

# Handbook of Code of Conduct



राष्ट्रहिताय संस्कृतम्

**Kavikulaguru Kalidas Sanskrit Vishwavidyalaya, Ramtek**

(Accredited by NAAC with B<sup>++</sup> Grade)

## **Code of Conduct**

Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior. It defines the VALUES of an organization and provides to all employees the boundaries of their behavior relative to their duties to the organization. A well-written code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

Kavi Kulaguru Kalidas Sanskrit Vishvavidyalaya (University), Act, 1997 prescribes powers and duties for the Authorities of university:

**Powers and duties of the Kulaguru:**

(1) The Kulaguru shall be the principal academic and executive officer of the university responsible for the development of academic programmes of the university. He shall oversee and monitor the administration of the academic programmes and general administration of the university to ensure efficiency and good order of the university.

(2) He shall be entitled to be present, with the right to speak, at any meeting of any other authority or body of the university, but shall not be entitled to vote thereat unless he is the chairman or member of that authority or body.

(3) The Kulaguru shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary so to do.

(4) The Kulaguru shall ensure that directions issued by the Kuladhipati are strictly complied with or, as the case may be implemented.

(5) It shall be the duty of the Kulaguru to ensure that the provisions of the Act, statutes, ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with the Act, Statutes, ordinances or Regulations are properly implemented.

(6) The Kulaguru may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the university if, he is of the opinion that the same is not consistent with the provisions of the Act, Statutes, ordinances or Regulations or that such decision or Resolution is not in the interest of the university and at the earliest opportunity refer it back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing. If differences persist, he shall within a week, giving reasons, submit it to the Kuladhipati for decision and inform about having done so to the members of the authority, body or committee concerned. After receipt of the decision of the Kuladhipati, the Kulaguru shall take the action as directed by the Kuladhipati and inform the authority, body or committee concerned accordingly.

(7) If there are reasonable grounds for the Kulaguru to believe that there is an emergency which requires immediate action to be taken, he shall take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing the grounds for his belief

that there was an emergency, and the action taken by him, to such authority or body as would, in the ordinary course, have dealt with the matter, In the event of a difference arising between the Kulaguru and the authority or body whether there was in fact an emergency or on the action taken (where such action does not affect any person in the service of the university), or on both, the matter shall be referred to the Kuladhipati whose decision shall be final : Provided that, where any such action taken by the Kulaguru affects any person in the service of the university, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Kuladhipati.

(8) Where any matter is required to be regulated by the statutes, ordinances or Regulations, but no statutes, ordinances or Regulations are made in that behalf the Kulaguru may, for the time being, regulate matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Vyavasthapanana Parishad, or other authority or body concerned for approval. He may, at the same time, place before such authority or body for consideration the draft of the Statutes, Ordinances or Regulations, as the case may be, required to be made in that behalf.

(9) The Kulaguru shall be the appointing and the disciplinary authority for the university teachers on the recommendation of the Selection Committee constituted for the said purpose.

(10) The Kulaguru shall be appointing and disciplinary authority for officers of the university of the rank of Assistant Kulasachiva and of the rank equivalent thereto and above.

(11) As the chairman of the authorities or bodies or committees of the university the Kulaguru shall be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or shall the proceedings or for indulging in behavior unbecoming of a member, and shall report the matter accordingly, to the Kuladhipati.

(12) The Kulaguru shall place before the Vyavasthapanana Parishad a report of the work of the university periodically as provided under the Acts.

(13) The Kulaguru shall exercise such other powers and perform such other duties as may be conferred upon him by or under the Act.

(14) (a) The Kulaguru shall have the authority to cause an inspection to be made by such person or persons or body of persons as he may direct, of the university, its buildings, laboratories, libraries, museums, workshops and equipment and of any institution, affiliated, conducted college, school, Pathashala, hall or hostel maintained or recognized

by the university, and of the examinations, teachings and other work conducted by or on behalf of the university, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the university, affiliated college or recognized institutions;

Provided that, the Kulaguru shall, in the case of affiliated college or recognized institution, give notice, to the management of such affiliated college or recognized institution, or pathashala of his intention to cause an inspection or an inquiry to be so made;

Provided further that, the management shall have right to make such representation to the Kulaguru as it thinks necessary before such inspection or inquiry is made;

