

CODE OF CONDUCT POLICY

PREFACE

TKM School of Architecture is committed to upholding high ethical standards in all interactions with students, faculty, staff, and the community. To formalize this commitment, the Governing Body has adopted the following Code of Conduct Policy. This policy complements other institutional policies and is designed to ensure integrity, fairness, and accountability in all aspects of our operations.

APPLICABILITY AND SCOPE

Individual Responsibility: As members of the TKM School of Architecture community, all stakeholders are expected to adhere to the Code of Conduct and comply with applicable laws and regulations. It is the responsibility of administrators, department heads, faculty, and staff to ensure their conduct aligns with this Code.

Confidentiality: TKM School of Architecture handles various private, confidential, and proprietary information related to its community members and institutional matters. Those with access to such information are obligated to maintain confidentiality and refrain from unauthorized disclosures.

Honesty and Fairness: Employees and stakeholders are expected to uphold honesty and fairness in their interactions. This includes accurate reporting, cooperative teamwork, and responsible behavior in academic, administrative, and social contexts.

Institutional Records: All institutional and legal records must be prepared accurately. Falsifying or misleading reports or records is considered a serious offense.

Conflict of Interest: Stakeholders must avoid situations where personal interests conflict with the interests of TKM School of Architecture. Transparency and disclosure are essential when potential conflicts arise.

Use of Institutional Resources: Employees are responsible for using institutional resources—time, materials, and equipment—exclusively for college-related purposes. Unauthorized use or disposal of college property is prohibited.



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Responsible Use of Funds: All personnel are accountable for using institutional funds ethically and prudently, adhering to designated purposes and financial management policies.

Reporting Requirements: TKM School of Architecture may be required to report to public or government agencies. Stakeholders must cooperate by providing accurate and timely information as required.

Consequences of Policy Violations: Violations of this Code will result in appropriate disciplinary action, in accordance with institutional policies and regulatory requirements. Disciplinary measures may include warnings, probation, suspension, or termination, depending on the severity of the violation and its impact.

GENERAL RULES OF DISCIPLINE

Code of Conduct for Students:

1. Students are expected to adhere to all rules and regulations upon enrollment.
2. Respectful participation during college functions and prayer sessions is mandatory.
3. Regular attendance and punctuality in classes are required.
4. Students must maintain proper attire as per college guidelines.
5. Disruption of classes or campus activities is strictly prohibited.
6. Students are responsible for the care of college property and cleanliness of campus areas.
7. Organizing social or political activities on campus requires prior permission.
8. Students must comply with college policies regarding mobile phones, smoking, alcohol, ragging, and other anti-social behaviors.
9. Compliance with notices and directives issued by the college administration is mandatory.
10. Students must carry and produce their ID cards upon request.
11. Discipline-related decisions of the Principal are final.

Code of Conduct for Faculty and Staff:

1. Faculty and staff should exemplify professionalism, integrity, and respect in all interactions.
2. Compliance with institutional policies and directives is mandatory.
3. Transparency in financial, administrative, and academic matters is expected.
4. Conflict of interest disclosures must be made as per institutional guidelines.

5. Use of institutional resources should be for authorized purposes only.
6. Responsible reporting and management of funds are required.
7. Adherence to ethical conduct and avoidance of discriminatory practices are mandatory.

Code of Conduct for Administration:

1. The Managing Board is responsible for upholding the institution's vision and mission.
2. Maintenance of academic standards and infrastructure development are primary responsibilities.
3. Transparency and fairness in administrative practices are non-negotiable.
4. Feedback from stakeholders should inform continuous improvement initiatives.
5. Compliance with government regulations and educational standards is mandatory.
6. Regular meetings and effective governance practices are encouraged.

Code of Conduct for Principal:

1. The Principal is responsible for implementing the institution's vision with management support.
2. Upholding integrity, fairness, and impartiality in all decisions and actions is essential.
3. Ensuring a conducive academic environment and promoting research are key responsibilities.
4. Ensuring discipline among students, faculty, and staff is a priority.
5. Prompt reporting and action on cases of misconduct or discrimination are mandatory.
6. Collaboration with external agencies and stakeholders for the benefit of the institution is encouraged.

Code of Conduct for Teachers:

1. Teachers should adhere to professional conduct standards and ethical practices.
2. Commitment to continuous professional development and research is expected.
3. Respectful and supportive interactions with students, colleagues, and administrators are mandatory.
4. Non-discrimination and fairness in assessment and educational practices are essential.
5. Engagement in academic, co-curricular, and extension activities is encouraged.

Code of Conduct for Non-Teaching Staff:

1. Non-teaching staff should adhere to institutional guidelines and directives.
2. Respectful and courteous behavior towards students, faculty, and colleagues is expected.
3. Punctuality and responsibility in assigned tasks contribute to a positive work environment.
4. Maintaining confidentiality of institutional records and information is mandatory.
5. Compliance with administrative protocols and cooperation with management are essential.

Code of Conduct for Parents/Guardians:

1. Parents/guardians are expected to support the institution in nurturing good character in their children.
2. Respect for institutional values and policies is required from parents/guardians.
3. Participation in parent-teacher meetings and collaboration with the college for student development are encouraged.
4. Constructive feedback and communication with the college administration are essential for the welfare of students.
5. Contribution to the improvement of infrastructure and educational standards through the PTA is appreciated.




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