

NARAYANA ENGINEERING COLLEGE::GUDUR

Code of Conduct for Students, Teachers, Governing Body, Administration and Support Staff

CODE OF CONDUCT FOR STUDENTS

PREAMBLE

We at Narayana Engineering College have introduced code of conduct [*Code*] for the students, to foster and protect the core values in them, besides promoting scholarly and civic development. Which we are confident would promote a safe and secure learning environment and in protecting properties and processes that support the mission of teaching and learning in the college. However, freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows pursuit of these objectives in an environment that is both safe and free of invidious disruption. Code of conduct is absolutely necessary for ensuring this needed order in the students.

APPLICABILITY

The *Code* is applicable to all students, which including Engineering and Management studies pursuing undergraduate, graduate and those who are withdrawn from the rolls on temporary basis for a semester or for an academic year for various reasons, but still continue their relationship with the Institution, or who have been notified of their acceptance for admission are considered as “students”. The Code applies to all within and without the premises of the college.

JURISDICTION

The *Code* applies to the on-campus conduct of all students at all the locations/campus of the college viz.,

1. Academic course requirements or any credit-bearing experiences, such as internships, field trips, abroad studies / student exchange;
2. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice/assignment;
3. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
4. Any activity that causes substantial destruction of property belonging Management of the college
5. Any act or omission against which a police report has been filed, summons or indictment has been issued, or an arrest taken place.
6. Students continue to be bound by and subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. In such instances, the college may proceed with disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

RESPONSIBILITIES OF STUDENTS

Students are members of the college and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the college.

Admission to the College carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and as well as the Society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons.

A student should not discriminate on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preferences, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

STUDENT COMMITMENT

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) He/she shall be regular and could complete his/her studies in the college.
- b) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the college campus subject to written consent of the Principal.
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess and any other fees dues. And if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- d) Shall abide by the measures initiated by the College as and when misconduct as defined in code, is committed.

STUDENT PARTICIPATION IN GOVERNANCE

As students are members of the college, they enjoy a certain level of interest in the governance of the college. The involvement of the student in governance in both administrative and academic areas is essential and it is pivotal that students must be, involved to put forth their views and suggestions, for certain of the decisions taken in activities and events. Student participation is encouraged with a view to inculcate decision making in the Academic and Administrative functions.

The following code of conduct needs to be exhibited by the students while participating in the administrative and academic bodies.

1. Be punctual to the meeting
2. Provide information related to any violation of the code

3. Observe the behavior of other member in the meeting and emulate the same
4. Follow-up with the concerned member if a corrective action is to be taken, if resolved by the committees/cells/forums in which the students are members.

MISCONDUCT

Any student found to have committed or attempted to have committed the following act or omission, is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the college reserves the right to take disciplinary action in appropriate circumstances not set out in the code.

The following actions are considered as misconduct:

Academic Misconduct: Academic Misconduct means copying, malpractice, cheating on assignments or examinations.

Cheating: Cheating includes, but is not limited to:

- a. Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- b. Allowing or facilitating copying, or writing a report or taking examination for someone else.
- c. Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- d. Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- e. Creating sources, or citations that do not exist
- f. Altering previously evaluated and re-submitting the work for re-evaluation
- g. Forgery of another student's name on an assignment, report, research paper, and thesis or attendance sheet.

Plagiarism: Plagiarism of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- Reproducing in whole or in part text/sentences from a report, book, thesis, publication or from the internet.
- Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- Taking material from class-notes or incorporating material from the internet, Graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- Self-plagiarism which constitutes copying verbatim from one's own earlier
- Published work in a journal or conference proceedings without appropriate citations.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

- Paraphrasing or changing an author's words or style without citation.

Disruptive Conduct: Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of conduct or other lawful activities on the campus/premises or in connection with any other college-sponsored event or activity;

Discrimination: Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the Academic benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the college.

Falsification: Falsification means will-fully providing college offices or officials with false, misleading, or incomplete information; forging or altering official college records or documents or conspiring with or inducing others to forge or alter college records or documents.

Refusal to Identify: Refusal to identify or falsely identifying one's self when requested by an authorized college official.

Illegal or Unauthorized Possession or Use of Weapons: Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking: Narayana Engineering College propagates and strongly supports the objective of "Drug Free Campuses". It is the policy that no student shall distribute, possess, or use illegal drugs, a banned/controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a banned/controlled substance is also prohibited. Smoking within the premises is strictly prohibited.