(b) After considering such representation, if any made, the Kulaguru may cause such inspection or inquiry to be made or may drop the same;

(c) In the case of management when an inspection or inquiry has been caused to be made, the management, shall be entitled to appoint a representation, who shall have the right to be present and of being heard at such inspection or inquiry;

(d) The Kulaguru may, if the inspection or inquiry is made regarding any college or institution admitted to the privileges of the university, communicate to the management the result of such inspection or inquiry;

(e) The management shall communication to the Kulaguru such action, if any, as it proposes to take or has been taken by it;

(f) Where the management does not, within the time fixed by the Kulaguru, take action to his satisfaction, the Kulaguru shall place before the Vyavasthapan Parishad the inspection or inquiry report and explanation furnished or representation made by the management, for its consideration.

### **Code of Conduct for the Kulaguru**

#### **The Kulaguru Shall:**

1. Ensure faithful observance of the provisions of the Act, the statutes and the ordinances and shall, without prejudice to the powers of the Kuladhipati, possess all such powers as may be necessary on that behalf;
2. Be responsible for the maintenance of discipline in the University.

3. Have the powers to convene, meetings of the authorities of the university & committee of which he is the Chairman.
4. Have the rights to attend & speak in meetings of any other Authority or body of the University but not entitled to vote unless he is the member of their Body.
5. Delegate such powers as he may deem necessary to any other staff/faculty of the University.
6. Exercise such powers & performs other function that may be specified by the ordinance.

The Kulaguru shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Kulaguru shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression
- The actions of Kulaguru should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.

- Decisions taken by him with the consent of the university authorities must have the intention of the benefit of the University, its students, staff, and others with an interest in it, and must be taken with a view to safeguarding the University's financial health.
- The Kulaguru shall act for the effective and efficient use of resources, the solvency of the University and for safeguarding its assets.
- The Kulaguru shall promote the interests of the University; act prudently with reasonable care, skill, and diligence; complying with all legal responsibilities imposed by law.
- The Kulaguru shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively and stays accountable to the purpose.
- Ensures compliance of good governance practice and principles.
- The Kulaguru shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority.
- The Kulaguru shall conduct in an orderly, fair, open and transparent manner.

#### **Powers and duties of the Adhishthata (Dean)**

(1) There shall be an Adhishthata (Dean) for each Sankaya (faculty). He shall be an academic officer of the university and responsible for implementation of the academic policies approved by the Vidvat Parishad in respect of academic development, maintenance of standards of teaching and research and training of teachers within his Sankaya.

(2) The Adhishthata of every Sankaya shall be nominated by the Kulaguru from the teachers, as prescribed.

(3) The Adhishthata shall hold the office for a period of five years.

(4) The Adhishthata shall be responsible for the academic development of the Sankaya and shall ensure proper implementation of the decisions of the Vyavasthapanam Parishad (Management Council), Vidvat-Parishad (Academic Council), the Niyojana-Vikasa Mandala (Board of University Planning and Development), the Pariksha Mandala (Board of Examinations) in respect of his Sankaya and the decisions of the Sankaya and the Adhyayana Mandalas (Boards of Studies) under his purview.

(5) The Adhishthata shall enquire, on being directed by the Vidvat-Parishad, into any malpractice related to any academic programme in his faculty by a university department, affiliated or conducted college or recognized institution or school or Pathashala and report the findings to the Vidvat-Parishad.

(1) The Sanchalaka, Niyojana-Vikasa Mandala (Director, Board of Planning and Development) shall be nominated by the Kulaguru, from amongst teachers of the university, institution of departments or principals.

### **Code of Conduct for the Adhishthata (Dean)**

The Adhishthata (Dean) shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Adhishthata (Dean) shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

### **Powers and duties of the Sanchalaka, Niyojana-Vikasa Mandala**



The Sanchalaka shall be,-

(a) the principal academic planning and academic audit officer for the academic development programmes, including post-graduate teaching, research and extension programmes and collaborative programmes of the university;

(a) Along with Niyojana-Vikasa Mandala responsible to conduct academic audit of university departments or institutions, recognized institutions, post-graduate centres and affiliated colleges;

(c) responsible for ensuring that the decisions of the Board for long term and short-term development plans of the university and its affiliated colleges in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and officers;

(d) the principle liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the university and monitor their proper utilization;

(e) responsible for establishing liaison for fostering and promoting collaboration between the university, colleges, schools and pathashala and national and international institutions and scientific, industrial and commercial organizations;

(f) responsible for submitting an annual report on the progress achieved in different developmental and collaborative programmes to the Kulaguru who shall place the same before the Vidvat-Parishad.

