

Code of Conduct

Vision

The College strives to impart quality education to students enabling them to develop, excel and achieve core competencies to meet the global requirements successfully.

Mission

We aspire to mobilize student strength for the sustenance of a healthy democracy and betterment of humanity by inculcating leadership, creativity, aesthetic values, scientific temperament, citizenship and a rational, eco-friendly approach through academic excellence.

Goals and Objectives

- To develop in-depth knowledge of the students in their selected areas of study.
- To encourage the use of advanced technological developments and modern methods of communication, specially encouraging the under privileged and first generation learners to bring them into the main stream.
- To inculcate in the students a commitment to conservation of biodiversity, the values of appreciation of nature, beauty and the gift of life.
- To equip the students with human values to understand and appreciate differences thereby creating a healthy climate of cooperation and universal brotherhood.
- To provide opportunities to enhance different skills leading to innovations, creativity and entrepreneurship to stand in the world of competition.
- To develop human resources and build the capacity of students to cater to the needs of the society and the nation as a whole.
- To enable the students to face competitive examinations and seek employment through training and placement activities.
- To promote the faculty for research, and participation in national, international workshops and conferences.
- To encourage the faculty to participate in different training programmes to develop skills to undertake consultancy, extension activities and outreach programmes.

Eligibility

All employees across all levels and all locations.

Objectives

To establish statutory compliance and a guiding document for 'Code of Conduct'.

Prayer / National Anthem / Vande Mataram

Needless to mention if found loitering and talking in the campus during the prayer strict action will be taken against the concerned.

Dress code

Non-teaching staff is instructed to abide by formal dress code on all working days including official visits outside the campus.

The expense of uniforms is borne by the institute.

Uniform

It is mandatory for all the students to wear uniform recommended by the college.

Identity Card

I-cards are issued to all students, teaching and non-teaching staff and it is mandatory to have it daily.

Disabilities policy

Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the 'essential functions' of the job with 'Reasonable Accommodation'.

Drug and Alcohol Free Workplace Policy

The unlawful manufacture, distributions, dispensation, possession or use of illegal drugs by employees of the Institutions is prohibited by the institutional policies. All employees must as a condition of employment [a] abide by the institutions policy on controlled substances; and [b] inform the institution of any conviction of a criminal drug statute which occurs within five days after such conviction. An employee convicted for felony and / or misdemeanours drug violation will be subject to strong disciplinary action up

to and including and termination of employment, or may be required at the discretion of the institution, to participate satisfactorily in a rehabilitation programme. When reasonable cause exist to believe an employee under the influence or impaired by drugs or alcohol on the job, the employee may be required to submit a test.

Equal Employment Opportunity

It is a policy of the institution to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability and age. The policy applies to initial employment, promotion, compensation and termination. Employees / students shall not be denied benefits, or otherwise be subjected to discrimination under any program or activity of the institution.

Sexual Harassment

Sexual harassment of employees or students at the institution is prohibited and shall subject the offender to dismissal or other conditions. Unwelcome sexual advancements, request for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual employment or academic standing;
- b. Submission to or rejection of such conduct is used as a basis for employment affecting an individual;
- c. Such conduct interfaces with an individual's work or academic performance or creates an intimidating, hostile or offensive working of academic environment.

Soliciting / Canvassing

Canvassing, placing signs and posters for solicitation purposes, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the Institution resources and facilities. Any faculty member found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

Employment of relatives

No individual shall be employed in a department or unit, which will result in the exits of a subordinate-superior relationship between such individual and any relative through any line of authority. "Line of authority" shall mean authority extending vertically through one or more organizational levels of supervision of management. For the purpose of policy, relatives are defined as husbands, wives, parents, children, brothers, sisters, any in-law of any of the foregoing.

Conflicts of interest

An employee of the institution should avoid actual or apparent conflicts of interest between his/ her institutions obligations and responsibilities and outside activity.

Personal Conduct

The Institution expects all employees to follow rules and regulations and standards of courtesy, conducts and cooperation. The following are the examples of actions which are unacceptable to the institution and may result in disciplinary action or termination of employment.

- Insubordination
- Theft
- Conviction of felony involving moral turpitude
- Bringing discredit to the institution
- Falsifying records, reports or information
- Discourteous behaviour
- Any other misconduct interfering with performance of job tasks
- Unauthorised absence from assigned worked area
- Sleeping while on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favouritism
- Wasting materials
- Wilful damage to equipment or property
- Entering an unauthorised work area

- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment

Safety

Safety on the job and care of property and equipments are the responsibilities of employees. Every effort should be made to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury regardless of severity to the departmental head(HOD) immediately. The Human Resources Office also is to be noted immediately of the injury. A qualified doctor is available on the campus along with an equipped clinic during the work timings and is also available on call for emergency. Basic medicines are also provided to all the employees and students free of charge.

Confidential Information

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information will have suitable action taken against him/her depending on the severity of the matter.

Whether by word of mouth or otherwise the employee shall not, during his / her period of service or subsequently, disclose to any unauthorised person any information of any nature whatsoever, which it may be his/her privilege to know by virtue of being / having been the institution's employee. Such information shall include but not be limited to:

- Any particulars of the Institution's organization
- Any particulars of the Institution's security arrangements
- Any information about any student, parent or employee of the Institution

Gratuities

Employees of the institution shall not accept gratuities, courtesies or gifts in any form from any person or persons, corporations or associations that, directly or indirectly, seek to use the connections thus formed for securing favourable comment or consideration on any commercial commodity, process or undertaking.

Political Activities

As an individual, each employee of the Institution retains all rights and obligations of citizenship provided in the Constitution of India. However, no employee of the Institution shall hold or be a candidate for political party seeking votes while in the employment of the institution, or take part in a political employment campaign while on duty.

Disruptive Behaviour

While supporting freedom of expression and peaceful dissent, the Institution, in the best interests of orderly operation and the preservation of an environment favourable to productive study, has adopted a policy prohibiting disruptive behaviour on the part of any student, faculty or staff member. The Institution stipulates that any employee, acting individually or in concert with others who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorised to be discharged or held on the campus of the Institution is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly in dismissal, demotion or termination of employment or admission.

Outside Employment

Employment outside the Institution is not permitted.

Malpractices

No employee shall indulge in or encourage any form of malpractice connected with examinations or other activities of the Institution.

Grievance Redressal

Every employee shall represent his/her grievance for redressal, only through proper channel.

Publications

No employee shall, without prior sanctions from the Management give a talk on media or publish any statement either by name or anonymously related to Institutional matters. Employees and superiors should contact the Approved Institutional HR Personnel (HR).