

CODE OF CONDUCT

A well-written code of conduct clarifies an organisation's values and principles, linking them with standards of professional conduct when it comes to the behaviour of the employees. The work rules and standards of conduct for Mangalam Group of Educational Institutions are important, and the organisation regards them seriously. All employees are advised to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards on letter and spirit while conducting the Institutional activities. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

1. While not intended to list all the forms of behaviour that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.
 - 1.1 Theft or inappropriate removal or possession of property;
 - 1.2 Falsification of timekeeping records;
 - 1.3 Working under the influence of alcohol or illegal drugs. Substance Abuse, Smoking , chewing in the workplace;
 - 1.4 Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace;
 - 1.5 Fighting , abusing, or threatening violence in the workplace;
 - 1.6 Boisterous or disruptive activity in the workplace;
 - 1.7 Negligence or improper conduct leading to damage of Institution'-owned property;
 - 1.8 Insubordination or other disrespectful conduct;
 - 1.9 Violation of safety or health rules;
 - 1.10 Sexual or other unlawful or unwelcome harassment, Including Sexual Harassment;
 - 1.11 Excessive absenteeism or any absence without notice;
 - 1.12 Unauthorized use of telephones, or other Institution'-owned equipment;
 - 1.13 Using Institution equipment for other purposes (i.e. playing games on computers or personal Internet usage);
 - 1.14 Unauthorized disclosure of confidential information;
 - 1.15 Violation of personnel policies; and
 - 1.16 Unsatisfactory performance or conduct.
 - 1.17 Acting against the interest/unity of the Institution

Approved by:-

Secretary, Mangalam Educational Society

Signature:-

2. ATTENDANCE/PUNCTUALITY

Mangalam Group of Educational Institutions expects that every employee will be regular and punctual in attendance. This means being in the campus, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Institution.

Any faculty/staff availing casual leave must apply to Reporting Manager/ HOD/ Principal in the prescribed Leave Application Form detailing alternate work arrangement with co-faculty/staff & obtain approval prior to proceeding on leave. Leave taken due to emergency/unforeseen Circumstances should be intimated to Reporting Manager/HOD before 8:50 am on the day of leave.

3. ABSENCE WITHOUT NOTICE

When you are unable to work owing to illness or an accident, please notify your HoD. This will allow the Institution to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Institution is not notified of your status, it will be assumed after three consecutive days of absence that you have voluntarily discontinuing the services and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform the HoD.

4. HARASSMENT, INCLUDING SEXUAL HARASSMENT

Mangalam Group of Educational Institutions is committed to providing a work environment that is free of discrimination & Harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated and strict action will be taken by the Competent Authority.

Approved by:-

Secretary, Mangalam Educational Society

Signature:-

5. SUBSTANCE ABUSE

Mangalam Group of Educational Institutions is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the Institutions in the campus while they are in the premises or elsewhere on Institutional Assignment.

- 5.1 Being under the influence of drugs/ alcohol, or substances of abuse on Institutional property is prohibited.
- 5.2 Working while under the influence of prescription drugs that impair performance is prohibited.

6. TOBACCO PRODUCTS

The use of tobacco products is not permitted inside the campus /office.

7. INTERNET USE

- 7.1 Employees may use the Internet when appropriate to access information needed to conduct the Institution Activities.
- 7.2 Employees may use e-mail when appropriate for Institution's Academic/Non Academic and General correspondence.
- 7.3 Use of the Internet must not disrupt operation of the Institution computer network.
- 7.4 Use of the Internet must not interfere with an employee's productivity.
- 7.5 Employees are responsible for using the Internet in a manner that is ethical and lawful.
- 7.6 Internet messages are public and not private. Mangalam Group of Educational Institutions. Reserves the right to access and monitor all files and messages on its systems

8. UNAUTHORISED ACTIVITIES

Certain activities are not permitted on Institution premises without prior management permission. These include:

- 8.1 Bring friends or relatives beyond the reception areas.
- 8.2 Sports or games activities which could constitute a health and safety hazard or which involve the use of Institution equipment.
- 8.3 Using Institution equipment for private purposes.
- 8.4 Leaving the campus during office hours without prior permission.

Approved by:- Secretary, Mangalam Educational Society	Signature:-
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9. SOFTWARE USE

All proprietary software used in the Institution' is copyright and unauthorized copies must not be made or installed on Institution' equipment, such copies could be illegal.

To protect the Institution's computer systems from `viruses' you must not install or use any disk or other media which has been used on a non- Institution system until it has been checked and authorized by your System Administrator

10. ACTIVITIES CONFLICTING WITH INSTITUTE INTEREST

Generally, the Institution is not concerned about what you do in your own time but if you undertake any additional employment or activity which in the Institution's view is contrary to Institution's interests, or which impairs your performance in your job for the Institution', the Institution' reserves the right to require you to choose between your employment with the Institution' and that other employment or activity.

11. GIFTS

Employees should not accept personal gifts from Students, Parents, Suppliers or any Visitors, as such gifts could be deemed to influence the policy decisions.

Approved by:-

Secretary, Mangalam Educational Society

Signature:-