



CODE OF CONDUCT FOR ADMINISTRATORS



GITAM
(DEEMED TO BE UNIVERSITY)

VISAKHAPATNAM • HYDERABAD • BENGALURU

***CODE OF CONDUCT
FOR
ADMINISTRATORS***

CODE OF CONDUCT FOR ADMINSTRATORS

Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university; Act as steward of the university's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment; Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional Endeavour.

- To preserve standards in public life, the administrators must follow the following principles:
 - Objectivity
 - Selflessness
 - Accountability
 - Openness and leadership
- The administrators must uphold the University's core values, which are outlined below.
 - Integrity
 - Honesty
 - Respect
 - Innovation
 - Excellence
 - Service
 - Hospitality
 - Freedom of Thought and Expression are all values that we hold dear.

- They should promote and defend the University's good name, as well as the faith and confidence of those with whom it does business.
- His decisions must be made with the goal of benefiting the University, its students, employees, and others, as well as safeguarding the University's finances.
- The responsible for the effective and efficient use of resources, the University's solvency, and the protection of its assets.
- The responsible for promoting the University's interests, acting responsibly with reasonable care, skill, and diligence, and adhering to all legal obligations required by law.
- They promote and defend the University's good name, as well as the trust and confidence of those with whom it does business.
- Decisions he makes with the Vice-Chancellor's approval must be made with the goal of benefiting the University, its students, staff, and those with an interest in it, as well as safeguarding the University's finances.
- They are responsible for the effective and efficient use of resources, the University's solvency, and the protection of its assets.
- They are responsible for promoting the University's interests, acting prudently with appropriate care, skill, and diligence, and adhering to all legal responsibilities imposed by law.
- All are operate selflessly in the University's best interests, operating with integrity, in good faith, honestly, objectively, accountably, and for a proper purpose, while adhering to good governance practice and principles

Integrity

- Members of the Board of Management are prohibited from carrying on any business or other activity that may in any manner be in conflict or could be in any conflict with the interests of the University.
- The Members will not allow management or workers to engage in outside jobs or business interests that are in conflict or may be in conflict with the University's operations. It will make the necessary arrangements to carry out this directive.

- Members will refrain from providing or accepting gifts, hospitality, preferential treatment, or other perks or inducements that may tend or appear to impair the donor's or recipient's ability to make an objective independent judgment on the University's day-to-day operations.
- Members must be committed to ensuring that the University competes aggressively and energetically with other educational institutions, and with commercial and other providers of research and advisory services, in an ethical and honest manner.
- The University is committed to performing its goods/services purchase activities in conformity with public policy and best business practices, as evidenced by its purchasing policy.
- The University is also dedicated to following lawful and fair practices regarding hiring consultants and other services.
- The University is dedicated to ensuring that the accounts/reports accurately reflect the University's operating performance and are not misleading, silent or deceptive.
- Members must refrain from using University resources or time for personal gain, or for the advantage of individuals or groups unrelated to the institutions or their activities, or for the direct or indirect benefit of others.

Information

- The University is committed to giving open and transparent access to general information about its activities in order to improve its accountability to the general public.
- Members of the Board of Management are expected to maintain the confidentiality of the University's sensitive information. This might include but is not limited to such things as:
 - i) Information about the individual
 - ii) The University has received confidential information.
 - iii) Any commercially sensitive material or other information that could jeopardize the University's reputation.
- When it is planned to release sensitive information in the public interest, the

University will follow proper prior consultation procedures with third parties.

- Members will maintain strict secrecy in all discussions and decisions made during Board of Management meetings.

Obligations

- The University will follow specific tendering and purchasing procedures, as well as the appropriate levels of authority to authorize incurring of any expenditure.
- The University has put in place safeguards to avoid fraud and guarantee that all relevant expenditures are sanctioned by the appropriate levels of authority.
- Members must make reasonable efforts to attend all meetings of the Board of Management.

Loyalty

- The Members accept their responsibility to strictly adhering to University policies , to be devoted to the University and totally committed to all of its operations, while keeping in mind that the University must always consider the interests of its students and funders, including taxpayers.

Fairness

- In all of the University's activities, the Board of Management is committed to employment equity and fairness.
- The Board of Management places a high emphasis on its students, suppliers, employees, and patients, and treats each of them equally.

Work/External Environment

- The University's Board of Management prioritizes the promotion and preservation of the health and safety of its personnel and students.
- In its activities and operations, the university will ensure that community issues are appropriately considered.
- The University will make every effort to ensure that its operations have as little negative impact on the environment as possible.

Responsibility

- The University will send this Code of Conduct (together with a policy statement on conflict of interest disclosure) to all members for review, and the Code of Conduct will be posted on the University's website.

- In areas such as gifts and entertainment, as well as any other ethical concerns that may emerge, the University will provide practical assistance and direction as needed.

Review

This Code of Conduct will be reviewed by the University as needed.

Reference: Governance in Higher Education: Hand Book for Vice Chancellors

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