students and staff of the College have free access to information about the proceedings of the Governing Body. Accordingly, agendas, minutes and other papers relating to meetings of the Governing Body should be available for public inspection when the Chair of Governors has approved them for publication.
- 2) Respect the confidentiality of those items of business which the Governing Body decides, from time to time, should remain confidential, in line with the Freedom of Information Act 2000. Such excluded items will be kept in a confidential folder by the Clerk and will be circulated in confidence to Governors. However, staff and student Governors may not have access to minutes dealing with matters in respect of which they are required to withdraw from meetings under clauses
- 3) Note the importance of the Governing Body and its Committees having full and frank discussions in order to take decisions collectively. To do this, there must be trust between Governors with a shared corporate responsibility for decisions. Governors should keep confidential any matter which, by reason of its nature, the Chair or Governors, or the Chair or Members of any Committee, of the Governing Body are satisfied should be dealt with on a confidential basis.

6. GOVERNANCE DEVELOPMENT

- 1) Take or seek opportunities to enhance his or her effectiveness and to obtain a thorough grounding in their duties and responsibilities as a Governor through participation in training and development programmes and by increasing his or her own knowledge of the college;
- 2) Carry out an annual review of the performance by the Governing Body of its duties and responsibilities, as part of a continuing process of self-evaluation and in order to promote more effective Governance.

7. ATTENDANCE AT MEETINGS

- 1) Give priority, as far as practicable, to attendance at meetings of the Governing Body and its Committees in order to ensure that Governors can perform their functions properly;
- 2) Have regard to his or her broader responsibilities as a Governor of a public institution, including the need to promote public accountability for the actions and performance of the Governing Body;
- 3) Ensure that a procedure is in place to allow staff/students, etc, to disclose, in confidence, any suspicions they may have that fraud or malpractice is taking place within the college or being perpetrated by a member of the management/governance team, without fear of intimidation arising from this. This Code of Conduct is intended as a guide for Governing Body members, to indicate the standards of conduct which are expected of them, to enable them to understand their legal duties and to assist them both in carrying out their duties and in their relationship with the College and the Principal. This Code is, therefore, aimed at promoting effective and well-informed college governance and is not intended to be a definitive or authoritative statement of the law.



CODE OF ETHICS FOR PRINCIPAL AND OFFICE STAFF

1. Introduction

This Code of Ethics for Principal & Office staff

1. Honest and ethical conduct, including correct handling of actual or potential conflicts of interest between professional and personal relationships;
2. Full, fair, accurate, timely, and understandable disclosure in all reports and documents that we file with, or such other regulatory body as well as in other public communications by institute.
3. Prompt internal reporting to the appropriate person or persons identified in the Code.
4. Compliance with applicable governmental laws, rules and regulations in addition to complying with disclosure controls and procedures and institute internal controls over financial reporting.

Code of Ethics

a. Proper Accounting, Financial reporting and Disclosures

Applicable Employees, in the performance of their duties and to the extent of their roles and responsibilities, shall to the best of their knowledge:

- i. Ensure the integrity of financial records.
- ii. Perform their duties in accordance with applicable laws, rules and regulations across geographies in which institute operates. Applicable Employees are expected to acquire knowledge of the appropriate mandatory requirements relating to their respective responsibilities.
- iii. Protect institute assets from any misuse or theft. This includes computers, office equipment, laptops, desktops, servers, handheld communication devices and any other tangible assets as well as intangible assets such as financial data, corporate information, etc. recorded in any form or contained in any media.
- iv. Maintain confidentiality and security of individual system login credentials and passwords at all times, including accounting passwords, payment passwords, other access passwords, password devices etc.
- v. Adhere to and comply with the established Accounting Policies and Procedures at Institute as well as the Generally Accepted Accounting Principles.
- vi. Ensure that no accounting entries are recorded in Institute's books of accounts without

- The teacher will maintain transparency, integrity with respect to institute policy, program, and practices.

Towards Profession and Professional Colleagues

- The teacher will maintain honesty, fairness, equity and integrity in all professional association and dealings.
- The teacher will not interfere in any way, in the rights and privilege of the professional colleagues.
- The teacher will not indulge in unfair evaluation of individual's or institutions performance in official evaluations assignments.
- The teacher will not crack any slanderous, or malicious and offensive remarks about professional colleagues.
- The teacher will not offer any special treatment to influence professional colleagues.
- The teacher will not misinterpret and purposefully communicate distorted qualification.
- The teacher will not use fraudulent information for getting professional recognition.
- The teacher will not communicate misinformation about the position occupied.
- The teacher will make disclosures where disclosures are demanded as a part of position.
- The teacher will not plagiarize and must recognize, acknowledge the academic work of others.

