

CODE OF CONDUCT POLICY

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1. Preamble

This Code of Conduct establishes the standards of behaviour expected from all members of the LEAD College community, including faculty, non-teaching staff, and students. It aims to promote professionalism, integrity, mutual respect, and a safe academic environment.

2. Objectives

- To uphold the reputation and values of the institution
- To ensure a respectful and inclusive campus environment
- To define acceptable and unacceptable behaviours
- To promote accountability and ethical conduct

3. Scope

This policy applies to:

- All faculty members (permanent, visiting, adjunct)
- All non-teaching and administrative staff
- All students enrolled in any program
- Conduct on campus, off campus (during official duties), and in digital spaces

4. General Principles (Applicable to All)

All members must:

- Act with integrity, honesty, and professionalism
- Respect diversity (gender, religion, caste, culture, ability)
- Maintain discipline and decorum
- Avoid harassment, discrimination, or bullying
- Protect institutional property and resources

- Comply with applicable laws and institutional policies

5. Code of Conduct for Faculty

5.1 Professional Responsibilities

- Deliver curriculum effectively and on time
- Maintain punctuality and preparedness
- Maintain mutual respect and submission
- Evaluate students fairly and transparently
- Encourage critical thinking and innovation

5.2 Ethical Conduct

- Avoid conflicts of interest
- Do not engage in favouritism or discrimination
- Maintain confidentiality of student information
- Avoid accepting gifts or favours that influence decisions

5.3 Student Interaction

- Maintain professional boundaries
- Avoid harassment (verbal, physical, or digital)
- Provide mentorship and academic guidance

5.4 Research & Academic Integrity

- Avoid plagiarism and falsification of data
- Follow ethical standards in research and publications

6. Code of Conduct for Non-Teaching Staff

6.1 Workplace Behaviour

- Be punctual, responsible, and efficient
- Maintain professionalism in dealing with students and staff
- Follow instructions from authorized personnel

6.2 Ethical Standards

- Maintain confidentiality of institutional data

- Avoid misuse of authority or resources
- Do not engage in corrupt practices

6.3 Service Orientation

- Provide timely and courteous support
- Ensure transparency in administrative processes

7. Code of Conduct for Students

7.1 Academic Behaviour

- Attend classes regularly and be punctual
- Complete assignments honestly
- Avoid cheating, plagiarism, or academic misconduct

7.2 Campus Discipline

- Respect faculty, staff, and fellow students
- Follow dress code
- Avoid disruptive behaviour

7.3 Prohibited Activities

- Ragging (strictly prohibited as per law)
- Substance abuse (alcohol, drugs, tobacco on campus)
- Violence, harassment, or bullying
- Damage to property

7.4 Digital Conduct

- Use IT resources responsibly
- Avoid cyberbullying or misuse of social media
- Respect privacy and data protection norms

8. Anti-Harassment & Anti-Ragging

- The institution follows zero tolerance for harassment and ragging
- Complaints will be handled by designated committees (e.g., ICC, Anti-Ragging Committee)

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Approved by AICTE, Affiliated University of Calicut

- Strict disciplinary action will be taken as per regulations

9. Attendance & Leave

- Faculty and staff must follow leave policies
- Students must maintain minimum attendance as prescribed by the institution

10. Disciplinary Actions

Violation of this code may result in:

- Warning or reprimand
- Suspension
- Termination (for staff)
- Expulsion (for students)
- Legal action where applicable

11. Grievance Redressal



- Individuals may raise complaints through formal grievance mechanisms
- All complaints will be handled fairly and confidentially

12. Implementation & Review

- This policy shall be communicated to all stakeholders
- Periodic reviews will be conducted for updates
- Amendments may be made with approval from the governing body

13. Declaration

All members of LEAD College are required to read, understand, and adhere to this Code of Conduct.

Prepared and Issued by:	Approved by:
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