



## SBV MONITORING COMMITTEE FOR CODE OF CONDUCT

### Standard Operating Protocol

Version: SBV/COC/SOP/2019

Date: 17/06/2019

#### **Purpose:**

To develop Code of Conduct document, in line with the directives provided by the statutory bodies of Higher Educational Institutions.

To provide guidelines, regarding the structure and functioning of the Institutional Committees.

To outline the roles and responsibilities of the Committee members.

To ensure compliance to the Code of Conduct developed by the Committee.

#### **Scope:**

The SBV Monitoring Committee is the Central Committee of the University which supervises all Institutional Committees in upholding Code of Conduct and discipline.

To create awareness regarding the Code of Conduct among all faculty, non-teaching staff and students via dissemination of handbooks and organizing professional ethics and annual awareness programmes.

#### **Responsibility:**

1. The members of the Committee should commit to attend all the meetings.
2. All meetings should have the quorum of at least 60% of the members.
3. The Committee has to develop a written Code of Conduct, which would be revisited every three years by the Committee for any amendments.
4. Dissemination of the Code of Conduct among all students, faculty, staff and administrators through handbooks, programmes and circulars.
5. Supervision of activities of Institutional Committees on Code of Conduct to ensure compliance to discipline, inculcate professionalism and ethics in the work culture.

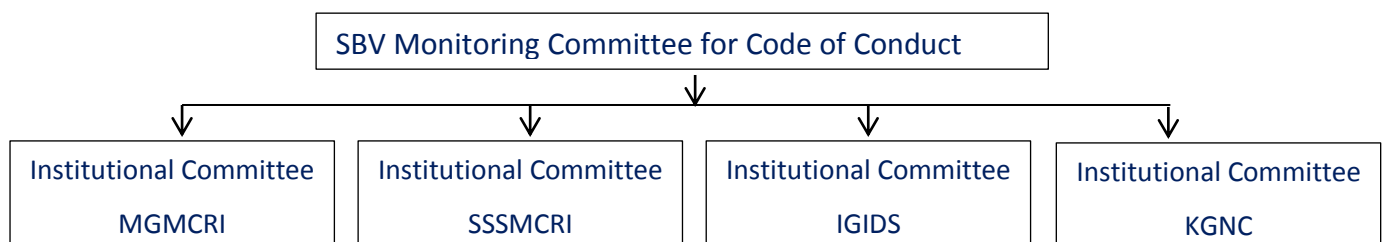
**Accountability:** The Institutional Committees for monitoring Code of Conduct and discipline are accountable for the proceedings of various issues related to students, faculty, and non-teaching staff.



**Procedures:**

1. **Nominations for Committee:** The Committee members will be nominated by the general annual meeting. The Elected Chair and other members would serve a period of three years. The **SBV Monitoring Committee** would have member representatives from various institutions and centers for implementation of the Code of Conduct. The senior most administrator of one of the institutions holds the Chair followed by members from various institutions and centers [Dean of MGMCRI, SSSMCRI, Principals of IGIDS and KGNC and Directors of Various Centers, Controller of Examination, Student counselor and a Member Secretary]. The **Institutional Committee** would have a Chairperson, Member Secretary and Executive members.
2. **Documentation:** The Committee should maintain the file in digital/hardcopies of the minutes of the meeting, action taken reports, circulars if any and the record of the programmes organized.
3. The **organogram** of the functioning of the various Institutional Committees is mentioned in the hierarchical structure mentioned below.
4. The Institutional Committees should present **Strategic Perspective Plan** for the year regarding the activities concerning professional ethics and annual programmes.
5. All the activities should be reported to the SBV Monitoring Committee.
- 6.

***Hierarchical Structure of SBV Committee and respective institutional Committees***



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