

## POLICY DOCUMENT ON HUMAN VALUES, PROFESSIONAL ETHICS AND CODE OF CONDUCT

Policy code: CCP08

### 1. PROFILE OF NAIPUNNYA

In the classical language Sanskrit, Naipunnya means 'expertise' or 'mastery'. Naipunnya, as the name signifies, aims at professionalism, discipline and holistic development of the students. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. Naipunnya School of Management, Cherthala (NSMC), a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. Naipunnya affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnya became synonymous with academic and professional excellence.

### Vision

Naipunnya College aims to be a national centre of excellence for value based, inclusive and holistic education and research, moulding our students into highly proficient and responsible global citizens.

### Mission

- Accomplish intellectual and professional excellence by creating an insightful, facilitating and mentoring, yet disciplined academic atmosphere.
- Cultivate a spirit of inquiry, advocacy and scientific temper among the members of the College.



*Ponkiam Dilly*

- Execute academic and administrative plans and policies in an environment of transparency, equity and fairness.
- Ensure maximum resource efficiency as a responsibility towards the future of the society in which we live.
- Enhance awareness about human rights, cultural and spiritual heritage, and the environment.
- Develop leadership qualities among the students to be the change leaders of tomorrow and equip them to meet the challenges of a world without frontiers.
- Leverage cutting edge technologies for dissemination of knowledge and for instructional methods.
- Create and maintain physical infrastructure which will support the Vision and Mission, and which will be symbolic of the College's aspirations.

### Core Values of The College

- **Dignity Of the Individual:** Respect diversity and facilitate members of our college to discover their multi-dimensional talents and grow to their full potential.
- **Freedom with Accountability:** Freedom to seek the truth, of thought and expression while holding ourselves accountable for our actions and conduct.
- **Openness:** Listen to other viewpoints, and value and acknowledge them.
- **Pursuit Of Excellence:** Value superior performance and continue to strive towards achieving the unachievable.
- **Integrity:** Discipline, equity and fairness will be the basis of all our decisions.
- **Responsibility to the Environment:** Respect the planet we inhabit and commit to environmentally sustainable practices only.



*Ponkhem Dilly*

## 2. HUMAN VALUES: A CONCEPTUAL FRAMEWORK

The term "human values" refers to the fundamentally good moral tendencies that underline the goodness of individuals and society as a whole, such as kindness, honesty, loyalty, love, peace, sympathy, and truth. In most places and eras, these are the values that people appreciate, uphold, and practise, whether consciously or unconsciously. Human values affect how people perceive the world and aid in understanding motivation, attitude, and behaviour. They offer the means of understanding people and organisations and allow the perception of "right and wrong." Brief discussions of the core human values are provided below:

- i. **Love and Compassion:** True compassion, kindness, empathy, and care for others are expressions of love. It can be observed in action when people show kindness, generosity, and charity.
- ii. **Peace:** Peace is characterised by virtues such as equality, modesty, optimism, patience, self-assurance, self-control, and self-worth, among others. Its purview encompasses world, societal, and individual peace.
- iii. **Truth:** Since truth deals with ultimate and immutable reality, it is eternal and unchangeable. Sincerity, which is reflected in a person's dedication to their work, is the most basic way that truth can be shown in the workplace.
- iv. **Non-Violence:** This is the ability to refrain from intentionally harming any living or non-living thing with one's words, deeds, or thoughts. The practice of nonviolence necessitates giving up hatred and cultivating compassion and love for all living things.
- v. **Righteousness:** Practicing decency and decorum at all times is a key component of righteousness, which forms the foundation of fundamental human values. It addresses moral principles, ethical conduct, and ethical standards.
- vi. **Service:** A deed done out of love is called service. The virtue of service requires equality without restrictions or prejudice against people on the basis of their race, religion, caste, or area.



*Ponkhem Dilly*

- vii. Coherent and cohesive partnerships are characterised by peaceful cohabitation. It encompasses social and psychological ideals including environmental consciousness, perseverance, equality, fraternity, kindness, morality, forgiveness, and respect for others.
- viii. **Discipline:** Discipline denotes the individual's adherence to set standards for all living things. It includes principles of direction, control, order, etc.

Values are to be learned through practices to form the foundation of strong human culture. Hence, the administrators and teachers in HEIs need to bear in mind that their peers and learners learn values from their conduct and behaviour.

