

Ph: 08564 - 245556



# **SRI VENKATESWARA COLLEGE OF ARTS & COMPUTER SCIENCES**

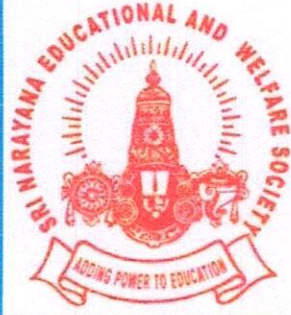
=== **SRI VENKATESWARA P.G. COLLEGE** ===

**(Affiliated to Yogi Vemana University)**

Sri Krishna Geethashramam, Gandhi Road, PRODDATUR - 516 360

## **SRI VENKATESWARA COLLEGE OF ARTS AND COMPUTER SCIENCES**

### **POLICY DOCUMENT ON CODE OF ETHICS**



# SRI VENKATESWARA COLLEGE OF ARTS & COMPUTER SCIENCES

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### POLICY DOCUMENT ON CODE OF ETHICS

Sri Venkateswara College of Arts and Computer Sciences has well defined code of ethics for its students and employees. Both the codes are explained below.

#### Student's Code of Ethics

Sri Venkateswara College of Arts and Computer Sciences adopted a similar Code of Ethics, cited by its members during the convocation day which states:

"I, as a student of Sri Venkateswara College of Arts and Computer Sciences shall recognize this code for guiding my conduct throughout my studies, personal life and career. I shall act at all times with honesty and trust worthiness towards my peers and society.

#### Accordingly, I shall:

1. Hold paramount the safety, health and welfare of the public within the Institution and workplace by promoting a welcoming, respectful and ethical environment that values everyone equally.
2. Uphold the academic integrity of Sri Venkateswara College of Arts and Computer Sciences and of the Faculty of Institution and submitting work that is founded on personal achievement and without plagiarism.



3. Conduct myself with fairness and avoid conflicts of interest.
4. Give credit where it is due and accept, as well as give, honest and fair professional comment.
5. Report any concerns to the appropriate governing body."

### **Employee's Code of Ethics**

**Individual Responsibility:** As an employee of Sri Venkateswara College of Arts and Computer Sciences, you have an individual responsibility to deal ethically in all aspects of your work and to comply fully with all laws, regulations, and policies. You are expected to assume the responsibility for applying these standards of ethical conduct and for acquainting yourself with the various laws, regulations, and policies applicable to your assigned duties. Institution's administration, department heads, and others in supervisory positions must assume responsibility for ensuring that their conduct and the conduct of those they supervise complies with this Code. If you are ever unsure about the appropriate course of action, please immediately request assistance from the head of the Institution. However, no one at Institution is authorized to instruct you to engage in any illegal activities under any circumstances.

- 1) **Confidentiality:** The Institution is entrusted with many kinds of confidential, proprietary, and private information regarding its stakeholders and other associates. It is imperative that those who have access to this information do not make any unauthorized disclosures of the information, either during or after employment.



Records containing personal data of employees and students are confidential. They are to be carefully safeguarded and kept current, relevant, and accurate. They should be disclosed only to authorized personnel having a "need to know" or pursuant to lawful process as approved by the Head of the Institution.

**2) Honesty and Fairness:** Sri Venkateswara College of Arts and Computer Sciences expects from each of its employee's honesty and fairness in dealing with others. You are expected to accept responsibility for your actions and to report information accurately to fellow employees and supervisors. Supervisors have a responsibility to set examples of honesty and fairness in their relationships with their employees.

**3) Institutional Records:** All Institutional records and other essential data must be prepared accurately. Preparing an intentionally false or misleading report or record of measurement is considered a serious offense.

**Government Corrupt Practices:** You are strictly prohibited from giving governmental officials business gratuities or gifts. You should be aware that the Government of India can and has imposed criminal sanctions on individuals and entities that have improperly given gifts to Indian government personnel, and the promise, offer, or delivery to an official or employee of the Indian Government of a gift or other gratuity would not only violate Institution's policies, but might also be a criminal offense.

**5) Honesty and Fair Dealing:** Sri Venkateswara College of Arts and Computer Sciences aims to meet its goals honestly and fairly and seeks advantages through superior performance, hard work and intellectual skill. The Institution believes that strong competition is the cornerstone of its economy and that



- c. Gross negligence in teaching or other duties.
- d. No outsider should be allowed into the college premises so as to endanger college property.
- e. Any act which is immoral and can be punished under the IPC.
- f. Intemperate habits affecting the efficiency of teaching.
- g. Failure on the part of an employee in suppressing

*V. Mune*  
Principal  
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