Unauthorized Access and Use: Unauthorized access means, accessing without authorization to college property, facilities, services, or information systems, or obtaining or providing to another person and the means of such unauthorized access, including, but not limited to, using or providing keys, access cards, or access codes etc without authorization.

Act of Violence, Threatening, Harassing, or Assault Conduct: Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct causing injury to other persons within the campus, endangering or threatening to endanger the health, safety, or welfare of another person, including, but not limited to, amounts to threatening, harassing, or assault.

Theft, Damage to Property and Vandalism: Theft, damage to property and vandalism include theft or embezzlement of damage/destruction of unauthorized possession of or wrongful sale or gift of property of the college.

Recording of Images without Knowledge: Using electronic or other means to make a video or taking photograph of the record of any person in a location where there is a provision of reasonable privacy without the person's prior knowledge and acceptance, when such a recording is likely to cause injury, distress, or damage to his reputation. This includes, but is not limited to, taking video or photographs while in shower/locker rooms, residential rooms and restrooms. The saving, sharing, and/or distributing of such unauthorized records by any means are also prohibited.

Causing Disrepute to other students: Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which brings disrepute to other students / faculty of the college.

Failure to comply with rules and regulation of university or any other authority: Failure to comply with legitimate directives of authorized college officials, law enforcement agency in the performance of their duties or violation of the terms of disciplinary conditions/acts.

Ragging: Commission or omission of any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging and Regulations, 2009.

Contracts: Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for college. The Autonomous campus will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

Abuse of Electronic Communication systems: Using College or personal telecommunications, data-communication networks for illegal or improper purposes or in violation of college campus regulations and policies, or of any related laws.

Media Contact: Students are expressly prohibited from speaking on behalf of, or for, college with any media organization or publication, or from inviting them to any college-owned or operated property, facility or even without the express written permission of the office of the college authorities.

Organizing and Event Registration: A Student or group of Students shall not form any organization, society or organize any event or collect funds or subscriptions without the specific written permission of the Principal.

Presenting False Testimony: Knowingly making false statements regarding a disciplinary matter before or, during or, after the disciplinary adjudication process is false testimony.

Violation of University rules: Violation of college regulations, policies, or rules, or violations of law. These university regulations, policies, or rules include, but not limited to, those rules, which regulate dress code, submission of assignments, examinations, misuse of library, misuse of computing resources, miscues of laboratory, which regulate acts amounting to sexual harassment, rules for student and hostel rules and regulations.

PUNISHMENT AND PENALTIES

One or more of the following actions can be taken when a student is found to have violated the student code of conduct:

1. **Warning:** A written letter of reprimand resulting from a student's misconduct.
2. **Suspension:** Suspension is an action that terminates the student's continuity in the College campus for a specified period of time.
3. **Monetary Fines:** Monetary Fines are a disciplinary action in which a student is made to pay amount towards for committing misconduct. It also includes Restitution which means making compensation for loss, injury, or damage of the college property
4. **Confiscation.** Confiscation means confiscation of goods used or possessed in violation of college regulations.
5. **Restriction of Privileges -** Restriction of privileges means the denial or depriving of specific privileges, including but not limited to, access to a student facilities, placement programmers, college events for a defined period of time.
6. **Withholding of Diploma or Degree.** Means withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned disciplinary action.
7. **Dismissal** is a extreme action, which permanently separates a student from the college campus without giving an opportunity to re-enroll any time in future.
8. **Other sanctions:** Other appropriate disciplinary actions may be imposed by the Competent Authority

CODE OF CONDUCT FOR TEACHING STAFF

INTRODUCTION

We at Narayana Engineering College attach utmost importance to academic excellence, and progress of Engineering and Management studies. Education, research and extension have been conducted in conformity with our national needs and priorities and ensure that our mission, objectives, talents make befitting contributions to international endeavor on the needs of the Society.

The Code of Conduct

TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct him in an ideal way and stand as an example for the students. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should conduct himself in such a way that there is no incompatibility between his precepts and practice. The national ideals of education which are already set forth and which a teacher should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and stand as an example with his amiable disposition.

