

CODE OF CONDUCT POLICY



**LINGAYA'S
VIDYAPEETH**
choose to know

Lingaya's Vidyapeeth

Deemed-to-be-University u/s 3 of UGC Act 1956, Government of India

NAAC ACCREDITED

Approved by MHRD / AICTE / PCI / BCI / COA / NCTE
Nachauli, Jasana Road, Faridabad-121002: Ph. 0129-2598200-05

Website: www.lingayasuniversity.edu.in

For LINGAYA'S VIDYAPEETH

Registrar
17 8 APR 2024

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1. PURPOSE AND OBJECTIVES

Lingaya's Vidyapeeth (Deemed to be University) is very much committed to the code of conduct of its faculty, students, staff and visitors through the establishment of appropriate practices. This policy outlines measures taken by the Lingaya's Vidyapeeth to ensure the code of conduct of its community members on campus. The Code of conduct Policy of Lingaya's Vidyapeeth aims to achieve the following objectives, like as:

- Establish a standard of ethical behavior that upholds the values and principles of Lingaya's Vidyapeeth.
- Fostering a positive and inclusive environment by promoting respectful and considerate interactions among members, employees, or participants.
- Setting forth rules and boundaries to prevent inappropriate conduct, harassment, discrimination, or any behavior that could be detrimental to the well-being of individuals or the overall community.
- Offering guidance on how to navigate ethical dilemmas, conflicts of interest, or situations that may arise in the course of involvement with the entity.
- Establishing a framework for addressing violations, specifying consequences for breaching the code, and ensuring accountability for individuals who do not adhere to the outlined standards.
- Building trust among members by promoting transparency and fairness in interactions, and by demonstrating a commitment to shared values.

By adhering to this Code of Conduct, we collectively contribute to the success and reputation of Lingaya's Vidyapeeth, fostering an environment that reflects our commitment to excellence, integrity, and shared values. The ultimate goal is to create a cohesive and respectful community or work environment where individuals feel supported and can realize the values of the entity.

2. POLICY STATEMENT

The Lingaya's Vidyapeeth is committed to fostering an environment that values integrity, respect, and collaboration. Our Code of Conduct serves as a guiding framework, outlining the principles and expectations that define our collective behavior within the institution. This policy reflects our dedication to creating a harmonious and inclusive community where every member contributes to a positive and conducive learning and working environment.

3. DEFINITIONS

- **Expected Behavior**- Outline expected standards of behavior, including respect, collaboration, and inclusivity.
- **Unacceptable Behavior**- Clearly define unacceptable actions, such as harassment, discrimination, or any behavior that undermines the community.

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- **Code of Conduct-** A code of conduct is a set of rules or guidelines that define expected behavior for individuals within a particular group, organization, or community. It outlines acceptable and unacceptable actions, promoting positive and respectful environment.

4. STRUCTURE

1. **Chairperson as Senior Faculty or Administrator:** An experienced and respected senior faculty member or administrator who can provide leadership, guidance, and impartiality.
2. **Faculty Representatives:** Representatives from various academic disciplines to ensure a broad perspective on code of conduct issues.
3. **Student Representatives:** Undergraduate and Graduate Students representatives from both undergraduate and graduate student populations to ensure a holistic understanding of student experiences.
4. **Staff Representatives:** Administrative and support Staff Representatives from various administrative and support departments to address non-academic ethical issues and concerns.
5. **Human Resources Representatives:** Representatives from various human resources department to provide insights into workplace dynamics and employee relations.
6. **External Expert:** An external expert in code of conduct or a related field who can provide insights into workplace dynamics and employee relations.
7. **Legal Advisor:** University Legal Advisor.
8. **Community Engagement Specialist:** An individual with expertise in community engagement to ensure the community considers the broader societal impact of ethical decisions.
9. **Diversity and Inclusion Officer:** A specialist who focuses on diversity and inclusion to ensure that ethical considerations encompass a broad range of perspectives and experience.
10. **Chair of Academic Integrity Committee (If applicable):** If the university has separate academic integrity committee, include its chair or a representative to ensure alignment between academic integrity and broader ethical considerations.
11. **Administrative Support:** Secretary or Administrative Staff support to facilitate meetings, maintain records, and coordinate communication.
12. **Terms and Rotations:** Establish term limits for committee members to ensure a regular of fresh perspectives and ideas.

5. SCOPE AND APPLICABILITY

- This Code of Conduct applies to all members of the Lingaya's Vidyapeeth community, including students, faculty, staff, administrators, and any other individuals associated with the institution.

