

GLS UNIVERSITY

Established under Gujarat Private Universities (Amendment) Act, 2015

& approved under Section 2(f), UGC Act, 1956

(Sponsoring Body: Gujarat Law Society since 1927)

Gujarat Law Society Campus, Opp. Law Garden, Ellisbridge, Ahmedabad-380006

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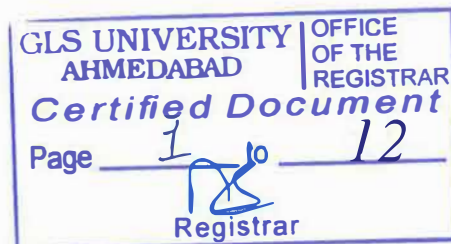
7.1 Institutional Values and Social Responsibilities

Metric 7.1.10

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The institutional Code of Conduct principles are displayed on the website
2. There is a committee to monitor adherence to the institutional Code of Conduct principles
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized.

Document : Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority.



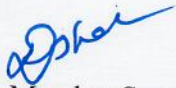
**Resolution passed in the Governing Board Meeting held on
08th August 2015 at 09:30 AM at GLS Central Office,
Law Garden, Ellisbridge, Ahmedabad – 380006**

Item No. 6: To Review and pass appropriate resolution for Code of Conduct Policy for various stake holders of GLS University

GLS University is committed to maintaining the highest standards of ethics and integrity in all its operations and activities. The governing board members recognize the importance of establishing clear guidelines and expectations for the behavior and conduct of all its stakeholders. A formal Code of Conduct policy serves to promote transparency, accountability, and ethical conduct within the organization.

It resolved that the Governing Board Members unanimously reviewed and approved the Code of Conduct Policy. Further resolved that it is to monitor the compliance with the code of conduct policy and address any violations in a timely and appropriate manner.

It further resolved that a copy of this resolution and the adopted Code of Conduct Policy be entered into the official records of GLS University.


Member Secretary
Dr. Dharmesh Shah




DATE : 08/08/2015

OFFICE ORDER

SUB:- Approval of the Code of Conduct policy for GLS University

GLS University is proud of its work culture and student-centric atmosphere. In alignment with this, a Code of Conduct policy has been approved by the Governing Board Members.

This notification serves to inform you that the Code of Conduct policy is effective immediately. You are advised to review the attached policy and adhere to it to uphold the high standards and principles that GLS University prides itself on.


Dr. Dharmesh Shah
Registrar
GLS University



To,

All the stake holders.

CODE OF CONDUCT FOR DIFFERENT STAKEHOLDERS OF GLS UNIVERSITY

This document outlines the established protocols and norms of GLS University, referred to as the 'University,' governing the actions of the Governing Body, Teaching Employees, Non-teaching Employees, and Students of the College. It is essential for all individuals to recognize their responsibility in adhering to the Code of Ethics and Conduct, henceforth referred to as the 'Code,' along with their rights. This Code, aligning with the University's Vision, Mission, and Core Values, aims to provide a fair and educational framework, promoting social and ethical standards, and addressing misconduct and prohibitive behavior related to the campus.

JURISDICTION

The University possesses authority over the behavior of all its affiliates and has the mandate to address instances of misconduct, including incidents of ragging, within the University Campus or in connection with University-related activities and functions. Any legal disputes will be handled by the civil courts of Ahmedabad. Additionally, the University may extend its jurisdiction to cover off-campus conduct that contravenes the student conduct and discipline outlined in this rule, treating such behavior as if it occurred on campus. This includes:

- a) Any form of sexual harassment perpetrated by a student against another student enrolled in the University.
- b) Physical assault, threats of violence, or actions that jeopardize the well-being of any person, including fellow students.
- c) Unfair treatment of any University community member or visitor based on race, color, nationality, sex, religion, disability, age, or sexual orientation.
- d) Wagering or engaging in games of chance or skill for money or other valuables on University premises.
- e) Possession or use of weapons, explosives, or destructive devices off campus.
- f) Manufacturing, selling, or distributing prohibited drugs, alcohol, etc.
- g) Conduct that negatively impacts or constitutes a nuisance to members of the surrounding off-campus community.