Teachers Should:

- i. Adhere to a responsible way of conduct and demeanor expected of them by the student community.
- ii. Manage their private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to make professional growth continuous acquiring of knowledge and growth
- iv. Express free and frank opinion while participating in professional meetings, seminars, conferences etc.
- v. Maintain active membership of professional societies and strive to improve in education and in profession through them.
- vi. Perform duties in the form of teaching in regular classes, tutorials, practicals and seminars working conscientiously and with full dedication.
- vii. Co-operate and coordinate in carrying out functions relating to the academic activities of the college and such as: assisting in apprising applications for admission, advising and counseling students, mentoring, monitoring discipline as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation etc.
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should

- i. Respect the right and dignity of the students in expressing his/her opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- iii. Recognize the difference in aptitude and capabilities among students and strive to deal

- with them appropriately.
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare through extension services.
 - v. Inculcate among students scientific outlook and respect for physical labor and to upkeep ideals of democracy, patriotism and peace
 - vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason whatsoever
 - vii. Pay attention to only the attainment of the student in the assessment of merit
 - viii. Make them available to the students at any point of time, even beyond their class hours and help to guide students without any remuneration or reward.
 - ix. Help students to develop an understanding of our national heritage and national goals
 - x. Condition the students refraining from inciting students on other students, teaching and non teaching staff.

TEACHERS AND COLLEAGUES

Teachers should

- i. Treat other members of the profession in the same manner as they themselves wish to be treated by others
- ii. Speak respectfully of other teachers and render assistance for professional betterment
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- iv. Refrain from allowing preferences of caste, creed, religion, race or sex in their professional Endeavour.

TEACHERS AND AUTHORITIES

Teachers should

- i. Discharge their professional responsibilities according to the prevailing rules and adhere to procedures/methods consistent with their profession in initiating steps through institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. Refrain from undertaking any other employment and commitment including engaging private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices
- v. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- vi. Should adhere to the conditions of contract
- vii. Give and expect due notice before a change of position
- viii. Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of

academic schedule.

TEACHERS AND NON-TEACHING STAFF

- i. Teachers should treat the non-teaching staff as colleagues and as equal partners and with understanding, within the institution
- ii. Teachers should help in the functioning of joint staff-councils covering both teachers and non- teaching staff.

TEACHERS AND GUARDIANS

Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the Parents/guardians of their students, send reports of their regularity and performance to them, whenever necessary to meet the parents/guardians for the purpose of sharing of mutual informing with them on their ward's progress, regularity and other relevant factors.

TEACHERS AND SOCIETY

Teachers should

- i. Recognize that education is a service to the society and the people living in it and strive to keep the public informed of the educational programmers which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
- iv. Perform the duties of a responsible citizen, participate in community activities and shoulder responsibilities of public offices.
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

MISCONDUCT

- i. Willful failure to perform the academic duties assigned to him/her in accordance with the Act, Statutes and Ordinances.
- ii. Victimization of and discrimination against students, colleagues and other staff.
- iii. Inciting students against other students, colleagues, administration and its staff. A teacher, however, shall have the right to express his/her opinion and ventilate differences on matters of principles in meetings, seminars or formal assemblies of students.
- iv. Resorting practices discrimination of caste, creed, religion, race or sex in his/her relationships with students, colleagues and other staff, with a view to furthering one's prospects.
- v. Refusal to carry out the decisions of competent authorities/bodies and officers of the colleges in due exercise of their functions, made in accordance with the Act, statutes and Ordinances.

CODE OF CONDUCT FOR MEMBERS OF BOARD OF MANAGEMENT

The Code of Conduct for Members of the Board of college for the Advancement of Learning (the "Code") applies to all members of the Board of Management of the college and to all members of committees established by the Management, whether or not the members of such committees are Board of Management ("Member" or "Members").

The Code is a mechanism for resolving conflicts of interest, whether real or perceived, and for providing guidance to Members in the performance of their functions in an independent and objective manner, serving the college's best interests and the accomplishment of its mission. The Code also promotes public confidence in the college campus's commitment to integrity, impartiality and transparency in governance.