### 3. PROFESSIONAL ETHICS: A CONCEPTUAL FRAMEWORK

Professional ethics and human values are complimentary to one another. Ethics refers to the recognised norms and standards of behaviour regarding moral obligations and virtues as they relate to an organisation, whereas human values express personal conviction. Professional codes of ethics serve as a guidance for an organization's stakeholders regarding appropriate and inappropriate behaviour within the field. Encouraging individuals to adhere to a sound, standard code of ethics is the fundamental idea behind professional ethics. The value-based ethical behaviour of an institution's dedicated academics, officers, staff, and students is what propels the achievement of its mission and vision. Professional organisations must incorporate the following essential elements of professional ethics in their code of conduct:

- **Integrity:** Performing one's obligations in a morally upright manner and in line with the values of truthfulness, reliability, openness, and justice.
- **Trusteeship:** Managing an organisation effectively, morally, and authentically while guaranteeing teamwork and a check-and-balances mechanism.



- **Harmony:** Creating an atmosphere of forgiveness, dialogue, and tolerance among all parties involved in order to balance differences and diversity.
- **Accountability:** Creating a transparent and trustworthy atmosphere that allows for error-making and motivates people to accept accountability for their actions.
- Adopting guidelines, rules, and practices to provide equal opportunities for all people seeking work, education, promotions, and other institutional activities without facing prejudice is known as inclusivity.
- **Commitment:** Dedicated to the institution's vision and objective while developing the knowledge, abilities, and attitudes necessary to attain greatness within legal and schedule constraints.
- **Respectfulness:** Establishing an atmosphere of mutual respect, reliability, and high-quality contact, together with equitable participation from the institution's employees and beneficiaries.
- **Belongingness:** Creating a common institutional vision that enables everyone to experience safety, support, acceptance, and inclusion.
- Ensuring sustainable resource utilisation, encompassing economic, environmental, and social aspects, is crucial for achieving a safe and long-lasting future.

## 4. CODE OF CONDUCT

### 4.1 CODE OF CONDUCT FOR GOVERNING BODY

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.



*Ponkhen Dilly*

- ii. The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- iii. Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the state government and affiliating university.
- iv. The governing body should ensure that non-discriminatory systems are in place to provide equal opportunity for staff members and students.
- v. The governing body should actively monitor that the institution implements the requirements of the State and National Governments for reservations of seats and staff positions and provide required administrative to minority groups.
- vi. The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.

#### **4.2 CODE OF CONDUCT FOR THE PRINCIPAL**

The chair of the principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities that of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University



*Ponthenjilly*

Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Kerala and specified in the Kerala Service Rule and Kerala Education Rule (KSR & KER) and also in the University of Kerala Regulations. These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization. Specifics of the salient and significant codes applicable in the conduct of Principal are jotted underneath:

- i. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- ii. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- iii. To establish, nourish and enforce equal treatment to all there by ensure social the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- iv. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- v. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment are minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus enforced by ICC.)
- vi. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.



*Panikem Pillay*

- vii. To maintain and promote academic activities in the College in all possible avenues and encourage exploration of newer avenues for further academic pursuit.
- viii. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- ix. To enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- x. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
- xi. To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices come to gradual prevalence and only prevail, eventually.
- xii. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- xiii. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

#### **4.3 CODE OF CONDUCT FOR TEACHING STAFF**

- i. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management.
- ii. Every Teacher shall update his/her knowledge and skills to equip himself / herself professionally for the proper discharge of duties assigned to him/her.
- iii. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.



*Ponkempilly*



- iv. No teacher shall absent himself/herself from duties at any time without prior permission from higher authorities.
- v. All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- vi. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- vii. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
- viii. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- ix. Mentor-mentee System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counselling and monitoring them
- x. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- xi. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
- xii. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- xiii. No teacher shall by word or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- xiv. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision.



*Ponkhem Dilly*

The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

- xv. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself / herself in the manner of a perfect role model for others to emulate.
- xvi. Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- xvii. No faculty members shall act in any manner that violates the decorum or morality within the campus.
- xviii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- xix. Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- xx. Seek to make professional growth continuous through study and research;
- xxi. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- xxii. Respect the right and dignity of the student in expressing his/her opinion;
- xxiii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- xxiv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- xxv. Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- xxvi. Refrain from inciting students against other students, colleagues or administration.
- xxvii. All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in



*Panikem Pillay*

their behaviour towards their colleagues, teaching staff and students.

- xxviii. All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.
- xxix. every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals

#### **4.4 CODE OF CONDUCT FOR NON-TEACHING / ADMINISTRATIVE STAFF**

- i. The administrative staff should acquaint themselves with the College policies and adhere to them to their best ability.
- ii. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- iii. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- iv. The administrative staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- v. They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- vi. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
- vii. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- viii. They should also be responsible for the proper use and maintenance of college equipment and furniture.