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- The policy extends to behaviour exhibited both on the Lingaya's Vidyapeeth campus and during off-campus activities that are affiliated with or represent the institution.
- It includes expectations for respectful and ethical behaviour in all digital interactions, including social media platforms, emails, and other online communication channels.
- The Code of Conduct is applicable during all institutional events, academic programs, co-curricular activities, and any gatherings organized or endorsed by Lingaya's Vidyapeeth.
- The Code of Conduct governs behaviour in academic settings, ensuring academic integrity, honesty, and respectful engagement in educational activities.
- It is applicable within the work environment, fostering professionalism, teamwork, and positive atmosphere among faculty and staff.
- The policy applies to student life, promoting responsible and respectful behaviour among students both within and outside the academic context.
- It governs Conduct in administrative functions, emphasizing fairness, transparency, ethical decision-making.
- The Code of Conduct extends to research and publications, ensuring the highest standards of academic and research integrity.
- It applies to public representation of Lingaya's Vidyapeeth, emphasizing responsible and respectful behaviour with representing the institution to the wider community.

By establishing a broad scope and clear applicability, this Code of Conduct policy aims to create a cohesive and inclusive community at Lingaya's Vidyapeeth, fostering an environment where all members uphold shared values and contribute to the institution's success.

6. RULES AND REGULATIONS

The rules and regulations within a Code of Conduct policy can include:

- Expectations regarding professional behavior, including interactions with colleagues, clients, and the public.
- Guidelines on maintaining respectful and inclusive communication in all interactions.
- Prohibitions against any form of harassment or discrimination based on factors such as race, gender, or religion.
- Rules regarding the handling and protection of confidential company information.
- Clear identification of situations that may constitute a conflict of interest and guidance on proper disclosure and resolution.

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- Guidelines on the appropriate use of company facilities, equipment, and time.
- Expectations for responsible and respectful use of social media, especially when related to the company.
- Mandate to adhere to all applicable laws and regulations in the course of work.
- Rules around the acceptance of gifts or gratuities to prevent conflicts of interest.
- Guidelines for the secure handling and protection of digital and physical data.
- Expectations for maintaining a safe and healthy work environment.
- Policies regarding the consumption of alcohol and substances during work hours.
- Clear procedures for reporting any violations of the Code of Conduct.
- Enumerate the potential disciplinary actions for breaches of the Code.
- Mandate for regular training sessions to ensure employees are aware of the Code and its updates.
- Assurance that employees will not face retaliation for reporting violations in good faith.

These rules and regulations provide a comprehensive framework for maintaining a positive and ethical work environment. Customize them according to the specific needs and nature of your organization.

7. PROCEDURE & MEASURES

- Conducting comprehensive orientation sessions for all incoming members to familiarize them with the Code of Conduct.
- Organizing periodic training sessions to reinforce the principles of the Code and address any updates or revisions.
- Ensuring easy access to the full Code of Conduct document online and in physical formats, making it readily available to all members.
- Hosting interactive workshops and seminars to discuss specific aspects of the Code, encouraging active participation and understanding.
- Utilizing online platforms for awareness campaigns, quizzes, and interactive content related to the Code of Conduct.
- Displaying key principles and expectations in strategic locations across the campus for constant reinforcement.
- Implementing an anonymous reporting system to encourage individuals to report violations without fear of reprisal.
- Establishing fair and unbiased disciplinary committees to investigate reported violations and enforce consequences.

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- Conducting regular audits and reviews of the Code of Conduct to ensure its effectiveness and relevance in the evolving campus environment.
- Collaborating with student organizations to promote and enforce the Code of Conduct through peer-led initiatives.

By implementing these measures, Lingaya's Vidyapeeth aims to create a campus environment where the Code of Conduct is not just a set of rules but a guiding framework for fostering a culture of integrity, respect, and collaboration among all members.

8. ENFORCEABILITY

Lingaya's Vidyapeeth enforces this policy through appropriate disciplinary action or legal action in the event of non-compliance. The Vidyapeeth aims to create a campus environment where the Code of Conduct is not only a set of rules but a living document that guides and shapes the institution's culture.

9. APPROVAL OF POLICY

Academic Council of the Lingaya's Vidyapeeth is authorised for the approval of the all kinds of policy and measures related to the "Code of Conduct".

10. POLICY OUTCOME

The outcome of a code of conduct policy is to establish clear guidelines for acceptable behaviour, foster a positive and inclusive environment, and address any violations consistently. It helps create a respectful and collaborative, ensuring that participants feel safe and valued.

11. CONCLUSION

This policy outlines measures taken by the Lingaya's Vidyapeeth stands as a cornerstone of our commitment to fostering an inclusive, respectful, and thriving academic community. This policy serves as a guiding framework, shaping the behavior and interactions of all members within our institution. With a focus on transparency, fairness, and accountability, the Code of Conduct reflects our shared values and dedication to maintaining a positive learning and working environment. Through clear definitions of expectations, comprehensive awareness programs, and robust enforcement mechanisms, we aim to cultivate a culture where each individual contributes to the collective success of Lingaya's Vidyapeeth.

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