General Duties and Obligations of the Board Members during their Term in Office during their term of office, the Members:

- i. Shall carry out their functions with integrity, independence, and good faith, and shall act in the best interests of the college,
- ii. Shall act responsibly and fairly with due care, diligence, loyalty and prudence of a reasonable board member.
- iii. Shall carry out their functions in a way so as to maintain confidentiality within the College campus.
- iv. Shall make every reasonable effort to avoid real or perceived conflicts of interest.
- v. Shall respect the confidentiality of information received during the performance of their duties as well as the confidentiality of the deliberations in which they participated.

Specific Duties of Members during their Term of Office

- i. Without limiting the generality of any of the foregoing conditions, subject to provision 2.5, the members, during their term of office:
- ii. Shall not assist any person or any organization in its dealings with the college when such intervention may result in real or perceived preferential treatment to that person or organization.
- iii. Shall not use, for their personal benefit or advantage, or for the benefit or advantage of any of his family member, or any other person or organization, any information acquired in the exercise of the office that is not otherwise generally available to the public.
- iv. Shall not use, directly or indirectly, any facilities or services of the college, nor allow them to be used, for purposes other than expressly approved by the college.

Duties and Obligations of Members after Leaving Office

After leaving office, the Members:

Shall respect the confidentiality of information received in the performance of their duties, as well as the confidentiality of the deliberations in which they participated for a period of two years, shall not make use of any information obtained in their capacity as a

Board Member that is not generally available to the public, in order to derive there from a benefit or an advantage for themselves or for any family member, or for any other person or organization.

For a period of two years, shall not give advice nor act in the name of or on behalf of someone else in negotiations with or in regard to contracts with the College.

Management of Conflicts of Interest

Members are expected to have primary responsibility in the identification and management of their own conflicts of interest.

In order to manage one's conflict, a Member must endeavor to identify what is, or could be, a real or perceived conflict of interest. The Principal shall serve as a resource person to all Members in helping to identify conflicts of interest.

Compliance

Where a situation of real or perceived conflict of interest arises, the Member shall follow the steps outlined below.

Disclosure of Conflict of Interest

Where a situation of real or perceived conflict of interest not declared in the Declaration arises, Members shall make a full written disclosure of the conflict to the Principal as soon he/she comes across it, or verbally to the Chair of the meeting where the conflict arises. The disclosure of a conflict of interest will be retained by the Principal and communicated to the Board Chair and the Nominating and Governance Committee. The disclosure and resolution of any conflict of interest will be recorded in the minutes of the body in question.

Withdrawal from Deliberations and Absianing from Voting

A Member shall resolve the conflict in the best interests of the college by abstaining from voting and at the Member's discretion or at the request of the Chair; withdraw from the Board's or Committee's deliberations for which the Member has a conflict of interest. In the event the Member is uncertain whether a situation constitutes a real or perceived conflict of interest, the Member is expected to voluntarily withdraw herself/himself until such determination is made.

Resignation as Member

Any Member may, of her/his own accord or at the suggestion of the Chair of the Board or the Chair of the Committee to which the Member belongs, resign to her/his position as a Member if her/his role as a member of a body, firm, or organization doing business with the college serves as a real or perceived source of continuing conflict of interest in a substantial way such as to impede her/his role as a Member.

Breach of code of conduct

Where an allegation of conduct of any member is found as act, which amounts to breach of this Code (by a Member about her/himself or another Member) every effort will be made to resolve the matter informally with the indulgence of the Principal. If, however, there are reasonable grounds to believe that a Member has breached the code of conduct as set out in this Code and no such informal resolution is possible, a Committee shall be constituted to inquire into such allegations, composing of three (3) members, chosen by the Nominating and Governance Committee in consultation with the Chair of the Board, the Director and the Principal. The Principal shall serve as Secretary to the Ethics Committee.

Sanctions

Should a Member be found to have failed to comply with the duties and obligations stipulated in the present Code, the Chair of the Board of Management shall have the power to issue a warning, to suspend the said Member for a period of time, or, in serious cases, to ask the Member to resign.

Dissemination of this Code and Reporting

The Principal shall provide a copy of this Code to each Member in conjunction with the distribution of the annual Declaration; and shall promote, disseminate, and implement this Code.

The Principal shall report annually to the Nominating and Governance Committee on the promotion, dissemination and implementation of the Code and on any cases necessitating the striking of an Ethics Committee.

