

7.1.10. Policy Document - Code of Conduct

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REGISTRAR

Karpagam Academy of Higher Education
(Deemed to be University Under Section 3 of UGC Act 1956)
Pollachi Main Road, Eachanari Post,
Coimbatore - 641 021.



Criteria 7.1.10

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

CODE OF CONDUCT

The Karpagam Academy of Higher Education has proposed a strategic quality policy incorporated in all aspects and shall be implemented meticulously in improvement of the institution and novelty at diverse levels to develop the institution into a centre of excellence, thus increasing the stakeholders' value and providing quality service to the society. At our institution, we provide high standards of quality in imparting Arts, Science, Humanities, Architecture, Engineering and Pharmacy with a right mix of knowledge, training and research. We continually attempt to develop the benchmark of proficiency of our faculty, the quality of our infrastructure as well as the content and delivery methods of our educational programmes, and add value to our growth inputs in tune with the changing global trends.

We commit ourselves to the highest standards in our entire academic endeavours by adhering to high standards of

- Respect
- Excellence
- Compassion
- Service
- Hospitality
- Integrity
- Diversity
- Learning for Life in all our pursuits.

The aim of this document is to set out a framework for codes of practice for ethical conduct in higher education institution. A set of model codes of conduct for the nine internal

groups in Karpagam Academy of Higher Education institutions has been developed. Nine groups comprise of Board of Management, Vice-Chancellor, Registrar, Controller of Examinations, Dean, Faculty, Students, Finance Officer and Non-Teaching staff.

To understand their duties and responsibilities a code of conduct is needed. Accordingly, a code of conduct document is prepared individually and circulated. To monitor and to carry out necessary modifications on code of ethics, authorities have constituted a monitoring committee. To make student and faculty professionally committed handbooks on professional ethics are prepared and circulated among students and faculty.

This codes of conduct is framed for Board of Management, Vice Chancellor, Registrar, Controller of Examinations, Deans, Faculty, Non-Teaching Staff and Students

The Board of Management (BOM) is the supreme body of an institution. BOM has the authority to implement various policies and programmes.

- The board of management has to conduct periodical meetings and to discuss matters concerning the institution growth and to offer necessary infrastructure facilities for the same.

The Vice-Chancellor and Registrar have to monitor that institution functions in accordance with the rules and regulations drafted by University Grants Commission, AICTE, Council of Pharmacy and Council of Architecture.

The Controller of Examination (COE) is the backbone of an institution; COE is responsible for the conduct of Examination and declaration of result. The COE takes care of examination with utmost care, equality to gain the student credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations are well formulated so as to leave nothing to chance and assumption.

The Dean is responsible for maintaining a pleasant work culture and environment with professional standards that is conducive for attainment of institutional objectives. Further, the dean has to look into day to day academic activities of faculty members and students. In adherence to code of conduct, it is the duty of dean to redress the grievance of the faculty and student in time.

The code of Conduct has been drafted in accordance with rules and regulations formulated by the Ministry of Higher Education. The Code sets out the key principles of good conduct and practice

for faculty, it informs them standards expected from faculty. It also informs members of the community of the standards expected of faculty. The Code is intended to encourage faculty to adopt an informed approach to their teaching and its contexts and to reflect on the good and correct practices as professional faculty.

The institution is devoted in assisting the students to sustain and reach their academic activities in order to achieve their career goals. The institution has prescribed code of conduct to support them, adopt the students to regulate to the campus environment and enabling the students to achieve their academic goals. The Student Life at our institution is responsible for student counseling, gender equity and disability services, career and employment information, monitoring academic progress and encourages them to participate in various programs. Further, students are supported with various committees like

- Anti Ragging Committee,
- Extension Programme Committee,
- Hostel Committee,
- Internal Complaints Committee for prevention of sexual harassment
- Library Advisory Committee
- Sports Committee
- Student Welfare Committee
- Student Welfare and Redressal Committee
- Student Grievance Redressal Cell
- Student Affairs Committee
- Anti Discrimination Cell.