### **Code of Conduct for the Sanchalaka, Niyojana-Vikasa Mandala**

The Sanchalaka, Niyojana-Vikasa Mandala shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Sanchalaka, Niyojana-Vikasa Mandala shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

**Powers and duties of the Kulasachiva:**

(1) The Kulasachiva (Registrar) shall be appointed by the Kulaguru on the recommendation of a selection committee constituted for the purpose.

(2) The Kulasachiva shall be the Chief Administrative Officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Kulaguru.

(3) Appointment of the Kulasachiva shall be for a term of five years and he shall be eligible for reappointment. The qualifications and experience for the purpose of selection of the Kulasachiva shall be as laid down by the University Grants Commission and approved by the State Government; Provided that no person shall hold office of the Registrar beyond the age of sixty years.

(4) When the office of the Kulasachiva falls vacant or when the Kulasachiva is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding six months, the Kulaguru shall appoint a suitable person to officiate as the Kulasachiva until a new Kulasachiva is appointed and assumes office or the Kulasachiva resumes duty, as the case may be.

(5) The Kulasachiva shall act as Sachiva of Vyavasthapan Parishad, the Vidvat-Parishad and such other authorities, bodies and committees as prescribed by or under this Act.

(6) The Kulasachiva shall be the appointing and the disciplinary authority of the employees of the university other than the teachers, nonvacation academic staff and

officers of the rank of Assistant Registrar and other officer holding posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Kulasachiva may be preferred within thirty days from the date of communication of such decision, to the Kulaguru.

(7) Subject to the decisions of the authorities of the university, the Kulasachiva shall have the power to enter into agreements, sign documents and authenticate records on behalf of the university.

(8) The Kulasachiva shall be the custodian of the records, the common seal and such other property of the university as the Vyavasthapana Parishad may, commit to his charge.

(9) The Kulasachiva shall prepare and update the Handbook of the Statutes, Ordinance and Regulations approved by the authorities, bodies or committees from time to time, and make them available to all the respective members of the authorities and officers of the university.

(10) The Kulasachiva shall receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action.

(11) The Kulasachiva shall exercise such other powers and perform such other duties as provided by or under this Act or assigned to him, from time to time, by the Kulaguru.

#### **Code of conduct for Kulasachiva**

The Kulasachiva shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Kulasachiva shall uphold core values accepted by the University as listed below

- Integrity
- Honesty

- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

### **Powers and duties of Pariksha-Niyantaka**

(1) (a) The Pariksha Niyantaka shall be appointed by the Kulaguru on the recommendations of a selection committee constituted for the purpose;

(b) The Pariksha Niyantaka, shall be the principal officer-in-charge of the conduct of examinations and tests of the university and declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the Pariksha Mandal. He shall be a full-time salaried officer of the university and shall work directly under the control of the Kulaguru;

(c) His appointment shall be for a term of five years, and he shall be eligible for re-appointment. The qualifications and experience for the purpose of selection of the Pariksha Niyantaka shall be such as may be prescribed.

(2) The Pariksha Niyantaka shall be the Sadasya-Sachiva (Member Secretary) of the Pariksha Mandala (Board of Examinations) and of the committees appointed by the board except the committees constituted under section 30(5)(a) for appointment of paper-setters, examiners and moderators. He shall be responsible for prompt and proper implementation of their decisions.

(3) Without prejudice to the generality of the provisions of sub-section (1) (b), the Pariksha Niyantaka shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be his responsibility,-

(a) To prepare and announce in advance the calendar of examinations;

(b) To arrange for printing of question papers;

(c) To arrange to get performance of the candidates at the examinations properly assessed, and process the results;

(d) To arrange for the timely publication of results of examinations and other tests;

(e) To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to be committed malpractices;

(f) To take disciplinary action on the recommendation of Disciplinary Action Committee against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;

(g) To review, from time to time, the results of university examinations and forward reports thereon to the Pariksha Mandala.