CODE OF CONDUCT FOR OFFICERS OF THE ADMINISTRATION

(The Director, Principal, Dean, Associate Deans and HODs)

INTRODUCTION AND PURPOSE

Introduction

As members of Narayana Engineering College community, all administrative officers are responsible for sustaining highest ethical standards of this institution and of the broader community in which they function.

The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.

Purpose

In that spirit, this Code (the "Code") is a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. All the members must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide the members in performance of their work. All members are accountable for their individual actions and as members of the college, all are collectively accountable for upholding these standards of behavior and for its compliance with all applicable laws and policies.

Violations

Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office.

Raising such concerns is a service to the college and does not jeopardize one's Position or employment. Confirmed violations will result in appropriate disciplinary action up to and including termination from employment or other relationships with the college. In some circumstances, civil and criminal charges and penalties may also apply.

Equity and Justice

People are to be treated fairly-not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community all members can access opportunities that allow for their full participation in that community.

Equity of access to employment and programs

The college is committed to provide an environment of equal opportunity, free from discrimination, for existing and prospective staff and students in pursuit of their academic and professional goals and the realization of their potential to contribute to the achievement of the College mission. This objective is supported by an employment philosophy of providing job security through ongoing employment where possible, and encouraging flexible work practices that accommodate a range of needs in a diverse workforce.

Achievement Relative to Opportunity

The members are committed to fair assessment of employees and a workplace culture that values and supports life balance in order to attract, develop and retain best quality staff.

Harassment

The members of the college are committed to maintain an environment where students and staff are valued, respected and be able to realize their full potential. Harassment and discrimination of any form such as sexism, racism or bullying have no place in such a culture. All forms of harassment and discrimination are serious issues that undermine morale and can adversely affect the ability of staff and students to feel included within the College campus. Such behavior is unacceptable and all complaints will be dealt with fairly and promptly.

Discrimination

Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favorably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including color, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history. Indirect discrimination occurs when an apparently neutral requirement, condition or rule unfairly impacts on people with a particular attribute or characteristic (e.g. disability, gender or race) compared to people without that attribute, and the rule or requirement is not reasonable in the circumstances. For example, providing a service on the first floor of a building where the only access is by stairs could, in some circumstances, be considered indirect discrimination against a person with impaired mobility. It is the responsibility of all officers to take steps to prevent incidents of illegal discrimination on campus.

Prevention and Resolution of Campus Ragging/Bullying

Our College acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has a duty to take care of all members of its community and ensure that violence, aggression and bullying are unacceptable.

A workplace situation may be identified as bullying if an employee or employees are harmed, Intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether when alone or in front of other employees, students or visitors to the college. In order to maintain objectivity for investigation and litigation purposes, the 'reasonable person' test applies workplace bullying is predicated on a pattern of behavior that a reasonable person in the circumstances would view as victimizing, humiliating, undermining or threatening.

Disability Harassment

Disability harassment can be of any verbal, physical or written act taken in reference to a person with a disability that is reasonably likely to humiliate, offend or distress the person, or an associate of the person with a disability, such as a relative or career. The members shall not resort to such harassment. In case he is found guilty punitive actions may be taken against him for such misconduct.

Racial Harassment

Racial harassment is any verbal, physical or written act based on a person's color, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or those related to, or closely associated with, that person.

Sexual Harassment

Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person. It does not include mutual attraction, consensual romantic involvement or friendship. Inappropriate conduct can be in the form of words or actions, including circulating or displaying written or pictorial material that is sexually offensive or belittling in any form, including print, email, text messaging and, where specifically directed toward a person, on social networking websites. Sexual harassment involving a physically violent and/or coercive component such as physical molestation or assault, persistent following or stalking, indecent exposure, and obscene communications in any media, may be considered sexual assault and possibly as a criminal offence.

Academic Freedom

Academic freedom is recognized and protected by the College as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.

Lawful Obedience

All members of the college must act lawfully, comply with all relevant legislative and institutional requirements, act within their delegations of authority, and comply with college policies.

Confidentiality

Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any such information, individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been insisted.

