



**GITAM : GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

**(Deemed to be University u/s 3 of the UGC Act, 1956)**

**A Category - I Deemed to be University**

**Visakhapatnam | Hyderabad | Bengaluru**

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***Code Of Conduct***  
***for***  
***Other Staff***

## **Integrity**

- Members of the Board of Management are prohibited from disclosing any outside job or business interests that they believe are in conflict or could be in conflict with 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 that may impair or appear to impair the donor's or recipient's ability to make an independent judgment on the University's day-to-day operations.
- Members must be committed to ensuring that the University competes aggressively and energetically but also with other educational institutions, 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 laws.
- The University is also dedicated to following public policy rules when it comes to 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 or intentionally deceptive.
- Members must refrain from using University resources or time for personal gain, for the advantage of individuals or groups unrelated to the institutions or their activities, or for the 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 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 for authorizing any related spending.
- 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 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.

### **STAFF NURSE:**

- Respect the patient's dignity and uniqueness.
- Pay attention to the patient's wants and values.
- Collaborate with the patient and the clinician to promote and defend the patient's well-being the sufferer.
- Retain the trust of the patient by providing safe and professional treatment.
- Respect the privacy and confidentiality of the patient.
- Collaborate with colleagues in a courteous manner to better address the requirements of patients.
- Maintain your integrity in order to earn the trust of your patients.
- Maintain public confidence and trust in the nursing profession.

### **SUPPORT STAFF:**

- Will carry out their responsibilities to the best of their abilities, with honesty, integrity, and impartiality, and will be held accountable for their actions.
- Will put my faith in the college and its students.
- Employees are expected to treat others with respect, fairness, and dignity at all times;
- And have a collective responsibility to communicate any concerns about breaches of the Code of Conduct to the member, the senior management team, or the administrators.
- Whether in an official capacity or in their personal lives, college employees will ensure that their actions do not bring the college into disrepute.

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