DOCUMENT INDEXING – INTEGRATED POLICY		
Title: Code of Conduct Policy		
Description: This policy serves as a foundational guideline for behaviour within our community, promoting a safe, respectful, and productive environment for all members, including students, faculty, and staff. It also outlines the expectations for personal and academic integrity, respect for diversity and inclusion, and adherence to campus rules and regulations.		
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Policy Population	All the stakeholders of the Institution	
Policy Implementing Department	HRD	
Proposer & Drafter	Mr. Pirama Nayagam, HRD	
Revisor(s)	Ms. Bhavani S, Assistant Coordinator, IQAC & Ms. Mehala Devi P, HRD	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
Coordinator, IQAC	Dr. V. S. Murali	
Academic – (A)	Dr. A. Sharmila	
Deputy Dean (SF)	Dr. R. Surekha	
Chief Manager (SF)	Mrs. Sangeetha Rajappa	
AUTHORISATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Sri. Pannalal Chordia	
Secretary/ Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

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I. Background

The challenging role of teachers as **"Knowledge Creators and Curators"** is inevitable owing to scientific, technological development, knowledge explosions and paradigm shifts. This causes the teaching staff to change their approach from **"Teacher-centred"** to **"Learner-centred"** with increased diversity in Students 's demography.

Behind the success and transformation, non-teaching staff as **"Professionals"** support in making this group of institutions more **Education-friendly**. It is a need of the hour to set principles and guidelines as **"Code"** that govern the behaviour and actions of teaching and non-teaching staff members, stakeholders with ethical standards and expectations to improve the education landscape.

The Institution would reasonably expect from all the members employed and associated to always demonstrate this Code of Conduct with specific expectations and context to improve the education landscape. The standards expressed/mentioned in the Code of Conduct Policy are in addition to any statutory requirements of the Government of India.

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II. Objectives

Agurchand Manmull Jain College, in continuation with its vision, mission and core values mentioned in "Ethics Policy," wishes to envisage and enforce a "Code of conduct Policy". It is created to work harmoniously. The objectives are mentioned below:

1. To ensure that all staff members and stakeholders, conduct themselves in a manner that safe guards the reputation and enhances the credibility of the Institution.
2. To ensure trust amongst the Students, Parents and Public.
3. To measure staff success and amplify staff morale.
4. To encourage a cordial and safe work atmosphere.
5. To stop faculty's misconduct at all time
6. To ensure a fair, impartial treatment for Staff and students.
7. To inculcate the professionalism in teaching

III. Internal Institutional Conduct

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It is important that the Institution as a whole emphasises the standard behaviour of everyone, with internal stakeholders like students, staff members, visitors/guests on and off college hours and management. The behaviour and action denote the culture of the institution. The culture comes from the values and ethics of the institution. The staff member should have passion to innovate and deliver – heart and mind in unison. We stand for the following

- Love the work
- Respect people with dignity – students and colleagues
- Socially responsible
- Follow the system
- Openness and willingness to learn
- Work /Classroom preparation

IV. External Institutional Conduct:

It is similar to the way the staff conducts internally; they are also expected to conduct and carry themselves with people externally like Universities, other educational institutions, parents, vendors, suppliers etc. It could include information about conflicts of interest, privacy, or confidentiality. It is the reflection of the institution on the public to keep up the image of the institution.

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V. Process

The Policy sets out the processes to support all the staff members and stakeholders in complying with the Code of Conduct and to deal with any complaints relating to the Code of Conduct.

1. Agurchand Manmull Jain College shall have Code of Conduct which should always be followed.
2. A Code of Conduct Committee shall be formed which comprises of Management Committee member being the Chairperson, Principal, Vice Principal, Dean, Deputy Dean and Chief Administrative Officer.
3. The Code shall be categorized into three levels depending upon the seriousness involved around it.

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4. Any staff members can register a complaint with the committee against those whose behaviour is contrary to the code regardless of their position in the institution. The complaint concerning behaviour contrary to the code should be made in writing.
5. The investigation process for the code of conduct complaints will involve determining the categories of allegation which may best fit to either Level-I, Level –II, Level- III, where Level- I is the lowest category and Level-III being severest category.
6. The decision taken by the committee is final & binding for all the levels. However, in some special instances the committee can seek the assistance of the management (Secretary and Associate Secretary) and this applies for the category of Level-III.

