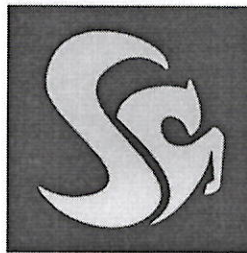


SRINIVAS UNIVERSITY

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SRINIVAS
UNIVERSITY



SAMAGRA GNANA
ESTD. 1989

HAND BOOK ON CODE OF CONDUCT & PROFESSIONAL ETHICS



Office of the Registrar

Code of Conduct Manual is prepared to secure observance of the professional ethics and adherence to the established code of conduct of the University in all its affairs in general. The manual enshrines the protection of rights of the members of the University based on the strict compliance to the code of conduct as required in the expected manners at all times. Any violation of the declared Code of Conduct in what so ever manner will amount to professional misconduct giving ways for subsequent enquiry into the matter and shall be punished after the due enquiry as deemed fit as per the set standard. This Manual vest number of duties and obligations upon the students, employees and employers to assure its internal quality and Success. All stakeholders are equally vested with absolute right to get informed on every policies, rules and regulations of the University directly or indirectly affecting them. The code of conduct may differ from discipline to discipline or circumstances to circumstances but it is very much essential to be binding to it in whatsoever manner as required to build cordial, safe, healthy atmosphere with academic integrity. Let us pledge to live the code of conduct and contribute to the smooth functioning of the Srinivas University.




Registrar
Srinivas University
REGISTRAR
SRINIVAS UNIVERSITY
MANGALORE

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(1) INTRODUCTION

The practice of professional ethics and code of conduct in Srinivas University shall articulate in building positive values among its stakeholders. This manual sets guidelines for the smooth functioning of the University by listing out all the expected behaviour from its students, employees, staffs and administrators. The written Code of Ethics and Conduct is considered to be the bench mark for measuring the performance of the University. This manual provides standard code of conduct for students, employees, staff and administrators of Srinivas University. All must understand that it is obligatory for them to be binding to both code of ethics and code of conduct and the rights and responsibilities flowing from it. It is very much essential for all those who deal with the University to be aware with their rights simultaneously their obligations in return too. All Students are requested to be well conversant with this Code of Conduct which can be reviewed on the official website of the University.

(2) PREAMBLE

The Code of Conduct of Srinivas University is established to foster its mission of achieving holistic development of students in safe and secured learning environment. It ensures protection of people, property, goodwill and processes



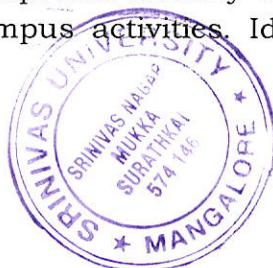
supporting the University in its operations. The University is vested with the duty to enhance its customer experience with ample opportunities to learn, teach and research without any disruption. In its pursuit of excellence, it is very much essential for the University to keep few regulations to maintain discipline and order in its operation. All stakeholders are equally responsible to maintain integrity, honesty and standard in their deeds by equally respecting the rights of others. All stakeholders are required to refrain from any conduct which may either interfere with the University functions or cause any forms of danger to the health, welfare or safety of others either inside or outside the premises of the University. No one shall discriminate on the basis of race, color, creed, age, religion, gender, nationality, ethnicity, marital status, sex, physical disability or any other legally protected status. No one shall conduct themselves in any manner which is prejudicial to the Constitution of India.

(3) JURISDICTION

The Handbook on Code of Conduct and Professional Ethics applies to students who study any course offered by the University at all levels and employees and administrators employed by the University until their term of employment. Here in above term 'student' refers to persons who are enrolled for any particular course offered by the University, 'employees' refers to all the employed teaching, non-teaching and supporting staffs of the University and 'administrators' refers to all deans and officers of the University respectively. This Code of Conduct shall be in force in all the established campuses of the University and applies to both on campus and off campus behavior during internships, field work, student exchange programs, faculty exchange programmes, research and authorized activities etc. Any activity which causes any destruction to the property of the University, causing any harm to the health or safety of any, activity upon which any summon, police report or arrest is initiated will constitute a breach of the Code. All persons while at the University shall be subjected to the laws of the land and any violations of such law automatically constitute the violation of the Code. In such cases, the University will proceed with disciplinary action as specified under the Code and impose sanctions as deemed necessary.