PERSONAL AND PROFESSIONAL RESPONSIBILITY

a. Fraud and Corruption

The college Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption, clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and in the conducting of investigations.

b. Ethical Conduct of Research

College expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical

clearances must be obtained where appropriate.

c. Conflicts of Interest

A conflict of interest includes any circumstance, whether actual or perceived, arising from conflict between the performance of public duty and private or personal interests. It arises where there is a reasonable expectation of direct or indirect benefit or loss for an individual staff member with a particular personal interest that could be influenced in favor of that interest, in the performance of their duties. The benefit or loss may be financial or non-financial.

d. Employment of Close Relatives

The employment of relatives is only acceptable when the appointment is made in line with college policy regarding appointment of new employees. Prior approval must be sought from the Principal / Director, where a staff member is required to directly supervise a relative. A member of staff should not take any direct part in the selection process for an appointment for which a family member is a candidate. The relationship to which this policy applies includes those of parent and child, siblings, wife and husband, including de-facto relationships and same sex partners.

e. Outside Employment and Private Practice

Professional and consultative work carried out by members of staff in their area of expertise may be of benefit to the college, the individual and the community, provided certain conditions are met. Professional and consultative work should be related to the work of the college and should not conflict with the interests of the college. Consulting is a privilege not a right and requires approval of the Principal.

f. Gifts or Benefits

Staff members should not solicit, encourage or accept gifts or benefits if it could be reasonably seen as an inducement to act in a particular way, or to place a staff member under an obligation that may either directly or indirectly compromise or influence them in their official capacity. In particular, college employees should indicate to the prospective givers that gifts cannot be accepted from those with whom the college has, or potentially has, commercial dealings.

Standards of Integrity and Quality

Narayana College recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the apprehension of misconduct or impropriety can be very damaging to the institution. College must strive at all times to maintain the highest standards of quality and integrity.

In addition, each individual is required to conduct University business transactions with utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated because it is "customary" outside of AITAM or that it serves other worthy goals. Expediency should never compromise integrity.

Financial Reporting

All University accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must be accurately reflected in each transaction.

Compliance with Laws

Members of the college community must transact college business in compliance of applicable laws, regulations, and University policy and procedure. Managers and supervisors are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, members should contact the individual who has authority of interpreting the policy. Refer all unresolved questions and/or interpretation of laws and regulations to the Office of the Principal. College-wide policy documents can be found there.

a. Contractual Obligations

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of the College to comply and implement with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated to them by an appropriate college official can enter into agreements on behalf of the college.

b. Environmental Health and Safety, including Workplace Health and Safety

Members of the college community must be committed to protecting health and safety of its members by providing safe practices and facilities at all workplaces. College will provide information and training on health and safety hazards and safeguards. Community members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.

c. Non-Autonomous College Professional Standards

Some professions and disciplines represented at the college are governed by standards and codes specific to their profession (such as advocates, certified public accountants, and medical doctors). Those professional standards generally advance the quality of the profession and/or discipline by promoting codes of ethics, conduct, and professional responsibility and standards to guide their members. Those belonging to such organizations are expected to adhere to college policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and college policy, he/she should contact the Office of the Principal.

USE OF COLLEGE RESOURCES

College resources must be reserved for business purposes on behalf of the college. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the staff members' duties. college resources include, but are not limited to, the use of college systems (e.g., telephone

systems, data communication and networking services) and the domain for electronic communication forums; the use of college equipment (e.g., computers and peripherals, college vehicles); the use of procurement tools such as purchasing cards and petty cash (imprestred money) and the time and effort of staff, students and others.

REPORTING SUSPECTED VIOLATIONS

Reporting to Management

Members of the College community should report suspected violations of applicable laws, regulations, government contract and grant requirements or this Code. This reporting should normally be made initially through standard management channels, beginning with the immediate officer. If for any reason it is not appropriate to report suspected violations to the immediate officer (e.g., the suspected violation is by the officer) individuals may approach a higher level of management.

Other Reporting

All violations of laws or regulations should be reported internally to the Office of the Principal. Any suspected violations of rules regarding Central Government funds may also be reported to the Office of the Principal.

Any suspected violations of the rules or regulations of the Central Government, state government and the college may be reported. Such reports may be made in confidence, even anonymously, although the more information given, the easier it is to investigate the reports. Raising such concerns is a service to the college and does not in itself jeopardize the employment.

Cooperation

All employees are expected to extend their full cooperation in the investigation of misconduct.

