

**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY
VIDYA NAGAR, KARUKUTTY, ERNAKULAM 683576**

CODE OF CONDUCT FOR FACULTY

- Be responsible in conduct and demeanor.
- Manage private affairs with dignity.
- Perform duties consistently and with dedication.
- Co-operate and assist in carrying out college functions and duties relating to education responsibilities.
- Participate in social outreach programmes.
- Be just and impartial with the students and meet their individual needs.
- Be available to students beyond class room hours and guide them without expecting any reward.
- Be discrete in interacting with students in social media like whatsapp, Face Book etc. and confine such interactions strictly to academic matters.
- Mentoring is a powerful personal and career development tool which enables students to achieve their aspirations and goals. That is the reason the students share all their personal life experiences with the mentor. Faculty as true mentors are not supposed to discuss or disclose these matters with other faculty members or should not be made a point of discussion in the faculty room.
- Refrain from doing anything immoral, illegal and illegitimate.
- Refrain from dual employment including private tuitions and coaching classes.
- Do not participate directly or indirectly in any movement or organization which is illegitimate or may bring disrepute to the college.
- Do not indulge in fraud or dishonesty.


GROUP DIRECTOR



SCMS

GROUP OF EDUCATIONAL INSTITUTIONS

SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106, INDIA
Phone: 91-484-2628000 • Email: scms@scmsgroup.org • Website: www.scmsgroup.org

POLICY ON USE OF SOCIAL MEDIA AND INTERNET AT WORKPLACE

Version 1.0

Created on 25/03/ 2021

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Objective: Internet and use of Social media in today's digital age is inevitable; therefore it has become extremely relevant to maintain ethical conduct on social media in order to ensure that work ethics are upheld. Other individuals who are aware of an employee's association with SCMS, are likely to associate an employee's conduct on social media with his /her association with SCMS.

DO's AND DON'Ts OF USING SOCIAL MEDIA

- a) Avoid discussing on social media, any SCMS Group related information that is considered of confidential nature.
- b) Refrain from using anonymity and pseudo-names to carry out wrongful acts or pass on information on social media. No employee can talk to media or publish statement about Institutional matters without prior sanction and approval of the Academic Board of SCMS Group.
- c) Refrain from posting personal comments in matters that are politically sensitive topics.
- d) Refrain from making baseless and unfounded comments or rumours that can offend other members on social media.
- e) Communication on only those 'whatsapp group' will be recognised by the Institution, wherein the Head of Institution is one of the members. SCMS will not be responsible for commitments, confirmations, promises made on any other whatsapp groups.
- f) Head of Institution is responsible for using the 'whatsapp group' exclusively for official communication and co-ordination.
- g) Refrain from sharing any personal information about other individuals.

MEMBER INSTITUTIONS

- ▶ SCMS COCHIN SCHOOL OF BUSINESS
- ▶ SCMS School of Technology and Management
- ▶ SCMS School of Engineering and Technology
- ▶ SCMS School of Architecture
- ▶ SCMS College of Polytechnics
- ▶ SCMS Institute for Bioscience and Biotechnology Research & Development
- ▶ SCMS Water Institute
- ▶ SCMS Centre for Socio-Economic Research

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING




- h) If an error is made while sharing any information on social media, be the first one to voluntarily admit the error, correct it at the earliest.
- i) Refrain from downloading personal software or programmes on the Institution's computer.
- j) Refrain from private and personal communications on official e-mail i.ds provided by the Institution.
- k) Institution's computers may be accessed by the System Administrators for regular preventive maintenance, upgrades and checks.
- l) Prioritize work over social media activities and ensure that work commitments are not affected.
- m) It is expected of all faculty to have a professional relationship with their students to instil scholarly values during their stay at SCMS. An intimately close relationship between a student and faculty which leads to conflict of interests will not be tolerated by the Institution and shall call for necessary disciplinary action.

SCMS would want all its employees to be polite, respectful and sensible in their conduct on social media. At all times, it is expected of them to comply with the laws concerning intellectual property rights, copyrights and information technology.

"Use your good judgement to handle situations with prudence; we trust you!"




PRAMOD P THEVANNOOR
VICE CHAIRMAN
SCMS GROUP OF EDUCATIONAL INSTITUTIONS



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POLICY ON USE OF INSTITUTIONAL ASSETS

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Objective: This policy intends to safeguard and maintain Institutional assets so that end users can optimise usage and minimise the risks involved due to loss, theft or destruction of assets.

Institutional Assets include but not excluding:

- Laptop, Vehicles for personal use, Desktop, Mouse, Cables, Chargers, Laptop Bag, Mobile phone and other similar equipment provided by the Institution.
- All official documents, certificates, licenses etc. issued to the Institution by various bodies
- Printers, Projectors, Screens, Audio Visual Equipment, Cameras and accessories
- Stationary including Pens, Pencils, Board markers, Paper, Empty files, Folders etc.
- Bank ATM Cards, Credit Cards, Fuel Cards etc.
- All Institutional vehicles, keys, accessories
- All Institutional Furniture, Fixtures, Storage cabinets, Keys etc.

DOs and DONTs of Usage:

- a) Assets issued to employees at any point during their tenure will remain property of SCMS and it is the duty of the employee to take good care of the asset as long as he/she is the custodian.
- b) Any sort of permanent damage, loss or theft of the asset should be intimated to the immediate superior and the issuing authority. In case the employee is unable to report in person, the information should be given on an e-mail without any further delay.
- c) Once informed of a damage, theft or loss of property, it is the duty of the Issuing authority to rectify or take corrective and preventive action on the same. A report on the loss/damage of any kind, should be informed to the respective Head of Institution along with a copy to HR department.



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- d) Employees who are custodians of such Institutional assets should not rent, loan or advance it to any third party for use outside the Institution premises. The same can be taken out of the campus only with approval from the authorised higher authority.
- e) In the best interests of the Institution, it reserves its right to inspect assets to ascertain the condition of the assets and carry out necessary repairs or maintenance.
- f) At the time of employee exit through resignation, termination or retirement, the employee is bound to surrender all Institutional assets including official documents unless otherwise informed.
- g) If the surrendered assets are not in good condition, the Institution reserves its right to charge a penalty.

SCMS wishes all its employees to take good care of the Institutional assets, so that it is maintained in optimal condition for a longer duration. Employees are encouraged to seek preventive maintenance measures for the upkeep of the assets.

“Take care of your things; and they will take care of you!”



PRAMOD P THEVANNOOR
VICE CHAIRMAN
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