

CODE OF CONDUCT

ADMINISTRATORS



Subramanya Education Society
**EAST WEST INSTITUTE OF
TECHNOLOGY**
Bengaluru-560091
www.ewit.edu.in

Bhaule
Principal
East West Institute of Technology
Off. Magadi Main Road, Bengaluru-91

Subramanya Education Society®
EAST WEST INSTITUTE OF TECHNOLOGY

(Affiliated to VTU Belagavi, Approved by AICTE, New Delhi, Recognized by Govt. of Karnataka,
Accredited by NAAC & Recognized U/S 2 (f) & 12 (b) of the UGC Act 1956)



CODE OF CONDUCT
FOR
ADMINISTRATOR

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East West Institute of Technology
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CODE OF CONDUCT FOR ADMINISTRATORS

Introduction

This Code of Conduct has been formulated to provide a clear statement of the Institute's expectations of Authority. The conduct of Institute administrators, faculty, and support staff should be characterized by integrity. Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

Definitions

1. Institute refers to **East West Institute of Technology**.
2. Employee means all staff of the **East West Institute of Technology**.
3. Student means all students of the **East West Institute of Technology**, including but not limited to fee paying students, exchange students, certificate course students and students attending short term courses.
4. Administrators include all Institute Officers and Heads of Departments, Heads of different units who report to the Principal.

Code of conduct statements

Administrative staff must refrain from (prohibited conduct, but not limited to):

1. Acts of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
2. Any form of sexual harassment. Sexual harassment includes, but is not limited to:
 - a. Leering or staring.
 - b. Persistent following or stalking.
 - c. Sexually suggestive words, gestures or sounds.
 - d. Unwanted ongoing declarations of affection or approaches for affection, including gifts.
 - e. Persistent unwelcome invitations, telephone calls or emails.
 - f. Obscene sexual communications in any media including social networking.
 - g. Sending of sexually explicit emails or text messages, display of sexually

- h. Suggestive material.
 - i. Unwelcome behavior or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual.
 - j. Unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing.
3. Posting derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
 4. Accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties.
 5. Engaging in actions that violate the ethical principles contained in this Code or provisions of law.

Administrative staff must (desirable conduct, but not limited to):

1. Comply with applicable governmental laws, rules, and regulations.
2. Act with competence and strive to advance competence, both in self and in others.
3. Treat all stakeholders with respect & civility and recognize their right to disagree.
4. Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service.
5. Understand the Institute's vision, mission, core values and objectives and contribute constructively to their ongoing evaluation and reformulation.
6. Use Institute resources solely for normal functioning of the Institute. They may not be used for personal gain and may not be used for personal use except in a manner that is incidental, and reasonable in light of their duties.
7. Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain.
8. Disclose possible conflict of interest, financial or otherwise, direct or indirect, in any business, transaction, or professional activity which may be in substantial conflict with the proper discharge of one's duties.

Procedure for handling misconduct

1. Any complaint / allegation of misconduct is to be reported to the Principal.
2. For minor infractions, the Principal may investigate the complaint / allegation and decide on the disciplinary action in consultation with a Senior Institute Official.
3. The Principal will, when required, refer the complaint / allegation to a College Internal Compliant Committee (ICC) for inquiry into the complaint / allegation. The Disciplinary Committee will conduct an inquiry and submit a report on the nature of misconduct, seriousness, and recommended action. The Principal will be the deciding authority on the final action to be taken.
4. The Authority alleged with misconduct will be given an opportunity to present his / her case in person and in writing before action is initiated.
5. Incidents involving sexual harassment should be referred to the ICC

Disciplinary measures

Disciplinary Measures that may be imposed under the Code include but are not limited to):

1. Written warning or reprimand (Memo).
2. Issuance of an apology.
3. Withdrawal of certain privileges including restriction or prohibition of access to, or use of, Institutional facilities, services, activities or programs.
4. Probation during which specified conditions must be fulfilled and good behavior must be demonstrated.
5. Payment of costs or compensation for any loss, damage or injury caused by the conduct.
6. Fines or penalties.
7. Expulsion from campus / off-campus Institute provided accommodation.
8. Suspension.
9. Termination of service.



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