Financial prudence and good accounting practices are the hallmark of the Institution. An Accountant/Finance Officer must not in any circumstance mix Utility's and private money. He/she must not apply the utility's money to any purpose not duly authorised, nor must he/she lend, advance or exchange any sum for which he / she is accountable. He/ she must see that all utility monies or other assets entrusted to him / her are kept in a safe place. The Head of the Department takes the responsibility to accept proposals from the department faculty members in organizing the Symposium/Seminar/Conference. The proposal is then passed via The Dean to the Statutory Financial Committee, who approves the fund allocation. The allotted budget is then made to avail for the successful conduction of the Seminar/Conference/Symposium. After completion of the events it is then accounted / verified by an internal auditor, which is documented in the IQAC files. The salaries of the teaching and non-teaching staffs are deposited in the bank accounts to maintain clarity.

CODE OF CONDUCT FOR MEMBERS OF BOARD OF MANAGEMENT

1. The members of the Board of Management shall be nominated in such a way that they possess, experience and competence to provide leadership to the institution in its quest for excellence
2. The members shall contribute to the growth and development of the Institution with selflessness, integrity, objectivity, accountability, transparency, honesty and leadership.
3. The members shall observe high level of commitment and maintain standards of quality governance in all the functions of the institution.
4. The members shall ensure proper delegation of authority to the Vice Chancellor and other statutory officers. Also their roles and responsibilities shall be defined clearly
5. The various committees constituted for specific purpose should be empowered to conduct the work judiciously and report to the Board of Management.
6. The Board of Management and its committees shall undertake a rigorous performance evaluation on level of attainment of long term strategic objectives and short term key performance indicators periodically.
7. The Board of Management shall ensure compliance with the statutes, ordinances and provisions regulating the Institution. Also, the information furnished to the Regulatory Agencies are accurate authentic and complete.

CODE OF CONDUCT FOR VICE CHANCELLOR

1. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye Laws.
2. Vice-Chancellor shall not disclose or offer to supply confidential information of the Institution except when authorised to do so as a part of his routine normal duties or when required to do so by the Government and /or court order.
3. Vice-Chancellor should take decisions solely in terms of Institution's interest and should not do so in order to gain financial or other material benefits to him or to his family or to his friends.
4. Vice-Chancellor should not place himself under any financial or other obligation to outside individuals or organisations that might influence him in the performance of his official duties.
5. Vice-Chancellor to manage the Institution's affairs within the budget and framework fixed by the Board of Management.
6. Vice-Chancellor while performing his official duties including making appointments, awarding contracts or recommending individuals for rewards and benefits, make choices on merit.
7. Vice-Chancellor is accountable for his / her decisions and actions and submits by himself / herself to whatever scrutiny is appropriate.
8. Vice-Chancellor must act transparent all with regard to decisions and actions that he take.
9. Vice-Chancellor duty is one of fiduciary duty to the Institution which means that he should act in good faith and without negligence and exhibit the highest loyalty to the institution.
10. Vice-Chancellor must observe the provisions of MoA and Rules / by laws of the Institution and the guidelines of the MHRD, UGC and Statutory Councils in an orderly, fair and transparent manner.

CODE OF CONDUCT FOR THE REGISTRAR

1. Conduct himself/herself with integrity, fairness and honesty
2. Avoid conflicts between personal interest and professional interest.
3. Offer complete, true and accurate information whenever asked to furnish.
4. Protect the legitimate privacy of individual employees.
5. Maintain appropriate confidentiality of institutional records.
6. Protect the records
7. Possess professional competency to administer the institution enforce the rules and regulations with letter and spirit.
8. Adhere to the principles of nondiscrimination and equality among the employees.
9. Use institutional resources effectively and efficiently
10. Update himself on the latest developments / guidelines / institutions from Higher Education agencies such as UGC, MHRD, AICTE, Higher Education Department of the State concerned and also the rules and regulations of relevant Statutory Councils such as CoA, PCI, TNSCHE, TNSCST.