CODE OF CONDUCT

Preamble

- 1) Conduct of students is governed by the college policy, student's code of conduct and the applicable law of the state and the union.
- 2) It is designed to promote the vision and mission of the college and to protect the rights of the students, faculty and staff harmoniously.
- 3) The college grants the democratic privilege to the students with its obligations.
- 4) The college encourages the cultivation of capacity for reasoning and innovation in the pursuit of knowledge with regard for rules as well as dignity and worth of the colleagues.
- 5) The college policy encourages all around growth of personality, communication and ethical behaviour through extra circular and co-circular activities.
- 6) The student is obliged to comply with all rules, regulations and policies of the college and is obligated to disclose truth about the involvement in any disciplinary matter to the appropriate authority.
- 7) This code is applicable equally to students in college, sponsored activities outside the college and to student groups or association.
- 8) It will also prevail in the pending conduct matters even if the student leaves the college.
- 9) The students will be provided expression of their views through representation in the policy making.
- 10) Freedom of expression by word or symbol is also guaranteed as per Constitution of India subject to orderly and harmonious operation in the college.

I. General Conduct Rules

The following behaviours constitute violation of the general conduct rules and students who are responsible for it will be subject to disciplinary action.

1. Violation of college policy, rules and regulations.
2. Indecent conduct.
3. Disruption of regular college activities.
4. Threatening a person through unwanted conduct and intimidation causing reasonable fear for safety.
5. Theft and damage to the property of the college.
6. Public intoxication or possession of narcotics and other dangerous material causing public threats.
7. Falsification, forgery and providing misinformation.
8. Unauthorized access to the college property and using college property for unauthorized activities.
9. *Cambling, stalking and sexual misconduct in the campus.*

10. Filing complaints without basis intentionally.
11. To attend the summons extended by the respective authorities.
12. Failure to comply with sanctions imposed on pending disciplinary violations of rules and orders.
13. Violation of rules and orders given by the Director from time to time according to the contingent situation.

The due procedure is in place in the college for resolving violation of general Conduct matters including:

- a) Reporting the incident.
- b) Preliminary investigation of the incident by an appropriate authority.
- c) Promoting the charges as needed, arrange an administrative meeting, notices and hearing as per due procedure, administrative action, interim action till final resolution is made.
- d) Resolution by either mediation or disciplinary procedure.
- e) Formal hearing as per legal procedure and sanctions imposed.

II. Code of Conduct With Respect To Academic Honesty

1. The students are prohibited to engage in any activity which are not academically honourable and are violating the academic honesty.
2. Plagiarism namely presenting another person's work as one's own.
3. Cheating on examinations.
4. Unauthorized collaboration in academic work.
5. Falsification and fabrication of information in academic exercises.
6. Multiple submissions from the same document.

III. Code of Conduct Regarding Behaviour in the Classroom or In Any other Learning Environment Authorized By the College

The college prohibits all disruptive behaviour in the classroom or learning environment including:

1. Making or receiving personal telephone calls.
2. Text messages during the class.
3. Verbal or physical threats in the class.
4. Inappropriate interference in classroom discussions, offensive expressions and excessive rudeness.
5. Excessive conversation in the class, leaving and entering the class frequently and disturbing movements in the class.

IV. Code of Conduct Regarding Discrimination

1. The college prohibits discrimination with respect to colour, sex, religion or disability either collectively or individually as per constitutional provisions of the Government of India

2. If any individual or group feels to be discriminated a complaint may be filled individually or as a group, the charges will be investigated and proper redressed and procedure will be adopted including punishment of the.

V. Code Of Conduct With Regards To Alcohol and Drugs, Tobacco And Tobacco Products etc.

1. The college prohibits the possession, use, transaction or distribution of alcohol and alcoholic beverages, tobacco and tobacco products.
2. Events with alcohol are subject to the policy prescribed by the college.
3. The college prohibits the presence of drugs in the campus as directed by the Government of India.
4. The violation of the code of conduct in the case of drugs possession leads to disciplinary action not only by the college but also by the Government of India.

