



GLOBAL ACADEMY OF TECHNOLOGY
Autonomous Institution Affiliated to Visveswaraya Technological University
Approved by UGC, AICTE and Govt of Karnataka



Office of the Internal Quality Assurance Cell

CODE OF CONDUCT

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CODE OF CONDUCT & DRESS CODE

Objective

The Code of Conduct and Dress Code (CCDC) is constituted to establish clear guidelines and expectations for behavior and appearance within the institution, promoting a respectful, professional, and inclusive environment that fosters academic success, collaboration, and personal growth. The code of conduct and dress code will ensure that all members of the institution, including Teaching Fraternity and staff, adhere to common standards of conduct and dress, contributing to positive and productive learning and working experience.

Purpose

At Global Academy for Technology, our Code of Conduct is a fundamental guide to maintaining a professional, ethical, and respectful work environment. It outlines our commitment to integrity, compliance with laws, and adherence to the Institutes policies, including appropriate dress code standards.

All employees are expected to act with honesty, respect, and professionalism, avoiding conflicts of interest and ensuring a positive, inclusive workplace. Our dress code mandates professional attire formal, while allowing casual dress in less formal contexts, provided it remains clean and professional.

Accountability is key, and we encourage reporting of any concerns through designated channels, with strict protection against retaliation. This Code helps to uphold our organization's values and reputation, ensuring a cohesive and ethical workplace for all.

Code of Conduct

Basic Code

Respect for Others

- Treat all individuals with dignity and respect, regardless of their background, beliefs, designation or identities.
- Avoid discrimination, harassment, and bullying.
- Respect the privacy and confidentiality of others.
- Use appropriate language and avoid offensive or discriminatory remarks.

Academic Integrity

- Maintain the highest standards of academic integrity and ethical conduct.
- Avoid plagiarism, cheating, and other forms of academic dishonesty.
- Ensure the fair and equitable evaluation of students' work.
- Promote a culture of academic honesty among students.
- Be punctual and handle classes regularly.
- Be respectful of the lab instructor and students.
- Avoid disruptive behaviour that interferes with the learning environment.

- Teaching Fraternity should desist from un-authorized distribution of printed material etc.
- Teaching Fraternity should also desist from falsifying/tampering any records or documents
- Teaching Fraternity should desist from getting involved in unauthorized activities leading to financial benefit.
- "Off-class" hours should primarily be used for lesson preparation, student evaluation, counselling, and assisting with additional responsibilities as assigned by the institution.

Professional Conduct

- Adhere to professional standards and ethical guidelines.
- Maintain confidentiality of student information and records.
- Avoid conflicts of interest and maintain objectivity in your professional duties.
- Represent the institution in a positive and professional manner.
- Follow the reporting protocol on official visions.

Student Welfare

- Prioritize the welfare and success of your students.
- Provide effective guidance, mentorship, and support.
- Create a positive and inclusive learning environment.
- Be accessible to students and respond to their needs in a timely manner.
- Avoid all personal discussion and interaction with parents and students.
- Feedback should be given courteously.

Teaching Excellence

- Strive to deliver high-quality instruction and engage students.
- Stay up to date with the latest developments in your field.
- Use innovative teaching methods and technologies.
- Evaluate and improve your teaching practices regularly.
- Teaching Fraternity must attend all the courses/ seminars/ conferences such as FDP, personality development courses etc as directed by the institution and Management.

Research Ethics

- Conduct research ethically and responsibly.
- Adhere to research guidelines and regulations.
- Ensure the ethical treatment of human subjects and animals in research.
- Maintain the integrity of research data and findings.

Service to the Institution

- Contribute to the overall mission and goals of the institution.
- Uphold, promote and participate in and contribute to the vision, mission and core values of the institution.
- Serve on committees and participate in institutional governance.
- Engage in community service and outreach activities.
- Mentor junior Teaching Fraternity and staff.
- Contribute positively to the campus community and participate in extracurricular activities.
- Respect the rules and regulations of the institution and the surrounding community.
- Avoid behaviour that negatively impacts the reputation of the institution.

General rules which will lead to punitive action

- Employees should adhere to the official timings of the institution.
- Employees should display ID card when inside the Campus without fail and should wear it throughout the day.
- It is highly unethical for any individual to pass derogatory remarks about the Management, other employees, contractors, students or parents. Grievances, if any, shall be brought to the Principal in writing.
- Employees irrespective of the positions is bound by the instructions issued from time to time by the Management including concerning discipline, security, theft, etc.
- Official Meetings after 6 PM without prior information and permissions is not encouraged. For Research and other activities permissions from HOD need to be sought.
- Special classes post college hours can be conducted only with the permission from HOD.
- Employees shall ensure that all information available to them in the course of employment in the Institution are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty.
- Employees arriving at work with alcohol smelling on the breath or employees consuming alcohol during working hours will lead to disciplinary action. (IPC Section 326).
- Misbehavior with other employees will lead to disciplinary action.
- Employees missing days (or even weeks) at work without justification will lead to disciplinary action.
- Employees slipping out of college premises without permission will lead to disciplinary action.
- Refusal, negligence or omitting to perform one's official duties and/or discharge official responsibilities duly assigned without prior intimation will lead to disciplinary action.