(4) STUDENT CODE OF CONDUCT

- (i) Students are expected to maintain the discipline and behave in the dignified manner both inside and outside the University campus in accordance to the esteem standard of the University.
- (ii) All students shall wear respective Uniform issued to them on all working day unless it is exempted through proper notice for whatsoever reason.
- (iii) All students shall wear their respective identity cards all times inside the campus and even during Off Campus activities. Identity card is a public



document can be presented for inspection wherever asked for. Any denial for production of IDs will invite disciplinary action.

(iv) Students are obligated to regularly visit the University website, Academic Software to follow the notice board to update themselves on the affairs of the Institute.

(v) No student is allowed to use mobile phone during academic activities and any violation of this shall invite a penal action.

(vi) Political activity in any form is not permitted in the University campus. Any unauthorized meetings, propaganda, processions or fund collections are forbidden within the campus and off-campus areas.

(vii) Students can only park their vehicles in the 'Student Parking lot' designated separately for two and four wheelers inside the campus. Any violation in this will yield to financial penalty as prescribed.

(viii) Students shall maintain silence inside the academic buildings and maintain the decorum of the University and any deviant behavior such as hooting, whistling, loitering etc. will be treated as indiscipline.

(ix) All students are vested with the duty to maintain Campuses neat and clean. For the disposal of waste, students shall follow the 'Waste Disposal Guidelines' issued by the Mangalore city corporation. While disposing the waste, students shall segregate the waste as dry waste, wet waste and bio medical waste. They shall use 'Green Bin' to dispose wet/domestic wastes, 'Blue bin' to dispose dry waste and 'Red Bins' to dispose the bio medical wastes respectively kept at the waste disposal points in the campuses. Any disposal of waste at any where other than the waste disposal points shall invite a financial penalty.

(x) Attendance is provided for the physical presence of the students in the respective classes except permitted by the department for any extra-curricular or co-curricular engagement purposes. All students are expected to be present inside the classes well in time as per the scheduled time table. Any late arrival needs to be reported in advance to the concerned class teacher, otherwise late coming will result in the loss of attendance for the corresponding hour.

(xi) The students shall assume responsibility in fulfilling attendance requirements of the University. The disciplinary action for not fulfilling attendance requirements shall be in accordance with the guidelines issued by the University.

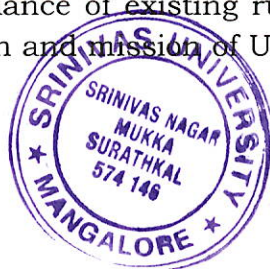
(xii) No student shall enter or leave the class room without taking the permission from the concerned faculty who is engaging the class. Any such violation invites the disciplinary action.

(xiii) All leave applications (Regular & Medical) shall be submitted in time for sanction to the Dean of the Institute through the Subject Faculty. All application for medical leave shall be accompanied with valid medical certificates. Out of 100% attendance 75 % of class attendance is mandatory, rest 25% is reserved for other reasons including medical, academic and personal.



- (xiv) Students are encouraged to make use of the library, computer labs and to involve in any activities or program authorized by the Institute beyond the class hours
- (xv) Consumption of intoxicants / psychotropic/ tobacco substances in any form or smoking or chewing, Panmasala, spitting inside the campus is strictly prohibited. Any violation shall yield to disciplinary proceedings.
- (xvi) It is strongly advised to refrain from engaging in any activity which shall deface and destroy the academic ambiance of the University including scribbling on desks, writing or pasting any obscene posters on the walls, stepping on the wall, door or furniture, sticking chewing gums below the desk etc.
- (xvii) Students shall handle the furniture, equipment, fixtures and appliances of the University with care. Any careless handling or misuse leading to any personal injury or damage to the property of the University shall invite penalty to the cost of replacement/repair along with fine.
- (xviii) Students are prohibited from entering the areas of electrical installations, power transformers, power driven machines, water recycling plants, generators etc unless it is permitted for the purpose of study by the concerned in charges under due supervision.
- (xix) Students are not permitted to organize any unauthorized celebrations, functions and decorations of any magnitude or cannot raise any fund from the public on such events in the name of the University. This shall be considered very serious offence and shall invite a disciplinary action.
- (xx) Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, posters, broacher in the campus without the permission of the competent authority.
- (xxi) 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.
- (xxii) Students are expected to use the social media cautiously, sensibly and responsibly. They are prohibited from posting any derogatory comments on the affairs of the University or against any member of the University.
- (xxiii) Harassing juniors or causing ill treatment to other fellow students or any forms of action leading to ragging is objectionable and liable to be treated as a criminal offence under the law as per the directives of Hon'ble Supreme Court of India.
- (xxiv) Misbehavior towards girl students, usage of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

