

Code of conduct for Administrators and Trustees



Vivekanand Education Society's College of Pharmacy
Hashu Advani Complex, Near Collector's Colony, Chembur (E) Mumbai 400074.

CODE OF CONDUCT DOCUMENT FOR VES COP ADMINISTRATORS AND TRUSTEES

Name of the Society: VIVEKANAND EDUCATION SOCIETY

OBJECTIVES:

(As per the Memorandum of Association of VES trust)

- To start kinder garden, primary, secondary, higher secondary schools, colleges, technical, commercial courses, Fine arts academy, research centers where medium of instruction will be Hindi, Sindhi and English.
- To impart education in general and to children of displaced persons from Pakistan in particular.
- To work for moral, physical, cultural and intellectual development of children.
- To infuse in the students the spirit of service, self help and sacrifice.

MANAGING COMMITTEE

(As per the Memorandum of Association of VES trust)

- Management, control and supervision of the society and the institutions run or controlled by the society shall vest in a body called managing committee herein called the committee.
- Managing committee will consist of not less than five and not more than eleven members to be elected by Annual General meeting, every three years.
- Members elected shall elect a President, a secretary, and a treasurer amongst themselves of the managing Committee as well as General Body.
- Any vacancy caused in the committee shall be filled by the committee for the rest of the term.
- Managing Committee shall hold office for three years or till the new committee is appointed.

CODE OF CONDUCT OF MANAGING COMMITTEE MEMBERS

1. Good Governance and Leadership by Understanding its Role and Responsibilities

The members of the committee are equally responsible actions and decisions. They are collectively responsible and accountable for ensuring that the organisation is performing well, complies with all its obligations in terms of:

- Setting and safeguarding the vision, mission and reputation of the organization
- Perform their legal duties as per law of land
- Help the head of the Institution set up an operating environment.



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Dr. (Mrs.) Supriya S. Shidhaye
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- Help in structuring the organization
 - Overseeing the work of the organization.
2. **Good governance and leadership by working well both as individuals and as a team**
- From time to time address the changing needs in relation to skills, experience and diversity in the organization
 - Train the members according to the needs.
3. **Values to be promoted**
- Members of the Management Committee are expected to commit themselves to Institution's objectives, to act loyally, honestly and impartially and to subscribe to high standards of professional ethics.
 - Members of the Management Committee shall discharge their professional duties diligently, efficiently and to the best of their abilities.
 - Members of the Management Committee are expected to behave in an exemplary fashion as regards adherence to the rules and principles laid down in the Code.
4. **Non-tolerance of discrimination**
- Members of managing committee shall refrain from any form of discrimination towards all stake holders.
5. **Obligations**
- comply with applicable laws and regulations;
 - comply with the rules, policies and guidelines of the organization
 - act, in all circumstances, in the exclusive interest of organization without allowing themselves to be influenced by personal interests or relationships;
 - avoid any situation which may give rise to a conflict of interest;
 - respect the obligation of confidentiality in respect of information received in the course of their duties and shall continue to be bound by this obligation after termination of their mandate;
 - refrain from overstepping the powers conferred upon them and respect the rules on authorised signatures;
 - remain fully responsible for the duties delegated by them to others and exercise adequate supervision and monitoring;
 - respect the dignity and private lives of their colleagues, staff members, and anyone whom they come into contact with during the discharge of their duties to the Organization
6. **Confidentiality and data protection**
- Members of the Management Committee are bound by the obligation of confidentiality in respect of information received in the course of their duties, and shall continue to be bound by this obligation after termination of their mandate.



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7. Fair practices

Members of the Management Committee shall always endeavour to deal fairly and in good faith with third parties and in particular with stakeholders.

8. Honesty and trustworthiness

All Members are expected to act in accordance with highest standards of personal and professional integrity, honesty and ethical conduct, while conducting themselves in the organization.

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