- ix. No administrative staff should be under the influence of drugs or alcohol during office hours.
- x. The administrative staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- xi. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- xii. The administrative staff should show no discrimination on basis of gender, caste or religion.
- xiii. Interactions between administrative staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with administrative staff in libraries, science laboratories and computer laboratories.  
It is expected that they behave in a helpful, friendly and patient manner towards the students.
- xiv. The administrative staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- xv. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- xvi. The administrative Staff is the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely
- xvii. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.



*Ponkhem Dilly*

- xviii. All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- xix. All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

#### 4.5 CODE OF CONDUCT FOR STUDENTS

The students must conduct themselves in a manner that will uphold and enhance the prestige and reputation of the college both within and outside campus. Courtesy is an essential quality of professionals. It is therefore imperative that the students possess a pleasant disposition and should be courteous to staff, guests and friends.

- i. Students are expected to adhere to the timetable for attending lectures / tutorials / practicals and other extra-curricular activities.
- ii. A student should have a minimum attendance percentage as per university instructions; if he or she fails to do so, he or she will not be permitted to sit for the university examination.
- iii. All Sports students playing at any level (state, national or international) must have minimum required attendance as per university rules.
- iv. Students should obtain clearance from the college before the university examination on the basis of their attendance record and the fee due to the college.
- v. If a student is late for an hour, he/she will be marked absent for that hour.
- vi. If a student is late for the Morning Prayer which begins at 9.20 am he/she will be marked absent for the first hour.



*Ponkhem Dilly*

- vii. Absence without leave is considered as a breach of discipline and any leave taken without proper sanction will be liable for disciplinary action.
- viii. Absence must be informed to the department.
- ix. Prior permission for leave must be obtained in writing duly authorized by the parent/local guardian.
- x. Submission of leave application does not ensure granting of leave. Leave can be taken only if the authority concerned has sanctioned it, Leave will be granted depending on the merit of the case.
- xi. Absence due to ill-health should be intimated to the office at the earliest and a medical certificate should be produced at the time of return.
- xii. Students will not be permitted to leave the college premises during working hours without written permission from the principal. This will be granted only in cases of emergency or illness.
- xiii. Students are required to conform to the grooming standards of the college in the matter of uniforms and personal hygiene. The uniform should be worn on all working days.
- xiv. The medium of instruction, examination and communication is English- Students must speak English in the campus
- xv. Students must carry their Identity card inside the campus.
- xvi. Students must help to keep the campus neat and clean.
- xvii. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
- xviii. Students are expected to read notices/circulars displayed on the notice board.
- xix. Spitting, smoking and throwing bits of paper in the premises should be avoided.
- xx. Students should not misuse or make unauthorized use of the college premises or items of property on the campus.
- xxi. Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.



*Ponkhem Dilly*

- xxii. Students are not permitted to do record of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
- xxiii. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
- xxiv. Students are expected to be careful and responsible and exercise restraints while using the social media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.
- xxv. Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Administrative staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
- xxvi. Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises would invite punishment
- xxvii. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.
- xxviii. Make sure that all assignments in a course are submitted by his/her own
- xxix. Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.
- xxx. Not to influence in authors right to pursual of educational rights



*Ponkempilly*

## 5. ACTS OF MISCONDUCT

The following acts and / or omissions, which are illustrative and not exhaustive, shall be treated as misconducts:

- i. Habitual absence without leave or absence without sufficient cause for more than 8 working days, repeated for more than 2 times at any point of service by an employee.
- ii. Habitual late attendance.
- iii. Habitual negligence or neglect of work,
- iv. Fraudulent and frequent repetitions of any act or omission for which already warned in writing.
- v. Striking work or inciting others to strike or adopting go slow methods whether singly or along with others in contravention of the provision of any law or rule in force.
- vi. Leaking any information relating to official matters to outsiders, as they are confidential.
- vii. Holding meetings within the work premises or any other premises owned by the employer without the previous written permission of the management.
- viii. Assaulting, abusing or intimidating any employee of the employer either within the premises or at any other place.
- ix. Demanding, taking or giving bribes / gifts or any illegal gratification or indulging in any corrupt practice and/ or lending or borrowing money to and from subordinate employees.
- x. Publication of any article relating to the work of the Employer without obtaining prior written permission of the employer.
- xi. Wilful disfigurement, destruction or alteration or forgery of any record/ file of the establishment.
- xii. Refusal to act on the accepted terms and conditions of service.
- xiii. Engaging in any vocation outside that of Naipunnya School of Management without the written permission of the authority.
- xiv. Working elsewhere during the period of his leave absence from Naipunnya School of Management.