CODE OF CONDUCT FOR EMPLOYEES

The term employee includes non-teaching staff and other staff who come under this purview. The following code of conduct applies to all of the employees mentioned below:

GENERAL RULES

- i. Every employee shall, at all time, should remain devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging. No employee shall behave in a manner unbecoming of an employee of an educational Institution.
- ii. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- iii. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should be commendable.
- iv. Unless otherwise stated in specific terms of appointment, every employee is a whole-time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on declared holidays and Sundays.
- v. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- vi. The employee shall not remain absent himself/herself from his/her duties without prior permission from the head of the Institution. Prior permission of the competent authority is necessary for availing even casual leave or special casual leave. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing. In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to be attached to the leave application form for the satisfaction of the college authorities, within a week. Employees desiring to avail themselves of leave other than casual leave or special casual leave shall apply for leave before actually proceeding on leave.
- vii. No employee shall leave the station except with the prior permission from competent authority, even during leave or vacation. Willful absence from duty will be treated as “dies none” for the purpose of increment, leave etc.,
- viii. Whenever leaving the station, an employee should inform the Head of the Department to which he/she is attached, providing the address where he/she will be while on leave.
- ix. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than his/her best judgment except when he/she was acting under the direction of his/her superior, in writing wherever practicable and where it is not practicable to obtain the direction in writing, he/she shall obtain written confirmation of the direction as soon as possible thereafter.

- x. Conducting or participating or supporting or instigating any act not consistent with the rules, by staff/students/others directly or indirectly on any religion/ caste/ racial/tribe/sex/ un touch ability based activities, is strictly prohibited on the part of any employee either in the college premises or elsewhere. Faculty/staff found guilty can be terminated from services of the college.
- xi. Criticizing or acting against or not implementing the approved college policy shall be treated as a gross misconduct and faculty/staff found guilty can be terminated from services.
- xii. An employee cannot refuse to receive any communication of any type from his/her controlling officer or a competent authority.
- xiii. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the competent authority may determine.
- xiv. No college employee shall engage himself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions in work is strictly prohibited and amounts to gross misconduct.
- xv. A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the competent authority.
- xvi. No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every employee shall be permitted to apply for an outside post twice in a year even though he/she may be holding a permanent post.

TAKING PART IN POLITICS AND ELECTION

- i. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.
- ii. No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body or local authority.
- iii. Provided that an employee of the college qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he shall give no indication of the manner in which he/she proposes to vote or has voted.

Association with Press or Radio or News Papers or any mass communication media

- i. No employee shall, except with the prior permission from the competent authority, own wholly or in part or conduct, or participate in the editing or managing of any newspaper

or other periodical publications.

- ii. No employee shall, except with the prior permission of the competent authority or any other authority empowered by duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Evidence before Committee or any other authority

- i. Save as provided in sub-rule (3) below, no employee shall, except with the previous permission of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- ii. Where any permission has been accorded under sub-rule (1) no employee while giving such evidence shall criticize the policy or any action of the college.
- iii. Nothing in this rule shall apply to Evidence given in any enquiry before an authority appointed by the University or the college; such as
- iv. Evidence given in any judicial enquiry; or
- v. Evidence given at any departmental enquiry ordered by the University authorities.

Un-authorized communication of information

No employee shall, except in accordance with any general or special order of the competent authority, or in the performance in good faith of the duties assigned to him communicate, directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

Gifts

No employee shall, except with the prior sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept, from any person any gift of more than trifling value.

Providing that gifts of a value, reasonable under any circumstances, may be accepted from relations and personal friends, or presented to such persons on occasion such as wedding, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of trifling value should be reported to the college.

Private employment or trade and investment

- i. No employee shall, except with the previous sanction of the management, negotiate or undertake any other employment or work or engage directly or indirectly in any trade or business.
- ii. If an employee wishes to contest for an elective office, he/she shall resign from the services of the college before filing the nomination.
- iii. Canvassing by employee in support of the business or insurance agency or commission agency and the like owned or managed by his/her spouse or any other members of his/her family shall be deemed to be a breach of this rule.
- iv. Every employee shall report to the management, in case any member of his/her family is

engaged in any trade or business or in an Insurance agency/ commission agency.

- v. No employee shall, without the previous sanction of the engagement, except in the discharge of his duties, take part in the promotion, registration or Management of any banking or other company or any other law for the time being in force or any co-operative society or commercial undertaking.
- vi. No employee shall accept any fee for any work done by him/her for any public body or any private persons without the general or special permission from the management.
- vii. No employee shall speculate in any stock, share or other investment.
- viii. No employee shall make or permit any member of his family or any person acting on his behalf to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- ix. The decision of the management shall be final in respect of any question arising under these rules.