The University will assess the gravity of the alleged offense, the potential for harm, and whether the off-campus conduct is part of a sequence of actions that occurred both on and off-campus when deciding whether to extend jurisdiction in the mentioned off-campus scenarios.

CODE OF CONDUCT AND DISCIPLINE FOR STUDENTS

Students, both prospective and current, commit to adhering to the College's disciplinary guidelines, which include the following:

- a) Submission of a medical undertaking during admission to disclose any existing medical conditions.
- b) Regular attendance and successful completion of studies.
- c) In cases of legitimate study discontinuation, students may be relieved from the Institute without University interference.
- d) Scholarship grants may be revoked if a student discontinues studies under specific circumstances.
- e) Upholding academic integrity, respecting individuals, their rights, and property, and maintaining a safe and conducive environment.
- f) Prohibition of discriminatory acts based on gender, caste, race, religion, disability, sexual orientation, and other factors.
- g) Avoiding intentional damage to College or personal property.
- h) Refraining from using derogatory/abusive language towards teachers and peers in the campus
- i) Refraining from disruptive behavior in classrooms or University-sponsored events.
- j) Carrying and producing a valid identity card upon request; denial of entry may occur otherwise.
- k) No smoking on the College campus.
- l) Confiscation of mobile phones used during lectures.
- m) Seeking permission before interacting with media representatives on behalf of the College.
- n) Obtaining prior permission for audio or video recording of lectures or campus activities.

- o) Prohibition on sharing audio or video clippings of campus activities with the media without prior permission.
- p) Responsible use of social media, refraining from posting derogatory comments or engaging in activities that could harm the University's reputation.
- q) Prohibition of theft, damage, or destruction of Institute or personal property on the University premises.
- r) Adherence to a decent dress code and wearing uniforms as instructed by the Institute.

In the event of a potential code of conduct breach, the Dean of the respective Department will review the case, recommend disciplinary action, and, if necessary, conduct an inquiry. If someone disagrees with the Dean's decision, they can appeal to the Provost within 30 days. The Registrar and President of the University will be consulted within 30 days of such dispute in case of escalated matters, and also in the cases if someone disagrees with the Dean's decision.

GENERAL POLICIES OF CONDUCT FOR ALL EMPLOYEES OF GLS UNIVERSITY

POLICY ELEMENTS

College employees are bound by their contract to follow the Code of Conduct while performing their duties. The components of Code of Conduct are below:

- 1) Compliance with law:** Employees must uphold the College's legal standing by adhering to environmental, safety, and fair dealing laws. Ethical and responsible behavior is expected in all interactions within the College.
- 2) Respect in the workplace :** Employees are required to treat their colleagues with respect, adhering to the equal opportunity policy in all aspects of their work and avoiding any form of discriminatory behavior, harassment, or victimization.
- 3) Protection of College's Property :** Employees should handle the College's property, both material and intangible, with care and respect. This includes refraining from misuse of equipment, respecting intellectual property rights, and safeguarding facilities from damage and vandalism.

- 4) **Professionalism:** Employees must exhibit integrity and professionalism in their workplace interactions.
- 5) **Corruption:** Employees are discouraged from accepting gifts from stakeholders to maintain ethical standards.
- 6) **Duties and authority:** Employees should fulfill their job duties with integrity and respect toward stakeholders, delegating responsibilities to team members based on competencies and workload considerations.
- 7) **Conflict of interest:** Employees are expected to avoid any personal, financial, or other interests that may hinder their ability to perform their job duties.
- 8) **Fellow Feeling :** Employees are encouraged to be friendly and collaborative, refraining from disrupting the workplace or creating obstacles for colleagues.
- 9) **Communication :** All employees should maintain open communication with colleagues, supervisors, and team members.
- 10) **Benefits:** Employees are required not to misuse employment benefits and are responsible for managing all welfare matters offered by the University.
- 11) **Confidentiality:** Employees must uphold the confidentiality of sensitive information related to the University, its stakeholders, and its operations. Unauthorized disclosure of such information is strictly prohibited.
- 12) **Continuous Learning:** Employees are encouraged to engage in continuous learning and professional development to enhance their skills and contribute to the University's growth.
- 13) **Sustainability:** In alignment with the University's commitment to sustainability, employees should make efforts to minimize environmental impact and promote eco-friendly practices.
- 14) **Collegiality:** Employees should foster a collegial and cooperative atmosphere, promoting teamwork, sharing knowledge, and supporting each other's professional growth.
- 15) **Adherence to Policies:** All employees are expected to be familiar with and adhere to the policies and procedures of the University, ensuring a harmonious and compliant work environment.
- 16) **Reporting Violations:** Employees are encouraged to report any violations of the Code of Conduct or any unethical practices promptly. Whistleblower protections are in place to safeguard those who report in good faith.

