

**Sub: NAAC Guidelines on Ethical Practices and code of conduct
for Higher Education Institutions (HEI)**

NAAC on its mission to make Assessment and Accreditation more transparent, accountable and to keep its mission of zero tolerance for corruption and un-ethical practices in all its process has made into operation following code of conduct to all HEI's which is under process or applying for Assessment and Accreditation with NAAC. The following code of conduct conditions will come into effect immediately:

1. The Higher Education Institution (HEI) should follow the Guidelines on Principles of Ethical practices and Code of Conduct in letter and in spirit.
2. The HEI should not attempt to influence directly or indirectly any of the Peer Review Team Members with respect to the Process and Outcome of Assessment and Accreditation.
3. The HEI should remain aware that the Peer Review Team Members are required to avail travel and stay arrangements as organized by NAAC and not alter these in any way after finalization.
4. The HEI should remain aware that payment of TA/DA and Honorarium to the Peer Team Members will be made directly by NAAC.
5. The HEI should remain aware that in case any team member is accompanied by another person, he/she will be responsible for giving prior information, for making all arrangements and bear in entirety the additional expenditure incurred.
6. The HEI should not unduly extend Institutional Facilities to the Peer Team for any purpose other than the official.
7. The HEI should not offer any Honorarium or Gift, in cash or kind, flower bouquets, shawl, fruit bowls or articles to the Peer Team. An institutional memento of nominal value if given would have to be duly declared.
8. The HEI should have no *Conflict of Interest* with any Member of the Peer Review Team in terms of any form of association.
9. The HEI should have no *Conflict of Interest* arising from having conferred Honorary Degree/ Award/ Position of Profit to any member of the Peer Review Team during the period of last three years. This would also apply to members of the immediate family of the Peer Team Members.
10. Offering Honorary Degree/ Award/ Position of profit to any member of the Peer Review Team for a period of one year after the declaration of Outcome of Assessment and Accreditation of the Institution will be construed as *Conflict of Interest*. This would apply also to members of the immediate family.
11. No contact should be kept with the Peer Review Team Members as the entire process and its Outcome is confidential. This applies even after the official declaration of the Outcome by NAAC. Any representation in this regard has to be made directly to NAAC only.
12. Any violation of above Protocol, Principles of Ethics and Code of Conduct, if established, shall lead to blacklisting of the Institution from Assessment and Accreditation Process by NAAC. This misdemeanor will also be notified publically.