



MARIAN COLLEGE KUTTIKANAM
(AUTONOMOUS)

CODE OF CONDUCT FOR GOVERNING BODY & ADMINISTRATION



Submitted to
THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
FOURTH CYCLE OF ASSESSMENT

1.1 Introduction

Marian College Kuttikkanam has developed this Code of Conduct for members of Governing Body pursuant to the Vision and Mission of Marian College Kuttikkanam and the guidelines of Mahatma Gandhi University, University Grants Commission and All India Council for Technical Education

1.2 Intent and scope

The purpose of the Code is to provide guidance to the Governing Body of Marian College Kuttikkanam in performing their duties as governors.

1.3 Objectives

The objectives of the Code are

- To set out an agreed set of ethical principles;
- To promote and maintain confidence and trust in the governing body of The College;
- To prevent the development or acceptance of unethical practices;
- To promote the highest legal, management and ethical standards in all the activities of the College;
- To promote compliance with best current governance and management practices in all the activities of the College.

1.4 General Principles

All Governing Body members are required to observe the following fundamental principles as set out in the guidelines for the Code of Conduct.

1.4.1 Integrity

Members of Governing Body are required to disclose outside employment/business interests which they consider may be in conflict or in potential conflict with the business of Marian College Kuttikkanam, or may be perceived as such (see Section 3.1.4 for further details of disclosure requirements).

Governing body will not allow management or employees to be involved in outside employment/business interests in conflict or in potential conflict with the business of the College. It will put in place appropriate arrangements to give effect to this;

Governing Body members will avoid giving or receiving gifts, hospitality, preferential treatment or benefits which might affect or appear to affect the ability of the donor or the recipient to make independent judgement on business transactions;

Governing Body members must be committed to having the College compete vigorously and energetically but also ethically and honestly with other educational institutions, commercial and other providers of research and advisory services;

The College is committed to conducting its purchasing activities of goods/services in accordance with public policy and best business practice and its purchasing regulations reflect this;

The College is also committed to ensuring that its engagement of consultancy and other services is in compliance with public policy guidelines;

The College is committed to ensuring that the accounts/reports accurately reflect the operating performance of the College and are not misleading or designed to be misleading;

Governing Body members are required to avoid the use of College resources or time for personal gain, for the benefit of persons/organisations unconnected with the institutions or its activities or for the benefit of competitors; and

The College is committed not to acquire information or business secrets by improper means.

1.4.2 Information

The College is committed to providing access to general information relating to its activities in a way that is open and enhances its accountability to the general public;

Governing Body members are required to respect the confidentiality of sensitive information held by the College. This would constitute material such as:

- personal information;
- information received in confidence by the College;
- any commercially sensitive information or other information sensitive to the reputation of the College.

The College will observe appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest;

The College will comply with all relevant statutory provisions of Kerala and Central Governments. Members of Governing Body will observe due confidentiality in relation to all discussions and decisions taken at meetings of the governing body.

1.4.3 Obligations

The College will fulfil all regulatory and statutory obligations imposed on it by the regulatory bodies (Mahatma Gandhi University, UGC and AICTE)

The College will comply with detailed tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure;

The College has introduced measures to prevent fraud and to ensure compliance with the prescribed levels of authority for sanctioning any relevant expenditure;

Members are required to use their reasonable endeavours to attend all governing body meetings.

It is acknowledged that the acceptance of positions following employment and/or engagement by a third level institution can give rise to the potential for conflicts of interest and to confidentiality concerns. The governing body of the College will consider any cases in which such conflicts of interest or confidentiality concerns may arise and will take appropriate steps to deal with such matters in an effective manner. The governing body will also ensure that any procedures that it may put in place in this regard are monitored and enforced.

1.4.4 Loyalty

Governing Body members acknowledge the responsibility to be loyal to Marian College Kuttikkanam and to be fully committed to all its activities, with due respect to the tenets of academic freedom, while mindful that The College itself must at all times take into account the interests of its students and providers of funds including taxpayers;

The Governing Body of the College acknowledge the duty of all to conform to highest standards of business ethics.

1.4.5 Fairness

The College is committed to complying with employment equality and equal status legislation;

The College is committed to fairness in all business dealings; and

The College values its students, suppliers, employees and customers and treats all its students, suppliers, employees and customers equally.

1.4.6 Work/External Environment

The Governing Body of the College place the highest priority on promoting and preserving the health and safety of its employees and students;

The College will ensure that community concerns are fully considered in its activities and operations;

The College will minimize any detrimental impact of its operations on the environment.

1.4.7 Responsibility

The College will circulate this Code of Conduct (and a policy document on disclosure of interests) to all Governors for their attention and the Code of Conduct will be placed on the College's website;

The College will provide practical guidance and direction as required on such areas as gifts and entertainment and on other ethical considerations which may arise.

1.5 Code of Conduct for Administration

Administrative staff would:

1. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. encourage the staff to maximize their efficiency.
3. create conditions that inspire teamwork.
4. act timely to readdress the genuine grievances.
5. maintain confidentiality of the records and other sensitive matters.
6. co-operate and form strong liaison with colleagues.
7. show care for the institution's property.
8. facilitate congenial environment.
9. refrain from any form of discrimination.
10. not accept bribes or indulge in any corrupt practices.
11. make every effort to complete the assigned work in a time-bound manner.