- Persistent late coming and/ or absence from duty without permission will lead to pay cuts.
- Use of abusive or insulting language or behaviour or assault will lead to disciplinary action.
- Misuse of or damage to Institution property by staff will lead to penalties.
- Forgery, falsifying or presenting false documents and/or records for the purposes of disseminating wrong information, obtaining money or reward or favor will lead to legal action according to the law of the land.
- Breaching or contravening an institution's prescribed operating rules, regulations and procedures is likely to cause financial loss or damage of the institution's property will lead to legal action according to the law of the land
- Theft, fraud, or embezzlement of Institution's funds and property will lead to legal action according to the law of the land.
- Withholding of any information regarding any changes that affect the employee from the time of joining duty such as change of address, marital status, dependency etc will lead to disciplinary action.
- Engaging in any trade, profession or business falling outside the scope of his /her duties except with the prior written permission of the Management will lead to legal action according to the law of the land.
- Taking part in strike/ gherao will lead to disciplinary action.
- Do not accept , engage in any assignments, consultancy or other services with any other institutions without the consent of the Institution will lead to action according to the law of the land.
- Raising personal view points regarding religion, politics and other sensitive issues which may result in conflict in interest which will lead to dispensary action.
- Acts likely to endanger the safety or life of or which may result in injury to others, including gross negligence or misconduct, violence or fighting will lead to legal action according to the law of the land.

Prevention of Sexual Harassment (POSH) Policy

To ensure a safe and respectful working environment free from sexual harassment, in compliance with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013."

Sexual harassment is defined as any unwelcome behavior of a sexual nature, including but not limited to:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

Internal Complaints Committee (ICC)

GAT will establish an Internal Complaints Committee (ICC) to address complaints of sexual harassment

Complaint Procedure

Complaints should be filed within 90 days of the incident or from when the incident came to the notice of the aggrieved individual. The ICC will investigate and resolve complaints within a specified timeline to ensure justice is served.

Penalization

- **Minor Misconduct:** Issuance of a Show Cause Letter.
- **Misuse of College Funds Less than Rs. 10,000:** Includes impress, advance, or research grants. Penalty involves a Show Cause Letter and debarment from promotion for 3 years.
- **Temporary Misuse of Funds Exceeding Rs. 10,000:** Such as conference or research grants. The penalty is a Show Cause Letter and debarment from promotion for 3 years.
- **Negligence in Duty Execution:** Actions that negatively impact the institutions reputation or harm others' careers will result in the following:
 - **First Offense:** Issuance of a Warning.
 - **Repeat Offense:** Reduction of basic pay to the next lower slab or termination from service.
- **Misuse of Official Power for Personal Gain:** Misusing authority to secure jobs for family members will lead to a Show Cause Letter and stoppage of increments for 5 years.

Transportation and Parking Guidelines

- The Institution offers limited bus transport to help faculty arrive on campus punctually. Route and fare details are provided by the Transport Department.
- Use only the designated bus routes and stops; bus drivers have the authority to manage behaviour and report any misconduct to the authorities.
- Limited two-wheeler parking is available on campus. Staff must park in designated areas, wear helmets for safety, and avoid honking; failure to comply may result in a ban on bringing vehicles onto campus.

By adhering to this code of conduct, Teaching Fraternity members can contribute to a positive and productive learning environment, promote academic excellence, and uphold the highest standards of professionalism.

Usage of Phone on campus

- Classroom Hours: Phone use is generally prohibited during classroom hours, except in emergency situations.
- Non-Working Hours: Please refrain from using phones for entertainment purposes outside of working hours.
- Examinations: Phone use is strictly prohibited during examinations.

Other

- Violating rules and regulations for the sake of participation in any public protest – Issue of Show Cause Letter.
- Those are indicative and actual misconduct after the enquiry will commensurate with the gravity of misconduct and the decision will be final and binding.
- Borrowing cash from colleagues / students / office staff - Forfeiture of 1 month pay.
- Marketing of product or services by accepting any favors / commission / bribes
Suspension of 1 month without pay.

Dress Code

A dress code is a set of guidelines or rules that specify appropriate attire for a particular setting or occasion. It can help to create a consistent and professional appearance, promote a sense of community, and ensure that everyone feels comfortable and respected. Dress codes can vary widely depending on the context, gender ranging from formal business attire to semi formal wear. All Teaching Fraternity members should follow the following dress regulations and with few exceptions as the occasion demands.

Purpose

- Promote a professional image, academic atmosphere and reflect the institution's commitment to excellence.
- Foster a sense of community, unity and belonging among Teaching Fraternity members.
- Ensure a respectful and inclusive environment so that all Teaching Fraternity members feel comfortable and respected.
- Leave a positive impression on students and contribute to their overall learning experience.
- Maintain consistency and adherence to institutional standards.

Code – Male

- Male Faculty should wear complete formals on all working days- tucked in full sleeve formal shirts, formal trousers and formal shoes compulsorily.
- Blazers are compulsory during college events.
- Sports shoes should not be mandatorily worn, until unless on the day designated for sports actives for faculty.
- Crocks/Sandals are mandatorily not to be worn.
- Jeans are mandatorily not to be worn

Code – Female

- Female Faculty should wear complete formals on all working days- Sarees, formal churidar with dupatta, formal full sleeve formal shirts and blazer with trousers
- Sarees are compulsory during college events.
- Short Kurtas are mandatorily not to be worn.
- Short Leggings are mandatorily not to be worn.
- Three Fourth pants with churidar are mandatorily not to be worn.
- Leggings can we worn only with long kurtas.
- Jeans are mandatorily not be worn

During all official meetings and events HOD's are required to wear blazer