



POLICY DOCUMENT
ON
INSTITUTIONAL CODE
OF
CONDUCT AND ETHICS



Policy document on Institutional Code of Conduct and Ethics

This policy applies to all the employees and students regardless of the nature of their employment or designation in this institution. The Code is designed to inspire and guide the ethical conduct of all the employees and students of the college. Everyone is bound to follow the institutional Code of Conduct and Ethics while performing their duties in the institution.

Main Objective of the Institutional Code of Conduct and Ethics

The main objective of the Code of Ethics is *to establish work and quality standards that will protect and enhance the concept, image, credibility and sustainability of teaching- learning and efficient administration* in the institution.

ARTICLES OF THE INSTITUTIONAL CODE OF CONDUCT FOR EMPLOYEES

Compliance with law

All employees must protect our institution's legality. They should comply with all environmental, safety and fair dealing laws.

Ethical values

We expect employees to be ethical and responsible when dealing with our institution's finances, products, partnerships and public image.

Inspiring and Collaborative atmosphere Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work. They should avoid offending, participating in serious disputes and disrupting the workplace. All the employees are expected to foster a well-organized, respectful and collaborative environment.



Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform to our equal opportunity policy in all aspects of their work.

Protection of Institution's Property

All employees should treat institution's property whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse **institution's equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes official seals, letterheads and other property (information, reports, etc.) Employees should use them only to carry out their official duties.

Employees should protect institution's facilities and other material property from damage and vandalism, whenever possible.

Integrity and Professionalism

All employees must show integrity and professionalism in the institution.

- **Corruption**

We discourage employees from accepting gifts from students or clients. We prohibit bribes for the benefit of any external or internal party.

- **Job duties and authority**

All employees should fulfill their duties with integrity and respect toward students, stakeholders and the community. Any employee must not abuse her/his authority. We encourage mentoring throughout our institution.

- **Punctuality and Regularity**

Employees should follow their work hours. All employees should be punctual and regular.



- **Communication**

All employees must be open for communication with their superiors, colleagues, administration and students.

Disciplinary actions

Institution may have to take disciplinary action against students and employees who repeatedly or intentionally fail to follow the code of conduct. Disciplinary actions will vary depending on the violation. We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

ARTICLES OF THE INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

Students admitted in the college shall have to observe the following code of conduct set by the college administration:

- A student not in possession of identity card issued and duly signed by the college authority shall not be allowed to enter the college premises.
- Students should strictly follow the dress code set by the college
- Every student of the college should maintain discipline and consider it her duty to behave decently at all the places.
- Students should take proper care of the institute property and help in keeping the premises neat and clean.
- Students shall not be allowed to enter or leave the college premises after / before the scheduled time.
- A student found absent continuously for 15 consecutive days shall be struck off from the rolls.
- Students should in their own interest, read the notices including the notice containing rules placed on the Notice Board from time to time.
- The college is a no polythene zone hence no student should carry any kind of polythene in the college campus
- Ragging is an offence: Any student found indulging in ragging or causing any other kind of harassment to the fellow students shall have to face a strict disciplinary action under rules.