In cases of any instance of noncompliance of existing rules or any observed behavior which deviates from the vision and mission of University, employees,



staffs and administrators are empowered to initiate disciplinary procedure by reporting the Incidence to the concerned authorities.

(4) CODE OF CONDUCT FOR USING UNIVERSITY RESOURCES

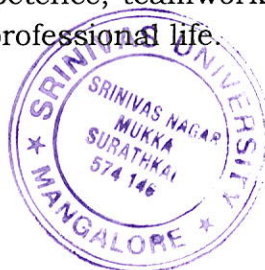
The University Resources from the perspective of the students will include the entire Campus and the facilities provided therein such as class rooms including its fixtures and fittings, Audio/Video Systems, Laboratories, Library, Information Technology (IT) Resources, computers, wellness Centre, canteens/cafeteria, hostels/residences, video cameras, conference halls, auditorium, lifts, health clinics, buses etc. Students while using any of the University Resources must demonstrate a sense of ownership and shall diligently observe the usage guidelines prescribed in respect of each of the said resources. The student shall neither misuse nor cause any deliberate damage to any of the University resources. Some of the illustrative Code of Conduct specified in this regard shall include:

- (i) Students shall not deface any part of the Campus (including the walls, windows, doors, floors or other spaces within or outside the buildings, lifts, gym etc.) with any writings, pastings, drawings, and colouring or by any other means whatsoever.
- (ii) Students are responsible to switch off the ACs, fans, lights and other classroom amenities while not in use.
- (iii) The library users shall follow the library rules and regulations. User shall maintain discipline by following queue and strict silence. The library reading area should be used only for reading and reference purpose only. Any book or reading material taken for reference must be replaced after use at the same place from where it was taken and issued books shall be returned in time without causing any damage.
- (iv) Students while using the IT Resources of the University must follow the 'IT Code of Conduct for End Users' issued by the Office Computer Lab and Information Technology.
- (v) Students residing in the University Hostels should strictly follow the specified timings for entry/exit and shall not entertain any fellow students or outsiders in their Room without express consent of the Warden.

(6) CODE OF CONDUCT FOR TEACHING FRATERNITY

The following Code of Conduct applies to all teaching community members of Srinivas University

- (i) Shall abide by the policies of the University to serve diverse student community.
- (ii) Shall exercise exemplary competence, teamwork, punctuality, dedication and due diligence at all walks of professional life.



- (iii) Shall prepare teaching plan with sufficient number of classes per semester as per the University norms. Each session shall be taught in an effective manner by using ICT Technologies in interactive ways by using innovative pedagogies such as case studies, buzz group discussions, quiz, surprise test, entry test and summarization etc.
- (iv) Shall ensure to meet the course objectives and outcome to facilitate competency building of the students with respect to every course of study without any compromise.
- (v) Syllabus shall be completed according to the academic calendar provided from the Office of the Registrar for each academic year.
- (vi) Shall carryout Continuous Assessment of students for Internal Assessment purposes by incorporating appropriate evaluation parameters as required for the field of study.
- (vii) Shall maintain the course file with all necessary documents and kept ready for any assessment purposes.
- (viii) Shall carry Counselling and Mentoring to the allotted students to support students for improving their academic performance.
- (ix) Shall not show case any type of partiality or hold any grudges against any student or colleagues in what so ever manner.
- (x) Shall be impartial while discharging duties without any kind of preferential treatment to any student and facilitating all students to empower in every possible ways.
- (xi) Shall report immediately on prudence any kind of misconduct committed by the students to the concerned authorities so as to reduce its magnitude of harm.
- (xii) Shall attend queries as a true representative of the institution and clarify doubts and help to understand University policies.
- (xiii) Shall present themselves in respectable attire, with grooming and personal hygiene at all times.
- (xix) Shall abide by the service rules of Srinivas University

(7) CODE OF CONDUCT FOR NON TEACHING AND SUPPORTING STAFF

The following Code of Conduct applies to all Non-Teaching fraternity and supporting Staff employed by the Srinivas University.

