

**BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH**

173, Agharam Road, Selaiyur, Chennai - 600073

**CODE OF ETHICS AND CONDUCT MONITORING COMMITTEE**

2021-22

**MEMBERS LIST****BIST:**

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## **DENTAL:**

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The following points were discussed:

- Committee discussed about the responsibilities of teachers, parents and Students.
- Committee members discussed about the exam rules and regulations.
- Committee members discussed about the admission process
- Committee members discussed about the research activities
- Committee members discussed about the leave policies and Procedures.
- Committee members discussed about the Appraisal procedure
- Committee members discussed about the Awareness programs on Anti Ragging, Code of Conduct, professional ethics, human values and ethics, Code of Conduct for faculty, staff and administrators, Professional ethics to faculty, staff and administrators.

### **Code of Ethics and Conduct Monitoring Committee**

The faculty members are expected to exhibit a good conduct so that the students consider them as role models. Similarly, the staff and students are also expected to discharge their responsibilities with diligence and contribute in a big way to strengthen this institution. The code of conduct committee monitors the implementation of code of conduct and code of ethics for both students and staff Code of Conduct which has been formulated and approved by the board of management. This document provides the core values and principles of good governance. The effective implementation of this will lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance and upgrade the quality of education from time to time. These guidelines which are written in the manual will lead to transparency, accountability and

clarity in the routine administration. The main function of the Monitoring Committee is to oversee the implementation and the practice of the code of conduct for administrators/ staff/ students and ensure adherence to rules and regulations that govern the management and administration of the College. The monitoring committee will be responsible for educating and creating awareness about the code of conduct that governs all stakeholders. The committee will initiate disciplinary action on erring members and ensure the wellbeing of all stakeholders. The expected benefits due to implementation of good governance through these guidelines presented in this manual will lead to achieve the goals in terms of Human Rights and Duties Education, Promotion of Ethics and Human Values.

#### **Objectives of the committee:**

- To provide the code of conduct of the institute to the stakeholders  
To provide the information duties, Procedures & Responsibilities of Stakeholders
- To strengthen the existing practices, implement transparency at all levels of
- governance in academics and administration
- To follow integrity in appointments at all levels and comply with rules and
- regulations of all statutory bodies
- To provide transparency in the process and procedure set by the institute
- To create student centric learning environment to prepare them to succeed in achieving their educational, professional and entrepreneurial goals
- To develop a spirit of social commitment amongst students and staff of the institute.
- To build the confidence and competence amongst the students by conducting courses on personality development and professional ethics.
- To collaborate with other academic institutes and industries around the world to strengthen the education, industry connect and research ecosystem.

#### **Responsibilities:**

- The Teaching and non-teaching staff members are expected to be at the place of work during the specified working hours. If, for any important reason, one has to leave the work place, Staff members should take Prior written permission from the Director/Academic Coordinator.

- The Teaching and non-teaching staff members shall not involve themselves in other activities/businesses, which affect their supportive contribution in the Department and the college.
- The staff members shall not engage in offering private tuitions.
- Staff members are motivated to take up Consultancy/Research projects by the prior permission of the Management.
- The teaching and Non-teaching staff shall prohibit any kind of offerings from the students / parents / companies having business transactions with the college.
- During working hours' staff members are not supposed to involve themselves in political activities.
- Any confidential documents such as student feedback forms and self-performance appraisal reports given by the individual shall not to be disclosed
- The Teaching and Non-teaching staff members are supposed to follow the dress code of the college.
- Any misconduct or misdemeanour by violating the above rules a may lead to the suspension / termination. To pass the resolutions made by the management council viz. Local Management committee/College Development Committee
- To make strategic policy decisions related to expansion, recruitment, HR policies related to promotion and appraisal Various policies with respect to academic excellence, research and entrepreneurship are being decided in the Governing body meeting
- All the major financial transactions are analysed and verified by the governing body under different heads like research & development, training, library, furniture, equipment & repair and maintenance
- Governing body reviews and approves the proposal and forwards the proposal to the Chairman/Secretary (Management).
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Seek to make professional growth continuous through study and research
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge

- Maintain active membership of professional organizations and strive to improve education and profession through them
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of
- University and College examinations, including supervision, invigilation and evaluation
- Participate in extension, co-curricular and extra-curricular activities including community service.
- Orientation program to all I-year UG and PG students to give awareness on course structure and academic regulations.

#### **ACTION PLAN OF THE CODE OF CONDUCT COMMITTEE:**

- Conducting Orientation Program
- Conducting awareness programs on Code of Conduct for students.
- Conducting awareness programs on Human Values for students.
- Conducting awareness programs on Code of Conduct for faculty, administrators and staff.
- Conducting Professional Ethics programs for students.
- Conducting Professional Ethics programs for faculty, administrators and staff.

#### **GENERAL RULES AND CODE OF CONDUCT FOR STUDENTS:**

- Self-discipline is the best discipline. All students are expected to observe rules & regulations so as to ensure the smooth functioning of the college. Violation of the rules will invite disciplinary action as per the UGC regulations.
- Students should wear uniform on Monday, Wednesday and Friday and official occasions such as Guest Lectures, Industrial Visits, various activities and formal functions etc. and other days should wear decent and presentable attire in the campus.
- Students are expected to avoid any form of attire (Dress code) or behaviour which could be considered indecent/unsuitable in the judgment of any faculty or member.
- Students are required to display the ID cards given by the college during their

stay in the Campus. The security persons in this regard will have the full authority to check the ID cards and personal belongings. Refusal by a student to produce ID card as and when demanded shall result in disciplinary actions.

- While in the campus, student behaviour must at no point disturb the conduct of lecture.
- It is the responsibility of the student to read notices regularly.
- Smoking, Drinking and gambling in any form within the campus premises is strictly prohibited.
- Cell phones or other such device should not be used within the college premises except in the Canteen or the Boys/Girls Common room.
- No society or associations will be formed in the college as no person will be invited to address a meeting without the written permission of the Director.
- No student shall communicate or write any information regarding the college/ University in any manner to the Press or Media.
- 75% attendance is mandatory. Attendance shall not be waived off on account of employment.
- Students should refrain from any type of unruly/undisciplined/indecent behaviour either inside or outside campus and be only concerned about enhancing the reputation and image of the College. Any unwelcome behaviour brought to the notice of the management will invite disciplinary action.
- Students are NOT allowed to occupy or use Director's room, Faculty rooms, Conference rooms or Administrative department without the explicit permission from the concerned authority.
- Prior permission from the management is required to be taken for organizing any Get together/ Function/ Party or any other event and use of college facilities.
- Ragging in any form is strictly prohibited within the premises of the
- college/department/classroom as well as on public transport. Any individual or group of individuals who indulge in an act or practice of ragging constitutes gross indiscipline and such individual/ groups shall be dealt with as per the ordinance. This includes individual or collective acts or practices that involve physical assault or threat or use of physical force, which violate the status, dignity, and honour of any student. Any complaints regarding ragging should be brought to the notice of the ANTI RAGGING COMMITTEE members. The names and the telephone numbers of the members are displayed in the Campus.

- Sexual Harassment is an important issue in the University. In case of such issue the students are requested to contact the **SEXUAL HARASSMENT COMMITTEE**.
- Do not post offensive statements, pictures or videos on the web which can be harmful and offensive to an individual and harassment of an individual strictly prohibited and in accordance with same the strict disciplinary action will be taken by Discipline Committee.