- 17) Social Media Usage:** Employees should exercise caution and professionalism when using social media, refraining from posting content that may negatively impact the University's reputation.
- 18) Conflict Resolution:** In cases of conflicts, employees should seek resolution through appropriate channels, promoting a harmonious work environment.
- 19) Community Engagement:** Employees are encouraged to actively participate in community engagement initiatives and contribute positively to the broader community beyond the University.

The specific code of conduct for different categories of employees of the University is mentioned below:

CODE OF CONDUCT FOR NON - TEACHING STAFF

The following traits are expected from the Non-Teaching staff. He/ She must:

- a) Punctually report for duty.
- b) Remain on duty during Institute hours.
- c) Adhere strictly to University laws and regulations.
- d) Follow the specified dress code during events and consistently wear the uniform (peons).
- e) Respect and observe the hierarchy within the Administration.
- f) Uphold honesty, integrity, and fairness in all activities.
- g) Refrain from engaging in disrespectful activities or using inappropriate language on campus.
- h) Exercise self-discipline when interacting with staff, students, and parents.
- i) Maintain confidentiality by not disclosing official secrets or tampering with official documents/receipts.
- j) Refrain from intercepting or misappropriating University funds.
- k) Obtain official approval or sick leave before being absent from duty.
- l) Avoid using social networking sites during working hours.

CODE OF CONDUCT FOR TEACHING STAFF

Teaching, regarded as a noble profession, holds the power to shape students' character and futures. Teachers can inspire hope, ignite a passion for learning, and contribute significantly to a student's development. The Teaching staff in the University is expected to:

- a) Uphold the honor and dignity of the teaching profession.
- b) Deliver innovative and high-quality education to students.
- c) Demonstrate impartiality and avoid discrimination against students.
- d) Foster friendly interactions with students.
- e) Adhere to the rules and regulations of the institution.
- f) Follow procedures to ensure student safety.
- g) Collaborate and Contribute with fellow teachers within and outside of University for their development and academic success of University
- h) Engage responsibly and positively with parents and other stakeholders in the education process.
- i) Act as effective counselors and facilitators.
- j) Offer help, guidance, encouragement, and assistance to students in their learning.
- k) Demonstrate the highest integrity and exhibit strong leadership skills.
- l) Foster a positive and inclusive learning environment that values diversity and respects the unique needs of each student.
- m) Stay updated on educational advancements and continuously enhance teaching methodologies.
- n) Encourage critical thinking, creativity, and independent learning among students.
- o) Respond constructively to feedback and actively seek professional development opportunities.
- p) Demonstrate adaptability in addressing the evolving needs of the education landscape.
- q) Actively participate in University activities, events, and committees that contribute to the overall development of the institution.
- r) Collaborate with colleagues to develop and implement effective teaching strategies and interdisciplinary approaches.

- s) Maintain open communication with students, parents, and colleagues to ensure transparency and understanding.
- t) Strive for a balanced approach between nurturing a supportive classroom atmosphere and maintaining discipline.