*PonkumDilly*



- xv. Canvassing or being a part of any signature campaign or joint petition within the establishment during the working hours without the written permission of the management.
- xvi. Refusal to work extra time or on Sundays or holidays or on weekly off days when directed to do so by his superior.
- xvii. Inability/incapacity/inefficiency to perform a job for which the employee was appointed
- xviii. Refusal to perform overtime work or proceeding for outstation duties or to carry out duty assigned any other place or refusal to carry out an order of transfer.
- xix. Habitual breach of any law applicable to the Establishment
- xx. Engaging in trade within the premises of the Establishment,
- xxi. Absence without leave or overstaying on sanctioned leave
- xxii. Neglect of work/negligence in performance of duties
- xxiii. Breach of any rule of or Naipunnya School of Management instructions from any departments.
- xxiv. Committing nuisance on the premises of Naipunnya School of Management
- xxv. Wilful insubordination or disobedience whether alone or in combination with another or others to any lawful and reasonable orders of a superior.
- xxvi. Wilful damage to or loss of establishment t s goods or property.
- xxvii. Riotous and disorderly behaviour of fighting or quarrelling with co-workers, drunkenness during working hours in the premises of the establishment or any act subversive of discipline in connection with the work of the establishment, whether inside or outside.
- xxviii. Attend duty under the influence of alcohol or any other intoxicant.
- xxix. Holding meetings or shouting slogans or leading procession / demonstration inside the premises of the establishment or distributing or accepting handbills, notices or paste in posters inside the premises without the permission of the management.
- xxx. Entering another department or section otherwise in the course of his duty.



*Ponkhem Dilly*

- xxxi. Talking or behaving in a disrespectful manner to a superior, challenging the authority of the superior or shouting at the superior
- xxxii. Refusal to undergo medical examination when directed by the management to do so.
- xxxiii. Entering or remaining on Naipunnya School of Management premises unless on duty without permission.
- xxxiv. Upsetting the peace and decorum of the office or workers.
- xxxv. Refusal to work extra time or on Sundays or holidays or on weekly off days when directed to do so by his superior.
- xxxvi. Inability/incapacity/inefficiency to perform a job for which the employee was appointed
- xxxvii. Refusal to perform overtime work or proceeding for outstation duties or to carry out duty assigned any other place or refusal to carry out an order of transfer.
- xxxviii. Habitual breach of any law applicable to the Establishment
- xxxix. Engaging in trade within the premises of the Establishment,
- xl. Absence without leave or overstaying on sanctioned leave
- xli. Neglect of work/negligence in performance of duties
- xlii. Breach of any rule of or Naipunnya School of Management instructions from any departments.
- xliii. Committing nuisance on the premises of Naipunnya School of Management
- xliv. Wilful insubordination or disobedience whether alone or in combination with another or others to any lawful and reasonable orders of a superior.
- xlv. Wilful damage to or loss of establishment t s goods or property.
- xlvi. Riotous and disorderly behaviour of fighting or quarrelling with co-workers, drunkenness during working hours in the premises of the establishment or any act subversive of discipline in connection with the work of the establishment, whether inside or outside.
- xlvii. Attend duty under the influence of alcohol or any other intoxicant.



*Ponkhem Dilly.*

- xlvi. Holding meetings or shouting slogans or leading procession / demonstration inside the premises of the establishment or distributing or accepting handbills, notices or paste in posters inside the premises without the permission of the management.
- xlix. Entering another department or section otherwise in the course of his duty.
1. Talking or behaving in a disrespectful manner to a superior, challenging the authority of the superior or shouting at the superior
  - li. Refusal to undergo medical examination when directed by the management to do so.
  - lii. Entering or remaining on Naipunnya School of Management premises unless on duty without permission.
  - liii. Upsetting the peace and decorum of the office or workers.
  - liv. Engaging in idle talk or conversation of failing to respect the right of others to work in peace.
  - lv. Loitering or leaving the place of work without permission during the preserved time of works.
  - lvi. Smoking within Naipunnya School of Management premises.
  - lvii. Taking meals /Tiffin except in the place provided for the purpose.
  - lviii. Failure to keep his workplace/machine/equipment clean and tidy.
  - lix. Failure to wear the uniform.
  - lx. Refusal to be searched by security staff or other person authorized by the management.
  - lxi. Interference with Naipunnya School of Management safety devices or contravention of safety rules
  - lxii. Indulging in activities prejudicial to national and communal harmony.
  - lxiii. Unlawful refusal by an employee to receive any notice/letter addressed to him and served by the management directly or through post.
  - lxiv. Proxy punching or presenting the attendance card of other person.
  - lxv. Doing any act prejudicial to the interest of the Naipunnya School of Management



*Pamithem Dilly*

**Amendments / Review:** This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.



*Ponkhem Dilly*

FR. BAIJU GEORGE  
PRINCIPAL  
NAIPUNNYA SCHOOL OF MANAGEMENT  
CHERTHALA-688 524