

# **CODE OF CONDUCT FOR MEMBERS OF GOVERNING COUNCIL**

Each member of Council and its Committees is therefore required to comply with the following Code of Conduct (Code) understanding that a breach of the Code could result in the Council member being removed from Council or the Committee member being removed from all Committees, in accordance with the By-laws of the SJM Vidyapeetha.

## **The Code**

1. Council and Committee members, when acting in that capacity, shall act in a diligent manner, including preparing for meetings/hearings, attending meetings/hearings on time, and actively participating.
2. Council and Committee members, when acting in that capacity, shall participate in all deliberations and communications in a respectful, courteous and professional manner, recognizing the diverse background, skills and experience of members on Council.
3. Council and Committee members, when acting in that capacity, shall conduct themselves in a manner that respects the integrity of the College by striving to be fair, impartial and unbiased in their decision making.
4. Council and Committee members shall place the interests of the College and Council above their personal interests.
5. Council and Committee members shall avoid any appearance of or actual conflict of interest or bias.
6. Council and Committee members shall refrain from engaging in any discussion in relation to the business of Council and/or Committees with other Council or Committee members that takes place outside the formal Council/Committee decision making process.
7. Council and Committee members shall refrain from communicating with Committee members on Statutory Committees in circumstances where this could be perceived as an attempt to influence a member or members of a Statutory Committee, unless he or she is a member of the panel or, where there is no panel, of the Statutory Committee dealing with the matter. This would include, but not be limited to, matters involving the Registration of applicants and matters involving members involved with the Inquiries, Complaints and Reports Committee, the Quality Assurance Committee, the Disciplinary Committee or the Fitness to Practise Committee.
8. Council and Committee members shall ensure that confidential information is not disclosed except as required for the performance of their duties.
9. Council and Committee members shall not use their positions as members of Council or any Committee to obtain or attempt to obtain employment at the College or preferential treatment for themselves, family members, friends or associates.

10. Council and Committee members shall not include or reference Council or Committee titles or positions held at the College in any business promotional materials, advertisement or business cards..
11. Council and Committee members shall be respectful of each other and staff and not engage in conduct or behaviour towards fellow Council or Committee members or staff that might reasonably be perceived as verbal, physical or sexual abuse or harassment.

## **CODE OF CONDUCT FOR PRINCIPAL**

1. The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and good order of the Institute.
2. The Principal has authority to take all the necessary disciplinary action as and when required to maintain discipline in the Institute.
3. The Principal should form various college level committees which are necessary for the development of the Institute.
4. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
5. The Principal should encourage Faculty Members to publish text books, research papers in reputed International / Indian Journals / Conferences.
6. The Principal should provide leadership, direction and co-ordination within the Institute.
7. The Principal should periodically review this Code of Conduct.
8. The Principal is responsible for the development of academic programmes of the Institute.
9. The Principal should convene meetings of any of the authorities, bodies or committees, as and when considers it necessary to do so.
10. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
11. The Principal should ensure that quality in education and academic services is maintained by the Institute.
12. The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
13. The Principal should forward confidential report of all staff members of the Institute and submit to the Management.
14. The Principal shall responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

# **CODE OF CONDUCT FOR FACULTY AND STAFF**

Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her

1. Every employee shall maintain punctuality and integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always act in the best interests of the college.
2. An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority.
3. No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization.
4. No employee shall make any statement, publish or write through any media concerned to the college without prior permission from the principal.
5. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment.
6. An employee against whom an insolvency proceeding is pending before a Court of Law shall forthwith report full facts to the college.
7. An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.
8. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case in writing through proper channel to the competent authority.
9. An employee who commits any offence or dereliction of duty or does an act detrimental to the interest of the college is subject to an enquiry and punishment by the competent authority.
10. No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of the rule will amount to misconduct and attract deterrent punishment.

# CODE OF CONDUCT FOR STUDENTS

The reputation of an institute depends solely on the performance of its students, not on buildings, equipments, structures etc. although they are the pre-requisite aids. The students of an Institute are known not only by their performance in their academics but also by their conduct which is an integral part of their personality. In order to make the College feel proud of its students, the following code of conduct is expected of the students.

1. They should behave, dress and project their image like dignified, respectable citizens of the Country.
2. The students are expected to develop a sense of belongingness to the institute. Keep it up-right and clean and create a congenial environment favorable for studies.
3. The students must be regular and punctual in their studies.
4. The students must maintain discipline. Indiscipline attracts punishment.
5. They should read the notices regularly, so as not to miss any important information.
6. Their action must reflect respect for the Faculty members and must inculcate a spirit of fellow- feeling and mutual respect among themselves.
7. They must maintain proper silence in the classes/library and avoid making noise. They must maintain timings in the Office and the Library so as to avoid unnecessary disturbance/over-crowding.
8. Male students must not pass undesirable remarks at the female students and must observe due courtesies.
9. The students must not write on walls etc. or make undesirables sketches on the Walls/Furniture tops/doors.
10. They should not attempt to copy in the Test/ Examination.
11. Drug is a health hazard. Students should not take drugs or consume intoxicants.
12. Student shall keep their parents informed regularly about their performance in studies and other problems, if any. They should also make the payment of College/Hostel dues well in time.
13. Ragging is a crime. Students should not indulge in any form of ragging.
14. No student shall be discriminated on the basis of religion, caste & sex etc.
15. In order to become good engineers student should observe professional ethics.
16. A student will be admitted to a semester examination if he/she has attended regularly the prescribed course of study for the relevant semester and has attended not less than 85% of total number of classes held. This requirement shall be fulfilled separately for each course of study.
17. Provided that a student who has attended the requisite number of classes for subject(s) will be eligible to appear in the examination in those subject(s). Provided further that a candidate who is deficient in attendance shall have to repeat those courses in which he is deficient, whenever offered by the College
18. Admission Confirmation is subjected to University/Board Approval.