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VI. Level- I

Level- I complaints generally relate to the following

1. Acceptance of Gifts
   a) Agurchand Manmull Jain College staff members should neither receive nor offer to make illegal payments, gifts, presents, gratis, donations, other favours or comparable benefits directly or indirectly from suppliers, contractors, dealers or anyone who could directly or indirectly influence /damage/harm the business interests/goodwill or reputation of the Institution and or its associates. This could be intended/unintended to or receive uncompetitive benefits or favours.
   b) Exceptions for those gifts which are commemorative and customary in nature will be allowed on special occasions while representing the institution and that same could be intimated to the institution time to time.
2. Solicitation
   a) To ensure a productive and harmonious work environment, the staff members of Agurchand Manmull Jain College will not encourage or entertain anyone not employed by Agurchand Manmull Jain College, having an intention to distribute literature, disturb the work environment or to solicit

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any illegal activities in the work place at any time for any purpose.

b) Such literature, posts or shares in printed or written solicitation is strictly prohibited to put either on Institution Bulletin Boards or in social media pages.

3. Fundraising Programs
   a) The staff members of this institution shall not engage or associate themselves with any fund raising individual, group, body, firm, association or organization whether it is small or big without permission from the management.
4. Disrespecting the official meeting/Program
   a) Not being punctual or not meeting the Program calendars.
   b) Disrespecting the other members and staff members either during meeting or in working hours.
   c) Failure to accept the rules and regulations.
   d) Not following the dress code.
   e) Sleeping while on duty.
5. **Decision**

   The complaints can be dealt by asking the staff member to tender apology, providing counselling and training. If required a warning letter could be issued based on the case upon the recommendation of the code of conduct committee.

VII. Level-II

Level-II complaints are more serious than Level-I but less complicated than Level-III complaints. They include behaviour contrary to the policies, codes and statements

1. Non –Disclosure
   a) As a part of employment every staff member of Agurchand Manmull Jain College may have the access to confidential/ proprietary information and records. But as a condition of employment, all staff members are required to sign and return the institution's proprietary information and inventions.
   b) Misuse of confidential information for activities resulting in pecuniary benefit or detriment to the Institution.

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c) Every staff member shall sign a Non-Disclosure Agreement (NDA) and return it as part of the joining formalities, which will clearly state that every staff member shall maintain the confidentiality of information and that any violation of the same is subject to strict disciplinary action. This agreement pledges confidentiality on all Education/Business related matters pertaining to the institution and its clients. (Refer **Annexure - A for NDA**)

2. Disciplinary rules and Procedures
   a) Violating and transgressing the Job Description (roles and responsibilities) mentioned in the Letter of Appointment.
   b) Infringing and Non-compliance of other policies of Agurchand Manmull Jain College.
   c) Attempt to inappropriately/illegally influence the decision of management, Policies and Procedures.
   d) Theft and deliberate or careless damage or destruction of any Institution property, or the property of any staff member, student, client or customer;
   e) Improper use of Agurchand Manmull Jain College's equipment, time, materials, or facilities;
   f) Removing or borrowing Institution property without prior authorization;
   g) Provoking a fight or fighting during working hours within Institution premises/campus/property;
   h) Participating in horseplay, practical jokes, using unparliamentarily, foul/vile language on Institution time or on the institution premises.
   i) Committing of or involving in any act of unlawful harassment of another individual.
   j) Recording the work time of another staff member or allowing any other staff member to record your work time, or falsifying information, either of self or of other staff members;
   k) Discriminating staff or students on grounds of caste, creed, community, sect, religion, gender, nationality, or language.
   l) Serious incapability whilst on duty in the influence of alcohol or illegal drugs. Use of Tobacco in any format inside the Institution campus is strictly

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prohibited.

m) Willingly slowing down the work of self and others so as to harm the interest of the Institution.

n) Contacting any media person for communication without the prior approval of institution with regards to work/assignment.

3. Decision

a) The complaints can be made with committee with necessary proof and could be dealt with more concern by providing additional counselling by the Head of Institution and training to the staff member after issuing a warning letter or Memo.

b) If required the staff could be kept on suspension based on the case upon the recommendation of the code of conduct committee.

