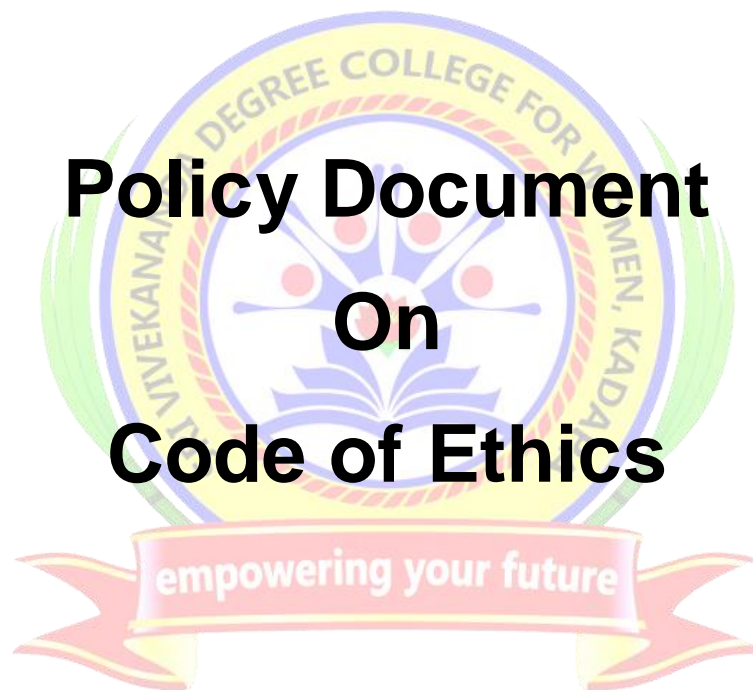


**SRI VIVEKANANDA DEGREE COLLEGE FOR WOMEN**

**KADAPA**



**Policy Document  
On  
Code of Ethics**

**SRI VIVEKANANDA DEGREE COLLEGE FOR WOMEN**  
(Permanently Affiliated to Y.V.University, Kadapa)

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## Policy Document On Code of Ethics

Sri Vivekananda Degree College for Women has well defined code of ethics for its students and employees. Both the codes are explained below.

### Student's Code of Ethics

Sri Vivekananda Degree College for Women adopted a similar Code of Ethics, cited by its members during the convocation day which states:

“I, as student of Sri Vivekananda Degree College for Women shall recognize this code for guiding my conduct throughout my studies, personal life and career. I shall act at all times with honesty and trustworthiness 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 Vivekananda Degree College for Women 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 Vivekananda Degree College for Women, 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 very 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 Vivekananda Degree College for Women 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 the Institutional records and other essential data must be prepared accurately. Preparing an intentionally false or misleading report or record of measurement is considered as serious offence.

- 4) **Government Corrupt Practices:** You are strictly prohibited from giving gifts to Government officials for business gratuities. You should be aware that the Government of India can impose criminal sanctions on individuals and entities that have improperly given gifts to Indian Government person, and the promise, offer, or delivery to an official or employee of the Indian Government of gift or other gratuity would not only violate Institution's policies, but might also be a criminal offence.
- 5) **Honesty and Fair Dealing:** Sri Vivekananda Degree College for Women 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 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, Sri Vivekananda Degree College for Women 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 the 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 that 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. Institutional 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 Behaviour:** If you ever think that anyone connected with the Institution may have taken, or is about to take, any illegal or unethical behaviour, or has otherwise violated this code, you should promptly report the incident to the head of the Institution immediately.
- 10) **No Retaliation:** Sri Vivekananda Degree College 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.