VI. Code of Conduct With Regards To Sexual Misconduct

1. The college prohibits sexual misconduct of any nature and strives to end all types of sexual discrimination and misconduct in the campus.
2. Even consensual sexual contacts are prohibited at public level. Dating violence, domestic violence, any kind of sexual contacts, sexual exploitation, sexual harassment, hazing and stalking etc. are banned in the campus.

VII. Code of Conduct With Regards To Ragging Of Any Kind in The Campus

1. The college strictly prohibits ragging or hazing in the campus and
2. It is punishable as per the college law as well as the state and union law.

VIII. Code of Conduct With Regards To Class Attendance

1. Each student has to take full responsibility for academic and intellectual growth and development.
2. The students are expected to maintain full attendance in the course as mentioned in session plan and the college insists of 100% attendance. Absence is excused only on the grounds of critical illness certified by authorized doctor.
3. The college insists that even in the above case also maximum absence cannot exceed 15%. No absence is excused for religious obligations or legal obligations unless approved by the highest authority.

IX. Code of Conduct With Regards To Privacy of Student Records

1. The college prohibits intrusion into the personal information of students by any unauthorized person.
2. The students are expected to give consent to inspect, verify and assess all educational qualifications, information and documents presented as prerequisite for admission in line with the rules and establish its authenticity through authorized persons.

X. Code of Conduct With Regards To Student Association, Groups and Clubs In The Campus

1. The students will be given opportunity to pursue personality development activities through extra circular and co-circular activities, association and clubs etc. as per procedures after to setting their objectives, activities and conduct and procedures as provided by the appropriate authority.
2. Certain facilities will also be extended in such cases. Any violation of the agreement and rules will lead to withdrawal of permission and charter of this group.

XI. Code of Conduct With Regards To Student Events

1. The students are permitted to arrange only college sponsored events even if the events are held under auspices of the permitted groups.
2. For such events the college will authorize resources partially or fully and ensure security, safety and control as required.

XII. Code of Conduct With Regards To Use of College Premises

1. The college campus maybe used by students association for postures, publicity, pamphlet distribution, speeches and public notices with permission from the college which will be regulated by the college rules and regulations regarding the matter.

XIII. Code of Conduct With Regards To Use of College Information System

1. The college information system can be used only by the authorized students selectively through the password issued by the institute.

XIV. Code of Conduct With Regard To Interaction with Relatives in the Institute

1. The college does not encourage any advantage to the students through their personal relation or blood relation with either staff or faculty for their personal benefits.



CODE OF ETHICS FOR STUDENTS

1. Build up capacity for reasoning and innovation in the pursuit of knowledge with regard for college vision & rules, dignity and worth of colleagues as well as democratic values.
2. Concentrate on growth of personality, communication skills and moral behaviour through interactive co – curricular and extra-curricular activities.
3. Maintain high levels of Academic Honesty and Transparency, accept criticism & credit others work.
4. Be responsible in all actions and own responsibility for the decision taken and work done.
5. Be equitable to all and avoid all kinds of discrimination which hinders growth of humanity.
6. Be sensitized to social evils, social imbalance and needs of social development.
7. Support and participate in activities of professional society, follow standards of integrity, creativity, productivity and professional ethics in all practices.

CORE VALUES

- S - Social Responsibility
- A - Access to quality education
- N - Neatness
- M - Motivation
- A - Accountability
- T - Transparency
- I - Integrity & Ethics

SOCIAL RESPONSIBILITY

We are focused on promoting the sense of social responsibilities in students by involving them in various social activities. This helps in creating awareness about latest and important social issues in individual and gives them a broader perspective of understanding the causes and possible solutions related to various social issues.

ACCESS TO QUALITY EDUCATION

We provide students access to a high-quality, world-class education, which allows them to achieve their career goals and aspirations.

NEATNESS

Neatness and cleanliness are maintained at the peaks.

MOTIVATION

We always motivate our students for everything i.e. for academic progress, sports, mini-projects, presentations, etc. .

ACCOUNTABILITY

We are engaged towards developing an atmosphere where every member takes responsibility for personal and professional growth and development. We continuously assess and enhance our policies, establish and impart characterized and explained objectives and targets, ensure that our work increases the value of the college and society.

TRANSPARENCY

We believe in having complete transparency at all levels of hierarchy to promote a healthier working atmosphere to all.

INTEGRITY & ETHICS

We maintain the highest ethical standards, aiming for institutional and personal integrity in all that we do.