- (i) Shall at all times, be devoted to duty with integrity, discipline, impartiality, belongingness and accountability.



(ii) Supervisors shall take all possible steps to ensure integrity and devotion to duty from all employees under his control.

(iii) Unless otherwise stated in the terms of appointment, every employee may be called upon to perform such duties by the competent authority beyond scheduled working hours or even on holidays on need.

(iv) Shall be required to be present at the place of duty throughout the scheduled working hours failing which may cause loss of pay.

(v) Shall endorse the culture of excellence, transparency, inclusivity, just, fair and accountability in the day to day decisions, actions and operations.

(8) GENERAL PROFESSIONAL ETHICS

The below code of conduct shall apply to all employees including teaching, non-teaching, staffs, supporting staffs and administrators. Any violation of the below mentioned conduct will amount to professional misconduct

(i) Shall not furnish false information about name, age, family details, qualification, previous service and experience at the time of employment or during the course of employment.

(ii) Shall abide by the rules and regulations issued by the University from time to time and discharge duties with professionalism and honesty.

(iii) Shall abide by the Service Rules of Srinivas University while discharging duties in the official capacity throughout the employment.

(iv) Shall maintain absolute dignity, integrity and devotion to duty and loyalty to Srinivas University and shall not do anything which would tarnish the image and reputation or adversely affect the interest of the University.

(v) Shall carry out all the duties and responsibilities assigned to the respective position including the assigned duties from time to time.

(vi) Shall not misuse one's position and influence directly or indirectly to further his personal interests.

(vii) Shall not misuse the amenities provided by the Srinivas University to discharge his official duties.

(viii) Shall not accept any gifts, presents, gratis, payments or other favours from students, suppliers, contractors, dealers of Srinivas University.

(ix) Shall not under any circumstance divulge or make public any information gained by him in the course of his duties as an employee of Srinivas University or otherwise.



(x) Shall maintain all information obtained in the course of employment with confidentiality and all are precluded from revealing such information, directly or indirectly to anyone without express written authority of the Management. Any breach in this regard shall lead to disciplinary action.

(xi) Shall not engage directly or indirectly in any trade, business or employment for consideration or not without obtaining prior consent from the Management.

(xii) Shall not engage in any activities creating any kind of conflict of interest between an employee and the University by dealing with suppliers, customers or other entities connected with the University or rendering any preferential treatment or entering into any contract either written or oral with such entities etc.

(xiii) Shall not indulge in any type of communal, unionism or terrorist activities during the employment.

(xiv) Shall not discriminate against person on the grounds of caste, creed, language, religion or indulge in any malpractices.

(xv) Shall assist fellow employees to discharge their duties by making adjustments at the best interest of the University.

(xvi) Shall use the resources, facilities, equipment's and vehicles responsibly.

(xvii) Shall practice scholarly conduct and academic integrity by completing work on time, documenting research and citing the work of others.

(xviii) Shall communicate opinions in a fair and constructive manner by respecting the rights and dignity of others and shall also present any differences of opinion respectfully.

(xix) Shall adhere to the institutional grants, contractual and legal obligations by complying to the laws and regulations governing the receipt and disbursement of Sponsored Funds.

(xx) Shall protect the confidentiality of information acquired in the course of employment and used only for official purposes.

(xxi) Shall promote sustainability by reducing the impact on environment in all the actions.

(xxii) Shall honor all the non disclosure Agreements by binding to its rules and regulations pertaining to the usage of Copyrighted materials, patented ideas, licenses and proprietary information.

(xxiii) Shall attend all the meeting of any Committee to which anyone is appointment as the member by the University and in case of any absence to



such meetings due to un avoidable reasons shall be communicated to the concerned authority in advance and arrange a substitute on their behalf.

(xxiv) Shall not be under the influence of intoxication of drinks, drugs or any forbidden substances at duty both in the campus and off the campus.