(4) The Pariksha Niyantaka shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Pariksha Mandala.

### **Code of conduct for Pariksha-Niyantaka**

The Pariksha-Niyantaka shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Pariksha-Niyantaka shall uphold core values accepted by the University as listed below

- Integrity
- Honesty

- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

### **Powers and duties of Granthapala**

(1) The Granthapala shall be full time salaried officer of the university. He shall work directly under the control of the Kulaguru.

(2) The Granthapala shall be appointed by the Kulaguru on the recommendation of a Selection Committee constituted for the purpose. His qualifications, emoluments, and terms and conditions of service shall be as reconvened by the University Grants Commission, and approved by the State Government.

(3) When the office of the Granthapala falls vacant, or when the Granthapala is, by reason of illness or absence or any other cause unable to perform the duties of his office, such duties shall be performed for the time being, by such person as the Kulaguru may appoint, for the purpose, for a period not exceeding six months or until a new Granthapala is appointed, or the Granthapala resumes his duties, whichever is earlier.

(4) The Granthapala shall be responsible for the development, modernization, upkeep and management of the university library or libraries and shall be responsible for collections and preservation of manuscripts, and offer his help and advice in this respect to the librarians or libraries of affiliated college or recognized institutions, school and pathashala.

(5) The Granthapala shall be custodian of all books, periodicals; manuscripts, journals and library equipment, and shall ensure that no irregularities take place and that the books, periodicals, manuscripts, journals and library equipment are not lost. He shall cause periodical verification of stock, He shall have the right to advise the university on all matters including those for mobilizing additional resources to meet the developmental expenditure of the university library or libraries.

(6) The Granthapala shall be the Sadasya-Sachiva of the Granthalaya Samiti and shall ensure proper implementation of the decisions taken by the Granthalaya Samiti.

### **Code of conduct for Granthapala**

The Granthapala shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Granthapala shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

### **Powers and duties of the Vitta-Lekha Adhikari:**

(1)(a) The Vitta-Lekha Adhikari shall be the principal finance, accounts and audit officer of the university. He shall be full time salaried officer and shall work directly under the control of the Kulaguru;

(b) The Vitta-Lekha Adhikari shall be appointed by the Vyavasthapan Parishad either by nomination or by obtaining the services of a suitable Officer on deputation from the Government of India or the State Government.

(2) The Vitta-Lekha Adhikari shall be the Sadasya Sachiva of the Vitta-Lekha Samiti. He shall have the right to be present, speak and otherwise take part in the proceedings of the Vyavasthapan Parishad on matters which have financial implications but shall not be entitled to vote.

(3) The Vitta-Lekha Adhikari shall maintain minutes of the meetings of Vitta-Lekha Samiti and the sub-committee appointed by the Vitta-Lekha Samiti.

(4) The Vitta-Lekha Adhikari shall be responsible for presenting the annual budget, statement of accounts and audit reports, to the Vitta-Lekha Samiti and to the Vyavasthapan Parishad.

(5) The duties of the Vitta-Lekha Adhikari shall be to-

(a) Exercise general supervision over the funds of the university, and shall advise the Kulaguru as regards the finances of the university;

(b) Hold and manage the funds, property and investments, including trust and endowed property, for furthering any of-the objects of the university;

(c) Ensure that the limits fixed by the University for recurring and non-recurring expenditure for a year are not exceeded, and that allocations are expended for the purposes for which they are granted allotted;

(d) Keep watch on the state of the cash and bank balances and of investments;

(e) Keep watch on the progress of collection of revenue and advise the Kulaguru on the methods to be employed for collection;

(f) Have the accounts of the university audited regularly;

(g) Ensure that the register of buildings, land, equipment and machinery and maintained up-to-date and that the stock taking of equipment's and other consumable materials in all offices, colleges, workshops and stores of the university is conducted regularly;



(h) Propose to the Kulaguru that explanation be called for unauthorized expenditure or other financial irregularities from any academic member of university;

(i) Propose to the Kulasachiva that explanation be called from any non-academic member for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault;

(j) Call for from any office, Centre, laboratory, college, department of the university or university institution, for any information and returns that he thinks necessary for the proper discharge of his financial responsibilities; and

(k) Exercise such other powers, perform such other duties, and discharge such financial functions as/are assigned to him by the Kulaguru or are prescribed by the Ordinances;

(l) Ensure conduct of internal audit.

