



Vivekanand Education Society's College of Pharmacy

Hashu Advani Complex, Near Collector's Colony, Chembur (E) Mumbai 400074

Code of conduct for governing body



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CODE OF CONDUCT FOR GOVERNING BODY of VES COLLEGE OF PHARMACY

Shobhacharye
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1.1 Introduction

VES College of Pharmacy has constituted its Governing body as per the guidelines of AICTE (Appendix 18 Approval Process Handbook of AICTE). Governing boards should use a code of conduct alongside individual role descriptions to ensure all members understand what is expected of them. Hence VES College of Pharmacy has instituted Code of Conduct for its Governing Body Members. A copy of the Code will be available upon request and be placed on the VESCOLP's website.

1.2 Scope of Code of Conduct

The purpose of this Code is to provide guidance to the Governing Body Members of VESCOLP to execute their duties in the best interest of the institution

1.3 Objectives of Code of Conduct

The objectives of the Code are

- To follow an agreed set of ethics.
- To promote and maintain trust on the decisions of governing body by the stake holders.
- To follow law of the land in executing its directives
- To promote compliance with best current governance and management practices in all the activities of VESCOLP.

1.4 General Guidelines of Code of Conduct

All Governing Body members of VESCOLP are required to observe the following guidelines for the Code of Conduct.

1.4.1 Selflessness

Governing body will solely act in terms of the interest of VESCOLP.

1.4.2 Integrity

Governing Body will avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence in internal matter of the Institute. It will not act or take decisions in order to gain financial or other material benefits for themselves, family, or friends.

Governing Body members will avoid giving or receiving gifts, hospitality, preferential

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treatment or benefits which might affect or appear to affect the ability of the donor or the recipient to make independent judgement on business transactions of the Institute.

Governing Body members must be committed to having the Institute compete vigorously and energetically but also ethically and honestly with other educational institutions, commercial and other providers of research and advisory services

Governing Body members are required to avoid the use of Institute resources or time for personal gain, for the benefit of persons/organisations unconnected with the institutions or its activities or for the benefit of competitors; and

1.4.3 Information

Governing Body members are required to respect the confidentiality of sensitive information held by the Institute. This would constitute material such as:

- personal information;
- information received in confidence by the Institute;
- any commercially sensitive information or other information sensitive to thereputation of the Institute.

Members of Governing Body will observe due confidentiality in relation to all discussionsand decisions taken at meetings of the governing body.

1.4.4 Obligations/Commitments

Members are required to use their reasonable endeavours to attend all governing bodymeetings.

The governing body will also ensure that any procedures that is put in place are monitored and enforced.

We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.

We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

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1.4.5 Loyalty

Governing Body members will acknowledge the responsibility to be loyal to the Institute and to be fully committed to all its activities, with due respect to the tenets of academic freedom.

The Governing Body of the Institute acknowledge the duty of all to conform to highest standards of business ethics.

1.4.6 Build and maintain relationships

Governing Body members will develop effective working relationships with VES COP's leaders staff, parents and other relevant stakeholders.

Members will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.

Members will work to create an inclusive environment where each board member's contributions are valued equally.

Members will support the chair in their role of leading the board and ensuring appropriate Conduct

1.4.7 Declare conflicts of interest and be transparent

Members will declare any business, personal or other interest that can have conflicts with that of the Institute

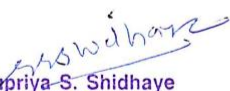
Members will also declare any conflict of loyalty at the start of any meeting should the need arise. If a conflicted matter arises in a meeting, members will have to leave the meeting for the duration of the discussion and any subsequent vote.

Members will act in the best interests of the Institute as a whole and not as a representative of any group.

We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, will be published on the VES COP's website.

1.4.8 Review

The Institute will review this Code of Conduct as appropriate.


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