Lending & Borrowing

- i. No employee shall lend money at interest to any person nor shall borrow money from any person with whom he/she is likely to have official palings.
- ii. Involve in Insolvency, habitual indebtedness and Criminal Proceedings:
- iii. An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a part of his/her salary is continuously being attached, he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college.
- iv. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to whom he/she is attached, irrespective of the fact whether he/she has been released on bail or not.
- v. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the college campus unless he/she has obtained written permission to that effect from the competent authority.

VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES

- i. No employee shall, except with the prior intimation of the competent authority, have recourse to any Court of Law or to the press or mass media for the Vindication of any official act which has been the subject matter of adverse criticism.
- ii. Provided nothing in this rule shall be deemed to prohibit an employee from Vindicating his/her private character or any act done by him/her in his/her private capacity.
- iii. **Marriages:** No employee who has a spouse living shall contract another marriage notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her.

Attendance at Meeting

- i. An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees.
- ii. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to the Chairman of the Committee or to the Principal stating the reason for his/her absence.

Representations

- i. Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel, and shall not forward, advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than two months.
- ii. No employee shall be a signatory to any joint representation addressed to the authorities for redressal of any grievance or any matter.

MISCONDUCT

Without prejudice to the generality of the term 'misconduct', the following acts of omission in addition to those laid down as above and commission shall be treated as a misconduct:

- i. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- ii. Acting in a manner prejudicial to the interests of the college.
- iii. Willful insubordination or disobedience, whether alone or in combination with others, of his/her superior's reasonable orders/instructions.
- iv. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- v. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- vi. Habitual late attendance or irregular attendance and habitual absenteeism.
- vii. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- viii. Damage to any property of the Institution or interference or tampering with any safety devices installed in or about the premises of the College management and at the work place.
- ix. Involvement in theft, fraud, breach of trust, dishonesty, misappropriation of funds, damage to the property or work of any nature of the college or of another employee.
- x. Drunkenness or riotous or disorderly or indecent behavior in the premises of the college or outside such premises where such behavior is related to or connected with the employment.

- xi. Gambling or smoking within the premises of the institution.
- xii. Collection without the permission of the competent authority of any money within the premises of the Institution.
- xiii. Sleeping while on duty.
- xiv. Commission of any act, which amounts to a criminal offence involving moral turpitude.
- xv. Absence from the employee's appointed place of work without permission or sufficient cause.
- xvi. Taking up any service or setting up of any institution etc., by any employee on leave.
- xvii. Purchasing or selling properties, machinery, stores, etc. in the name of the college or institutions maintained by it, without express permission in writing from the competent authority.
- xviii. Use of high tenor, indecent language or undue arguing with superiors
- xix. Submission of application for employment to any other agency outside the institution without permission from the competent authority.
- xx. Submission of a false representation to any outside institution/agency/office against the officers of the College or the college Management.
- xxi. Submission or propagating any false information about university/any authority/employee either inside the college campus or outside.
- xxii. Submission of any representation/claim to any higher authority without routing through proper channel for seeking any redressed or any grievance.
- xxiii. Commission of any act subversive of discipline or of good behavior. Abetment of or attempt of any act which amounts to misconduct.

Prohibition of sexual harassment of working women

- i. No employee shall indulge in any act of sexual harassment at the work place.
- ii. Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment at such work place.

Explanation

For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise as:

- a) Physical contact and advances;
- b) Demand or request for sexual favors;
- c) Sexually colored remarks;
- d) Showing any pornography; or
- e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Note: The above instances of misconduct are illustrative in nature, and not exhaustive.

Consumption of intoxicating drinks and drugs

- 1. An employee of the college shall not consume any intoxicating drinks and drugs in the college campus/premises.
- 2. An employee shall not attend to duties after consuming any intoxicating drinks and drugs.

3. An employee shall not be under the influence of any intoxicating drink or drug during the course of his/her duty and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such a drink or drug.

Interpretation

The decision of the Board of Management on all questions relating to the interpretations of these rules shall be final and binding on all the staff members and other indirect and direct employees.
