

Ph: 08564 - 245556



SRI VENKATESWARA COLLEGE OF ARTS & COMPUTER SCIENCES

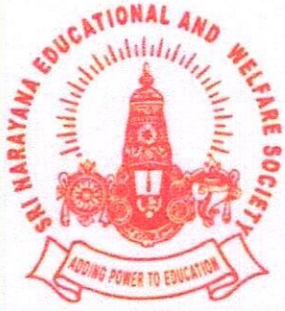
=== **SRI VENKATESWARA P.G. COLLEGE** ===

(Affiliated to Yogi Vemana University)

Sri Krishna Geethashramam, Gandhi Road, PRODDATUR - 516 360

SRI VENKATESWARA COLLEGE OF ARTS AND COMPUTER SCIENCES

CODE OF CONDUCT POLICY- FACULTY



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Code of Conduct for Faculty

Code of Conduct:

- a) Every employee of Sri Venkateswara College of Arts and Computer Sciences shall devote his / her whole time to the service of the college and shall not engage directly or indirectly in any trade or business / activity in any other institution which is likely to interfere in the proper discharge of his / her duties. This provision shall not apply to academic work like giving guest lecturers, talks or any other work undertaken with the prior permission of the Principal.
- b) Every employee shall at all times maintain absolute integrity and be committed to the development of the college and do nothing that can go against the dignity and prestige of the college particularly in his relationship with the Management, Principal, Staff, students and visitors to the college.
- c) No employee, without the previous sanction of the Principal / Management, solicit or accept in any way to raise subscriptions in pursuance of any objective what so ever except for routine farewell or felicitation functions connected with the college.



- d) No faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration.
- e) No employee, while in service, participates in politics or stand for elections either as an independent or on any party.
- f) No employee shall invite or participate in strikes or induce there to pertaining to this service or other conditions which tends to bring dishonor to the college.
- g) No employee shall take recourse to any organization / forum / courts or the press in order to vindicate or air his grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his/ her case.
- h) No employee may absent himself /herself from duty without prior permission. In case of proceeding on leave in an emergency without earlier permission, he/she must explain the circumstances before rejoining duty.
- i) Every employee shall be at work punctually at timings fixed unless permitted otherwise by his / her superior. After reporting for duty, no employee shall be absent during the period of work assigned to him/ her.
- j) The following shall be considered as misconduct
- a. Failure to exercise efficient supervision.
 - b. Insubordination or disobedience showed to his/her superior officer.



unethical or illegal business practices have no part in this competition. The Institution strives in all instances to deal fairly with its customers, suppliers, alumni, competitors, officers, employees, and students and their families.

6) **Reporting Requirements:** From time to time, Sri Venkateswara College of Arts and Computer Sciences is required to report matters to public or government agencies. Whether or not you are directly involved in that process, you have several responsibilities and need to comply with them from time to time as per the requirements of the Institution.

7) **Conflict of Interest:** Each employee should be sensitive to situations that could raise questions of potential or apparent conflicts between personal interests and the Institution's interests. If you become aware of an unapproved conflict of interest on the part of anyone at the Institution, you must report it to the Head of the Institution.

8) **Use of Institutional Resources:** You have a responsibility to use Institution's resources, including time, materials, and equipment, for business purposes only. You may not use Institutional property (such as grounds, buildings, office equipment and systems, tools, materials, assets, and facilities) for anything other than Institutional purposes. Institution's property shall not be sold, loaned, given away, intentionally damaged, destroyed, or otherwise disposed of, regardless of condition or value, without proper authorization. Copyright or otherwise licensed material (including books, articles, computer software programs and tapes) should not be infringed.



9) **Reporting Any Illegal or Unethical Behavior:** If you ever think that anyone connected with the Institution may have taken, or is about to take any illegal or unethical behavior, or has otherwise violated this Code, you should promptly report the incident to the head of the Institution immediately.

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13) **No Retaliation:** Sri Venkateswara College of Arts and Computer Sciences will not tolerate retaliation of any kind against any person who in good faith reports to the Institution's potential issues relating to violations of law or this Code by another party or parties.

Consequences of Violations of Policies: You are responsible for ensuring that your own conduct and the conduct of anyone reporting to you fully comply with this Code and with the Institution's policies. Violations will result in the taking of appropriate disciplinary action up to and including discharge from employment. Disciplinary action will be taken in accordance with the procedures applicable to faculty or staff, as the case may be.

Conduct representing a violation of this Code may, in some circumstances, also subject you to civil or criminal charges and penalties.

If you are ever unsure about whether some action or situation would be consistent with this Code of Ethics, or if you encounter a situation and you are unsure what to do, you should discuss it with your supervisor or an appropriate authority of the Institution before taking further action.

V. Murthy
Principal
PRINCIPAL
SRI VENKATESWARA COLLEGE
OF ARTS & COMPUTER SCIENCES
PRODDATUR - 516 360

