



# **SDHR**

## **Degree and PG College**

# **Policy Document on Code of Ethics**

#2-148, AIR By Pass Road, New Balaji Colony, TIRUPATI - 517 501



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## Policy Document on Code of Ethics

A comprehensive code of ethics has been established for both employees and students at PG College and SDHR Degree. Below is an explanation of both codes.

### Student's Code of Ethics

As a student at SDHR Degree and PG College, I promise to acknowledge this code and use it to guide my behaviour at classroom, in my personal life, and in my career. I promise to always behave honourably and credibly in front of my friends and the wider community.

#### **Accordingly, I shall:**

- By encouraging a warm, respectful, and ethical environment that values everyone equally, place a priority on the safety, health, and welfare of the general public inside the institution and the workplace.
- Maintain the academic integrity of SDHR Degree and PG College and the Faculty of Institution by contributing material that is original and based on your own accomplishments.
- I always act fairly and steer clear of conflicts of interest.
- Give credit where credit is due and accept and offer constructive criticism.
- Any issues should be brought up with the relevant governing body.

### Employees Code of Ethics

#### **Individual Obligation**

As an SDHR Degree and PG College employee, you are personally obligated to conduct yourself ethically in all aspects of your work and to fully comply with all applicable laws, regulations, and rules. You are required to accept responsibility for adhering to these ethical standards and becoming acquainted with the numerous laws, regulations, and policies that pertain to your assigned duties.

Administration, department heads, and those in supervisory roles must take responsibility for ensuring that their own behaviour and that of those they supervise adhere to this code. If you are ever unsure about the appropriate course of action, please immediately request assistance from the head of the institution. However, no one at the institution is authorised to instruct you to engage in any illegal activity under any circumstances. If you are ever unclear about the best course of action, please contact the institution's leader right away. Under no circumstances, however, is anyone at the institution permitted to urge you to engage in any illegal actions.

#### Confidentiality

The Institution is entrusted with sensitive, proprietary, and private information about its stakeholders and other affiliates. It is critical that people with access to this information do not make any illegal disclosures of the material, either during or after it contains personal data of employees and students. They should only be shared with authorised staff with an "ought to know" or as part of a lawful process approved by the institution's head.

#### **Honesty and Fairness**

All of the employees at SDHR Degree and PG College are expected to conduct themselves honestly and fairly toward others. You are expected to take ownership of your actions and provide accurate information to co-workers and supervisors. In their interactions with their staff, supervisors have a responsibility to be moral role models.

#### Institutional Records

Accurate preparation of all institutional records and other crucial data is required. It is a significant violation to prepare a report or record of measurement that is purposefully inaccurate or misleading.

#### **Government Corrupt Practices**

Giving business presents or favours to government officials are strictly forbidden. The promise, offer, or delivery of a gift or other gratuity to an official or employee of the Indian government would not only violate the institution's policies, but it could also be

considered a criminal offence. The government of India can and has penalised individuals and entities that have improperly given gifts to Indian government personnel.

### **Integrity and Fairness**

In order to achieve the objectives of integrity and fairness, SDHR Degree and PG College looks for advantages through excellence in performance, diligence, and intellectual prowess. The institution holds that healthy competition is the backbone of its economy and that it cannot be characterised by unethical or unlawful commercial practises. The institution always aims to treat everyone properly, including its patrons, vendors, alumni, rivals, officers, staff, students, and their families

### **Reporting Obligations**

SDHR Degree and PG College is periodically compelled to report issues to the public or government entities. Whether or not you are actively involved in that process, you have several obligations that must be met on a regular basis in accordance with the requirements of the Institution.

### **Conflict of Interest**

Each employee should be vigilant to circumstances that might suggest a conflict between personal interests and those of the institution. You must notify the institution's head if you become aware of an unauthorized conflict of interest on the part of any employee.

### **Application of institutional resources**

You must only use the institution's resources, such as time, materials, and equipment, for work-related activities. The use of institutional property (including the land, buildings, office equipment and systems, resources, assets, and facilities) for non-institutional activities is prohibited. No property of an institution, regardless of condition or value, shall be sold, lent, given away, purposely damaged, destroyed, or otherwise disposed of without proper authority.

### **Reporting Immoral or Illegal Behaviour**

You should notify the institution's head right away if you have any reason to believe that someone associated with the institution

has engaged in, is about to engage in, or has broken this code of conduct in any other way.

**No Resentment**

Resentment of any type will not be tolerated by SDHR Degree and PG College against anyone who reports unlawful activity to the Institution's officials in good faith.

**Implications of Policy Violations at SDHR Degree and PG College**

You are in charge of making sure that your behaviour, as well as the behaviour of anybody who reports to you, fully complies with this code. Violators will face appropriate disciplinary action, which may include being fired from their job. Depending on the situation, disciplinary action will be taken according to the policies that apply to staff. In some instances, actions that constitute a breach of this law could result in charges and penalties at the civil or criminal level.

Before taking any further action, you should consult with your supervisor or the appropriate institutional authorities if you have any questions about whether a circumstance or action would be in conformity with this Code of Ethics or if you are unsure about what to do.



**PRINCIPAL**  
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