VIII. Level-III

1. Institutional Values and Ethics

The following are the hallmark of all conduct when dealing with students, staff, clients, customers, and guests/visitors of Agurchand Manmull Jain College (A "**CLEAN CHIT**" concept can be envisaged)

- **C**ompetency with commitment
- **L**oyal with though Professionalism
- **E**xcellence & Efficient
- **A**daptability
- **N**urturing
- **C**onflict of Interest
- **H**umility
- **I**ntegrity
- **T**ransparency

2. Disciplinary rules and Procedure

a) Misuse of Institution's office and premises for unlawful activities.

b) Falsifying the employment record, employment information and other Institution records for the purpose of recruitment and promotion.

c) Engaging their personal time unethically, unofficially, directly or

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indirectly in any trade or business is prohibited.

d) Engaging in antinational, antisecular, political and criminal activities whether or not related to job performance; or in any demonstration which is prejudicial to the interest of the sovereignty and integrity of Bharat, the security of states, friendly relation with foreign States, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence.

e) Insubordination, including but not limited to failure or refusal to obey the orders or instructions of Member of management, Academic & Administrative Heads, Supervisors or use of abusive or threatening language towards them mentioned above.

f) Committing a fraudulent act or a breach of trust under any circumstances.

3. Decision

a) The code of conduct committee shall take the guidance from the management committee members, and other Institutional heads for handling the above issues.

b) The defaulter may be prosecuted/ dealt with the support of local Police in accordance with Indian Penal Code which may encourage and lead to staff members' termination from the service without any notice and benefit.

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IX. Code of Conduct Committee - Criteria

It is essential for the Code of Conduct Committee members to consider various factors to ensure its effectiveness and relevance to the institution's Vision, Mission, Ethics, Values, Culture, and its objectives.

1. The tenure of the committee members is continual based on the integrity, complimentary and voluntary for the growth of institution. The committee should deal with code of conduct issues related to Academic, Administrative, Financial and Individual issues if any.

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2. Any staff member /Student / Support staff of this institution could reach to the committee officially or unofficially through suggestion boxes but it must be in writing.
3. Upon receipt of any concern, disappointment, complaint or grievance by any member, the committee shall respond to the complainant promptly or act upon the issue within 30 working days.
4. If such concern, disappointment, complaint or grievance is against or about the committee member then the committee would hear without the participation of the member with management and respond to the case on merit and issue.
5. The Committee shall maintain record with confidentiality of all such concern, disappointment, complaint, or grievance with actions taken and closure status. The same would be maintained in HRD.
6. A half yearly report can be submitted to the management to appraise the practice of code of conduct.

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X. Restrictions

The staff members are expected not to discuss institution related activities, financial projections, plans, programmes, and products with an outsider until its necessary to share or promote.

XI. Responsibilities

1. It is the responsibility of all the staff members of Agurchand Manmull Jain College that the Code of Conduct is adhered properly and correctly followed at all time.
2. The code of conduct could be modified or changed according to the time and development. Any violation of this policy is regarded as serious breach of employment.
3. Any staff member who is found breaching/transgressing this policy he/she shall be liable for suitable disciplinary action including termination from the services & Institution reserves the right to prosecute the staff member concerned or recover the damage incurred thereof.

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XII. Policy Population: This policy is intended and applicable to all the staff of Agurchand Manmull Jain College and group of Institutions. It should be signed by all as mentioned in **Annexure - B**

XIII. Review Cycle: This policy shall be reviewed every year.

XIV. Conclusion:

Agurchand Manmull Jain College offer this Code of Conduct is basically to establish and maintain a safe, respectful, and conducive learning environment within the Institution. This policy aims to outline the expected standards of behaviour for all members of the institution, including students, faculty, staff, and visitors, to promote academic excellence, personal growth, and mutual respect.

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Annexure - A

Non-Disclosure Agreement

The Non-Disclosure Agreement, made effective this day of, XXXXXXX between XXXXXX (The staff member Name) hereinafter referred to as staff member and Agurchand Manmull Jain College, having its registered office XXXXXXXXXX hereinafter called as AGURCHAND MANMULL JAIN COLLEGE with respect to the **CONFIDENTIAL INFORMATION** furnished by the parties to each other ,the parties agree as follows;

1., The **CONFIDENTIAL INFORMATION** is defined as the information received by each staff member for the purpose of establishing and carrying its activities of AGURCHAND MANMULL JAIN COLLEGE or of its staff members and relating to its activities, data made available or accessible, data generated during teaching operations, education strategies and arrangements, computer, network operations, functions and system architecture which may be disclosed in oral, written, graphic, machine recognizable and or sample form, which is exchanged between the parties and which is clearly designated , labelled or marked as confidential and/or proprietary or its equivalent.