CODE OF CONDUCT FOR THE CONTROLLER OF EXAMINATIONS

1. To ensure secrecy, safety and security of all documents relating to examinations.
2. Honesty and integrity is the basic traits required for controller of examinations
3. Ensure valuation of answer scripts are done objectively
4. Ensure that there is no conflict his personal interest with professional interest.
5. Special care has to be taken in protecting the question-papers and take all possible precautionary steps to ensure that the questions are not leaked out before the examinations
6. Ensure the results are declared on time
7. Ensure that the entries in the mark-statements are correct, complete and free from any sort of flaw.
8. Ensure that all security measures are adhered to in mark-statements and degree certificates
9. Ensure that not only he is honest but all other staff members of the Examination Section are also equally honest.
10. Ensure proper Question Paper audit in done
11. Any violation/unethical behavior of his staff are not tolerated and serious action taken immediately.
Ensure proper correlation between Internal and External marks, through proper auditing.
12. Ensure answer scripts are disposed properly / safely (after the due dates)
13. Ensure convocation is conducted within 180 days from the declaration of results.
14. Ensure answer scripts are disposed properly / safely (after the due dates)

CODE OF CONDUCT FOR DEANS

1. Dean to process the letter submitted by the staff through proper channel only
2. Dean has to take action on the letter received from the staff or forward them to the Registrar immediately. He should not retain any letters unnecessarily.
3. He must be neutral and should not be biased to any HoD or staff member.
4. Dean must use his powers judiciously. He has to keep in mind the interest of the Institution and the staff and students while taking decisions.
5. He must ensure that the direction issued by the VC and by the Registrar is passed to HoDs and the instructions are followed in letter and spirit

CODE OF CONDUCT FOR TEACHING STAFF

1. The teacher appointed in the institution will be on probation for one year from the date of joining the institution.
2. On completion of one year, the institution may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the vision, mission and goals of the institution.
3. During the probationary period if the teacher wants to leave the service at the end of an academic year he/she should give one month notice or one month pay in lieu of the notice.
4. If a teacher wants to leave the service after the completion of probationary period at the end of an academic year he/she should give three months' notice or three months' pay in lieu of notice.
5. Any teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.
6. The teachers to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors
7. The teachers have to fully abide by the leave rules and the code of conduct.
8. The institution has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirmed teachers who are not found to be compatible with the mission of the institution.
9. The teachers not to carry on any other trade, business, or activity which goes against the contract of employment with the institution. He/she shall not accept any work outside the Institution without the permission of the institution, conduct any trade, business or like activity, raise/receive any money / donation.
10. The teachers have to actively associate, involve, participate himself / herself in all the activities and programmes of the institution. He / She shall motivate his/her students to actively involve in the various programmes and activities of the institution.
11. The teachers not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the institution in giving extra inputs to the students so as to make them not only academically brilliant, but a self-confident, competent and fully developed personality.
12. The teacher shall not indulge in any anti-institutional activity and shall not promote, abet, assist or motivate any groupism.
13. The teacher shall not directly apply for or seek another job except through the Registrar of the institution
14. The teacher shall report to the administration, if there is any criminal complaint, action/proceeding lodged against him/her in any police station, Court or Forum.

15. The teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Administration in writing, for any particular programme.
16. The teacher shall not hold any money collected on behalf of the Institution for more than 24 hours. The teacher shall settle the advance taken from Institution within 7 days of completion of the programme.
17. The teacher shall abide by the code of conduct and leave rules.
18. The institution may at any time, terminate the services of any probationary or confirmed teacher, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.
19. Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the institution from time to time.
20. Every teacher shall update his/her knowledge and skills to equip himself/herself professionally competent to the proper discharge of duties assigned to him/her.
21. Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
22. No teacher shall absent himself/herself from duties at any time without prior permission from the Registrar.
23. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the institution.
24. No teacher shall associate with any political party or take part in any other organizational activity, which is not inline with the duties and ethics of the teaching profession.
25. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
26. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of institution policy or of the Government for any reason whatsoever.
27. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the institution.