### **Code of conduct for Vitta-Lekha Adhikari**

The Vitta-Lekha Adhikari shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Vitta-Lekha Adhikari shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence

- Service
- Hospitality
- Freedom of Thought and Expression

### **Powers and duties of the Sanchalaka, Chhatra Kalyana**

(1) Sanchalaka, Chhatra Kalyana shall be nominated by the Kulaguru, from amongst the teachers. The emoluments, terms and conditions of service and powers and duties shall be as prescribed by the Acts. He shall work directly under the control of the Kulaguru.

(2) The Sanchalaka shall hold office for a term of two years and shall be eligible for re-appointment.

### **Code of conduct for Sanchalaka, Chhatra Kalyana**

The Sanchalaka, Chhatra Kalyana shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Sanchalaka, Chhatra Kalyana shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service

- Hospitality
- Freedom of Thought and Expression

### **Powers and duties of the Sanchalaka, Vistar Seva Mandal**

(1) The Sanchalaka Vistar Seva Mandal shall be a full time salaried academic officer and shall be appointed by the Kulaguru on the recommendation of a selection committee, consisting of-

(a) the Kulaguru Adhyaksha;

(b) two experts in the field of extension services in Sanskrit nominated by the Vyavasthapanana-Parishad;

(c) one nominee of the Vistar Seva Mandal.

(2) The emoluments and terms and conditions of service of the Sanchalaka shall be prescribed by the Ordinances.

(3) The Sanchalaka shall be the Sadasya Sachiva of the Vistar Seva Mandal and shall be responsible for organizing and coordinating various extension programmes in Sanskrit and allied subjects under the overall guidance and advice of the Board. He shall prepare annual report of the extension service of the university for the approval of the Board and for submission to the Vyavasthapanana Parishad.

(4) The Sanchalaka, Vistar Seva Mandal shall work directly under the control of Kulaguru.

### **Code of conduct for Sanchalaka, Vistar Seva Mandal**

The Sanchalaka, Vistar Seva Mandal shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Sanchalaka, Vistar Seva Mandal shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

#### **Code of conduct for Employees**

The university expects its Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct:-

1. Maintain absolute integrity at all times.
  2. Maintain absolute devotion to duty at all times.
  3. Maintain independence & I'm any partiality in the discharge of official duties.
  4. Must not absent without sanctioned leave.
  5. Maintain a responsible and decent standard of conduct in private life.
- Must not indulge in bigamy except permitted in religious personal laws.
  - Must not give dowry, take dowry and demand dowry.
  - Must not neglect wife, children, and parent.
  - Must not employ child labor at home.

- Must not involve in adultery, moral turpitude.
- 6. Render courteous services to the public.
- 7. Maintain political neutrality.
- 8. Observe courtesy and consideration to Member of Parliament and State Legislatures.
- 9. Keep away from demonstrations organized by political organizations.
- 10. Refrain yourself and your family from joining any organization that involved in subversive/criminal activities.
- 11. If arrested, must inform his/her superior in the office.
- 12. Avoid consumption of intoxicating drinks & drugs in office, in public place or at home.
- 13. Must not travel abroad without information to the university and must not express any view on Indian or foreign affairs while visiting foreign countries.
- 14. Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.
- 15. Must not take private consultancy work.
- 16. Must not invite any foreign diplomat to stay with you as a guest in India.
- 17. Must not post any writing/photos on social media which disturb communal harmony derogatory to national leaders, freedom fighters.

### **Code of Conduct for Teachers**

The teaching profession has a distinguished record of service in our country. This code of Professional Conduct for Teachers reiterates and makes explicit the values and standards that have long been experienced by pupils/students through their participation in education.

### **Purpose of the Code**

The Code of Professional Conduct for Teachers applies to all teachers.

1. It serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honor and dignity of the teaching profession.
2. It may be used by the education community and the wider public to inform their understanding and expectations of the teaching profession in Ireland.
3. It has an important-legal standing and will be used by the Executive council as a reference point in exercising its investigative and disciplinary functions.