(9) ETHICS ON ACADEMIC INTEGRITY

Utmost emphasis shall be provided to the academic integrity of any writings, assignments, field work reports, practical diaries, academic patents and research works produced by the members of Srinivas University. Some of the illustrative ethics specified in this regard shall include:

(i) University prohibits any forms of violence and discrimination in all its affairs considering it as non-tolerable affair. Students and staff of Srinivas University shall not hurt others, physically or verbally within and outside the campus based on their religion, caste, race, colour, socio-economic status, language, community, region, nationality, ethnicity, age, gender, sexual orientation, tradition, culture, marital status, mental/physical disability, medical condition etc.

(ii) All members of the University shall assume responsibility to maintain a healthy and harmonious environment and collectively work to up held the Communal Harmony within all its campuses. Any activities furthering to disrupt such cordial co-existence and peace are strictly prohibited.

(iii) The members of the University are expected to use the social media cautiously, sensibly and responsibly. They are prohibited from posting any derogatory comments on the affairs of the University or against any member of the University. Any indulgence into any activity causing any form of ramification over the reputation of the University shall amount to professional misconduct.

(iv) All academic productions must be one's own original work and should neither be copied nor translated from any other source and presented as original work.

(v) All documents submitted in partial fulfillment of the requirement for a degree or writing submitted for publication shall be checked for similarity with plagiarism software authorized by the University. Any reference made to third party publications in the work produced must be duly acknowledged. All publications of Srinivas University shall adhere to the plagiarism policy of the University and any breach of plagiarism shall result in the rejection of the work produced apart from other punitive actions.

(vi) Students and faculties shall abide by the examination guidelines of the University without indulging in any of the malpractices and bias both in



conducting examination, evaluation process and publishing results. Any forms of malpractices of what so ever nature shall result in an enquiry and disciplinary action as per the 'Regulations on Malpractices' made by the University attracting stringent penalty as per the UGC Regulations.

(vii) Both students and staff Students shall not engage in activities that are banned by the government at the interest of the general public.

(10) ANTI RAGGING

Srinivas University campus must be kept ragging free. Any incident of ragging will be dealt very seriously. On report of any issues concerning to ragging, the University shall take action in accordance with the guidelines issued by the University Grants Commission (UGC) and Government respectively. University has constituted an Anti-Ragging Committee and empowered it to enquire, investigate and award punishments to the offenders. The particulars on the Anti-Ragging committee is published in the official website of the University and any aggrieved person can directly file a complaint to the Chairman of the Committee by sending an Email.

(11) ANTI SEXUAL HARASSMENT

Srinivas University pro-actively strives for Gender Justice in its campuses. University is committed to create healthy and conducive environment which is free from violence, harassment, intimidation or exploitation in all its campuses. Any such violations shall be dealt under the UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012. Srinivas University will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible.

Srinivas University keeps zero tolerance on Sexual Harassment by framing Anti Sexual Harassment policy to prevent sexual harassment of any form in its jurisdiction. The University follows a redressal mechanism to facilitate the aggrieved person to file a complaint and get it redressed as per the UGC "Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions" guidelines, 2015. Srinivas University has constituted an Internal Complaints Committee (ICC) for conducting enquiry, redress grievance and award punishments. The committee shall respond promptly and also will facilitate for any legal action. (Refer the University website for Srinivas University Anti Sexual Harassment Policy and Redressal Procedure)



(12) PROFESSIONAL MISCONDUCT AND DISCIPLINARY PROCEDURE

Any breach or violation of any of the mentioned Code of Conduct will make a way for Disciplinary Action. All the misconducts will be dealt as below.

- a) All complaints on misconduct shall be redressed by the respective Institutes by conducting formal disciplinary proceedings.
- b) All complaints in the first instance shall be addressed to the Internal Disciplinary Committee (IDC) at institute level consisting of the Dean as the chairman, a Professor nominated by the dean from outside the institute and a faculty above the grade of Assistant Professor nominated by the Dean who shall have proper knowledge on grievance redressal. The IGRC shall initiate disciplinary actions for misconduct or breach of discipline by the members of the University within or outside the precincts of the University jurisdiction in the forms of fine, suspension, debarring, dismissal etc.
- c) Any instances of grievances, sexual harassment, ragging shall be redressed through the respective procedure established by the University.
- d) The University can frame an Ad Hoc committee on special needs to take any disciplinary action over any concurrent and intensified misconduct on special considerations.
- e) Any penalty or punishment be duly awarded against any misconduct or breach of discipline only after providing a show cause notice to the person concerned and after the completion of enquiry into the matter.