2., That for the period of employment with AGURCHAND MANMULL JAIN COLLEGE after the execution of this agreement, each party shall restrict the dissemination of **CONFIDENTIAL INFORMATION** to only those staff members who must be directly involved in the process and evaluation of the **CONFIDENTIAL INFORMATION.** Staff member should use the same degree of care as for one's own information and safeguard against disclosure of **CONFIDENTIAL INFORMATION.**

3., That as the first party, the staff member will be required to act in the best interest of the institution at all times. Staff members shall not copy, transmit, disclose, divulge or communicate the **CONFIDENTIAL INFORMATION,** at any time in any form during the service with AGURCHAND MANMULL JAIN COLLEGE or thereafter any information, transactions or secrets in or relating to anyone not having a need to know, without the prior written approval of the Institution.

4., That each party will promptly return such **CONFIDENTIAL INFORMATION** at the request or certify to the destruction of such **CONFIDENTIAL INFORMATION.**

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5., The staff member will maintain full confidentiality of data pertaining to the Students/Staff/ Clients/customers and Visitors & Guests obtained while answering the queries /complaints during the course of work. Under no circumstance should staff members divulge/ reveal/ share such data. Staff members shall not engage in any external activities of commercial/non-commercial nature without prior written approval of AGURCHAND MANMULL JAIN COLLEGE. Staff members shall execute appropriate confidentiality agreements with the students, counterparts and parents to maintain the confidentiality of the data. Such data collected shall be the property of the institution and will be handed over to the institute on expiry of the task/assignment/deal/ contract.

6., Immediately upon promotion or transferred within the group of institution, the staff member as the first party should return all documentation, copies, notes, diagrams, computer memory media and other materials containing any portion of the Information, or confirm to the second party, the AGURCHAND MANMULL JAIN COLLEGE, in writing.

7., That nothing contained in the agreement shall be construed as granting or conferring any rights or otherwise or other propriety rights of either party acquired prior to or after the date of this agreement.

8., Any waiver on this agreement must be in writing by an authorized official of the Institution executing the same. No such waiver is construed to affect or imply a subsequent waiver of the same provision or subsequent breach of this agreement.

9., That AGURCHAND MANMULL JAIN COLLEGE is not a party to any agreement or restriction that prevents or prohibits from complying with these obligations and staff members hereby agree to take any other steps reasonably required to ensure compliance with the obligation set forth herein.

10., The staff member understand that if threatened to actually breach or fail to observe any of the obligations set forth in this clause AGURCHAND MANMULL JAIN COLLEGE will be subjected to irreparable harm, which will not be adequately satisfied by damages and the staff member will therefore agree that AGURCHAND MANMULL JAIN COLLEGE will be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce staff members' compliance with these obligations in the unlikely event of not

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complying with them. However, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Institution.

11., The staff member shall deliver to AGURCHAND MANMULL JAIN COLLEGE upon the cessation or termination of employment, or at any other time that AGURCHAND MANMULL JAIN COLLEGE may request, all memoranda, notes, plans, records, reports, computer tapes/harddiscs and software and other documents and data (and copies thereof) relating to the said or the business of AGURCHAND MANMULL JAIN COLLEGE or any affiliate or of its students or related correspondence which are under the possession or control of the staff member. The staff member shall agree that notwithstanding the cessation or termination of their employment, the confirmations and understandings under this clause shall always continue in full force and effect.

12., This agreement is governed by and construed in accordance with the laws of India.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives and to become effective as of the date first written above.

AGREED:

By----------

For Agurchand Manmull Jain College

Designation----------

Date----------

By----------

Staff member

Designation----------

Date----------

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Annexure - B

Staff Declaration on Code of Conduct

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I …… (Emp No)…… (Name)…… (Department) have read and understood the Code of Conduct of Agurchand Manmull Jain College which needs to be followed at all time while representing by self as staff member of this college. I hereby declare that I would abide by the code of conduct mentioned in the policy. I would not deviate from the code for either for any professional need or my personal interest and the institution could initiate action against me.

By----------

Staff member

Designation----------

Date----------

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