### **Structure of the Code**

Having regard to the three purposes set out above, the Code begins by setting out the ethical foundation for the teaching profession. This is encapsulated in the values of Respect, Care, Integrity and Trust that are reflected throughout the Code. These core values underpin the work of the teacher in the practice of his or her profession.

The Code then sets out the standards which are central to the practice of teaching and expected of teachers. The standards identify teachers' professional responsibilities and are framed as statements under seven separate headings:

1. Teachers and their Responsibilities
2. Teachers and students
3. Teachers and Colleagues
4. Teachers and Authorities
5. Teachers and Non-Teaching Staff
6. Teachers and Guardians
7. Teachers and Society

### **(1) TEACHERS AND THEIR RESPONSIBILITIES:**

**Teachers should:**

1. adhere to a responsible pattern of conduct and demeanor expected of them by the community;

manage their private affairs in a manner consistent with the dignity of the profession; seek to make professional growth continuous through study and research; express a free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge; maintain an active membership of professional organizations and strive to improve education and profession through them; perform their duties in the form of teaching, tutorial, practical, practical teaching, seminar, symposium, workshop, and research work conscientiously and with dedication; co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and Participate in extension, co-curricular and extra-curricular activities including community service.

## **(2) TEACHERS AND THE STUDENTS:**

### **Teachers should:**

1. respect the right and dignity of the student in expressing his/her opinion;
2. deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace;
6. be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

7. pay attention to only the attainment of the student in the assessment of merit;
8. make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. aid students to develop an understanding of our national heritage and national goals; and
10. refrain from inciting students against other students, colleagues or administration.

**(3) TEACHERS AND COLLEAGUES:**

**Teachers should:**

1. treat other members of the profession in the same manner as they themselves wish to be treated;
2. speak respectfully of other teachers and render assistance for professional betterment;
3. refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

**(4) TEACHERS AND AUTHORITIES:**

**Teachers should:**

1. discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. refrain from undertaking any other employment and commitment including private tuitions and coaching classes;
3. co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
4. co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession;



5. should adhere to the conditions of the contract;
6. give and expect due notice before a change of position is made; and
7. refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

**(5) TEACHERS AND NON-TEACHING STAFF:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the University; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**(6) TEACHERS AND GUARDIANS**

**Teachers should:**

Try to see through teachers' bodies and organizations, that institution maintains contact with the guardians, their students, sends reports of their performance to the guardians whenever necessary and meets the guardians in meetings convened; for the purpose for mutual exchange of ideas and for the benefit of the institution.

**(7) TEACHERS AND SOCIETY**

**Teachers should:**

1. recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. work to improve education in the community and strengthen the community's moral and intellectual life ;
3. beware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

5. refrain from taking part in or subscribing to or assisting in any way activities which tend to promote a feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

**Code of Conduct for the Students**

1. This Code shall apply to all kinds of conduct of students that: occurs on the Faculty premises including in University-sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.
  - I. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
    - a. He/she shall be regular and must complete his/her studies in the Department/Faculty.
    - b. In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to the written consent of the Deans
    - c. As a result of such relieving, the student shall be required to clear pending hostel/mess dues and if a student had joined the Faculty/Department of the University on a scholarship, the said grant shall be revoked.
  - II. University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
  - III. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:
  - IV. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or

sexual orientation, marital or family status, physical or mental disability, gender identity, etc

- V. Intentionally damaging or destroying University property or property of other students and/or faculty members
- VI. Any disruptive activity in a classroom or in an event sponsored by the University
- VII. Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards
- VIII. Participating in activities including :
- Organizing meetings and processions without permission from the University.
  - Accepting membership of religious or terrorist groups banned by the University/Government of India
  - Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
  - Unauthorized possession or use of harmful chemicals and banned drugs
  - Smoking on the campus of the University
  - Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
  - Parking a vehicle in a no parking zone or an area earmarked for parking another type of vehicles
  - Rash driving on the campus that may cause any inconvenience to others
  - Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
  - Theft or unauthorized access to other resources
  - Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

2. Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.
3. Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission
4. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
5. Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.
6. Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of University property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
7. Damage to, or destruction of, any property of the University, or any property of others on the University premises.
8. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
9. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

If there is a case against a student for a possible breach of the code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire

into the alleged violation and accordingly suggest the action to be taken against the said student as per provisions of University Ordinance.