CODE OF CONDUCT FOR THE HEADS OF THE INSTITUTIONS OF UNIVERSITY

The Head of the Institute is expected to embody qualities of honesty, fairness, objectivity, supportiveness, protection, and adherence to the law. Additionally, the following Conduct is anticipated from the Head:

- a) Formulate policies and plans to implement the vision and mission of the Institute.
- b) Foster collaboration between the industry and the institution, promoting research and development activities.
- c) Ensure that staff and students are well-informed about and comply with the college's rules, policies, and procedures, taking appropriate enforcement actions and forwarding relevant communications to the authorities.
- d) Oversee, manage, and educate the institution's administration, implementing remedial measures based on stakeholder feedback.
- e) Undertake any qualitative and quantitative initiatives for the Institute's welfare.
- f) Listen to student ideas and cultivate a supportive environment.
- g) Exercise fairness in disciplinary actions for all faculty, non-teaching staff, and students.
- h) Empower all staff and students to realize their maximum potential.

CODE OF CONDUCT FOR THE GOVERNING BODY

The University shall be overseen by a duly constituted Governing Body/Administrator, operating under the following principles and conditions:

- a) Decisions and resolutions of the Governing Body are binding.

- b) The Governing Body is responsible for approving the University's mission, strategic vision, and long-term academic plans.
- c) It is tasked with monitoring the University's performance and ensuring quality assurance measures, benchmarking where applicable against other universities.
- d) The Governing Body ensures compliance with statutes, ordinances, and provisions governing the University, including regulations set by statutory bodies such as the UGC and the affiliating University.
- e) Members of the Governing Body uphold qualities of character, transparency, and good conduct.
- f) University property is not to be used for personal gain.
- g) Governing Body members may engage University employees for services beneficial to the institution.
- h) Requests for information from the University by Governing Body members shall be directed to the President, avoiding direct communication with other employees.
- i) Instances of employee misbehavior that tarnish the University's reputation shall be formally communicated to the relevant authority in writing.
- j) All are expected to adhere to the principle that "None Is above the University."
- k) Communication with the Governing Body shall occur only in writing through the President/Executive Director.
- l) Respect for diverse opinions shall be emphasized, allowing members the opportunity to express themselves, and dissenting views shall be welcomed.

WHISTLEBLOWER POLICY

GLS University requires its directors, officers, employees, student workers, interns, and volunteers, [as well as all persons who provide the University with contracted services] to observe high standards of business and personal ethics in the performance of their duties on the University's behalf.

The primary aim of this Whistleblower Policy is to create an environment that empowers University representatives to voice concerns about suspected unethical or illegal conduct without the fear of reprisal. The policy encourages confidential and, if preferred, anonymous

reporting to enable the University to address and rectify inappropriate actions. It is important to note that this policy is not the designated channel for reporting violations of human resources policies, interpersonal issues, or matters related to employment discrimination or harassment, which should be addressed following the procedures outlined in the University's Personnel and Student Conduct Policies.

Under this policy, stakeholders, including faculty, staff, students, alumni, parents, visitors, vendors, consultants, and collaborators, are permitted to approach the President/Provost/Executive Director directly with their concerns, either orally or in writing. The ultimate objective is to cultivate an atmosphere where University representatives feel comfortable reporting potential wrongdoing confidentially and, if desired, anonymously. The University is committed to taking prompt and appropriate actions to prevent and rectify any wrongful conduct. This policy specifically applies to disclosures related to Serious Violations, encompassing areas such as academic or professional malpractice, non-compliance with laws, regulations, or Institute rules, ethical violations, corruption, endangering health and safety, environmental damage, criminal activity, and attempts to commit, conceal, or misrepresent any of the aforementioned. The overarching goal is to establish a comprehensive framework for reporting and addressing serious concerns, promoting a culture of accountability and integrity within the University community.

CONFIDENTIALITY & ASSURANCES

The University takes seriously its responsibility to enforce this Policy, therefore the University shall treat all disclosures made, and the identity of the Individual raising the Concern, with utmost confidentiality. The institute shall neither underlake any adverse measure, nor allow any form of victimization of the individual. Further, the University shall ensure that the Individual is not victimized, or punished, based merely on the grounds of making this disclosure

Disclosures must be substantially true and include verifiable details for further investigation.