CODE OF CONDUCT FOR FINANCE OFFICER

1. The Finance Officer shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management.
2. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the Institution Deemed to be University.
3. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
4. He/she shall be responsible for the preparation of annual budget estimates and statements of accounts for submission to the Finance Committee and the Board of Management.
5. He/she shall be responsible for the management of funds and investments of Institution Deemed to be University, subject to the control of Board of Management.
6. Ensure that the limits fixed by the Board of Management for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
7. Keep a constant watch on the cash and bank balances and of investments.
8. Monitor the progress of the collection of revenue and advise on the methods of collection employed.
9. Ensure that the registers of buildings, land, furniture and equipments are maintained up-to-date and that stock-checking is conducted, of equipments and other consumable materials in all offices, Departments, laboratories.
10. Call from any office, Departments, any information or returns that he may consider necessary for the performance of his duties.
11. Bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularity and suggest appropriate action to be taken against persons at fault.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Every staff employed in the Deemed to be University shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. No Staff employed shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the authorities shall be produced within a week.
3. No Staff employed shall engage directly or indirectly in any trade or business.
4. No staff employed shall send any application for employment to any other agency, except through the Registrar.
5. When a staff employed seeks to accept honorary work without detriment to his/her duties prior permission of the Registrar in writing shall be obtained.
6. Any staff employed when involved in criminal proceedings shall inform the same to the Registrar.
7. No staff employed shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
8. No staff employed shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society.
9. No staff employed shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.

CODE OF CONDUCT FOR STUDENTS

1. Students should attend the classes, functions and any other extra and cocurricular activities regularly and punctually.
2. Students are expected to dress neatly and to follow the approved dress code. Girls are expected to be either in saree or in churidhar or in salwar kameez with duppatta. Girl students shall tie their hair properly.
3. Boys are expected to come in full pants with shirt. Round neck T-shirt with or without any message, Jeans and Short shirts are not allowed. Boys shall not wear ear rings, bangles or similar items.
4. The students shall wear the ID cards issued by the University. Without ID cards, they will not be allowed inside the campus, class room and examination hall.
5. Students must occupy their seats in the respective classes well before the faculty enters the classes. When a faculty enters the class, the students shall stand up in their places as a mark of respect.
6. Latecomers will not be permitted inside the classroom without the permission slip from the Head of the Department concerned or the Dean concerned.
7. Students should apply for leave to the respective class tutor / adviser and HOD before availing leave.
8. If leave is requested for reasons of illness for more than two days, the leave application along with a medical certificate should be submitted by the parents / local guardian on or before the 3rd day of illness. A fitness certificate from the Doctor who treated the student should be submitted on the day of rejoining the Institution.
9. Smoking is strictly prohibited inside the campus.
10. Students found using intoxicants and drugs will be summarily dismissed.
11. In case of cancellation of a class, students have to go to the library.
12. Students should refrain from participating in any kind of political or communal activities.
13. Students found guilty of damaging, destroying University property should replace the same at their own cost.
14. Students should not sit on the parapet walls or on the steps or staircases.
15. Students found guilty of writing, scribbling, painting on the walls, desks etc., will be penalized suitably with fine. Students must identify those who cause damage to the University property and report the same to the Registrar.
16. Students found guilty of using foul language or behaving rudely towards the fellow students / staff members, will be expelled from the University.
17. Any requisition or letter written by the student to the Registrar should be sent through the tutor, the HOD and the Dean concerned.
18. If any student directly or indirectly commits, participates, abets or propagates ragging shall be punished as per the Anti-ragging Guidelines of UGC.
19. Gender equality is maintained in the campus and students are expected to honour this.

20. Sexual harassment is a serious offence. The students involved in the sexual harassment shall be expelled from the institution.
21. During the working hours of the University keeping and/or using the cell phone inside the University campus is prohibited. The cell phone will be confiscated if found in use and will be returned only after the completion of the course. Hostellers are permitted to use the cell phone within the hostel premises before or after the silent hours.
22. Outsiders will not be permitted to meet the students during working hours.
23. Students having any grievance are advised to present the grievance before the Grievance Redressal Committee.
24. Students should wear helmet while riding their two-wheelers. Students coming without helmet will not be allowed inside the campus.
25. The campus is plastic free and the students are advised not to use plastics for any purpose.
26. The cultural events organized by students should be decent and should reflect the reputation of the Institution.
27. The students of sports & cultural activities should take up the results of sports / cultural with competitive spirit.
28. Possession / use of weapon, explosives or destructive devices totally prohibited.
29. Theft or unauthorized access to others resources are crimes.
30. Students are not permitted to provide audio and video clipping of any activity on the campus to media or social network without prior permission.
31. Hostellers should follow the rules and regulations of the hostel ardently.
32. Students should not involve in any malpractices during the examinations.

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