

Kannada University – Hampi

Vidyaranya – 583276.

Code of Conduct for the Teachers of the University

Teaching is a noble profession. Teaching involves making learners acquire knowledge/skill and each successive acquisition of knowledge modifies their being/character. Character is formed less by sermon and more by what they acquire, how they acquire. The teacher would be the live example of what the learners want to be. Hence a teacher personifies the goal that the learners aspire to be. The teacher can be a role model to his/her pupils only when he/she has a spirit of dedication, moral integrity, and purity in thought, both in word and deed. Therefore a teacher is expected to conduct himself/herself with deep sense of responsibility towards the institution and to the society. In their effort to be role models to the learners, the institution expects the teachers to adhere to the following conduct.

Misconduct or Improper Conduct:

The following acts shall constitute improper conduct on the part of a teacher of the Kannada University:

1. Failure to perform academic duties such as preparation, lectures, assessment, guidance, invigilation and all other work connected with examinations.
2. Gross partiality or carelessness in assessment of students, deliberately giving more or less marks in the exams and attempting to victimize students or others on any pretext.
3. Undue and inexcusable delay in evaluation of examination papers/dissertation.
4. With ulterior motive of gaining personal benefits inciting students against other students and colleagues against other colleagues or against the university.
5. Any kind of discrimination material or otherwise on the basis of caste, creed, religion, race, sex, or region.
6. Raising questions of caste, creed, religion, race, sex, or region in his/her relationship with his/her colleagues with the intention of improving of his or her prospects at the cost of the prospects of others.
7. Without appropriate rationale refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University.
8. Violation of codes of intellectual honesty, such as intentional misappropriation of the writings, research, and findings of others, in other words involving in plagiarism.
9. Any other act which is not conducive to smooth and well functioning of the University.

Maintenance of Integrity and General Discipline

1. Every teacher shall at all times maintain absolute integrity and devotion to duty and also be honest and impartial in his/her official dealings.
2. The teacher shall, at all times, be courteous in his/her dealings with other members of staff, students and members of public.
3. Every teacher shall set an example to his/her colleagues and students.
4. Every teacher of the University, except part-time teachers, is a whole-time employee of the University, and may be called upon to perform such duties as may be assigned to him/her by the competent authority, beyond scheduled working hours and on closed holidays, Sundays and vacation.
5. The teacher of the University shall be required to observe the Schedule hours of work, during which he/she must be present at the place of his/her duty.
6. Except for valid reasons and/or unforeseen contingencies, no teacher shall be absent from duty without prior permission.
7. No teacher shall leave station except with the previous permission of the proper authority even during leave or vacation.
8. Whenever leaving the station, the teacher shall inform the Head of the Department concerned or the Registrar if he/she is himself the Head of the Department, the address where he/she would be available during the period of his/her absence from station for purpose of correspondence and communication from the University.
9. No teacher shall discriminate others on grounds of caste, creed, sect/religion, sex, nationality, language, political affiliation. He shall also discourage such tendencies among his colleagues and students.
10. Every teacher shall devote himself wholeheartedly to his work and utilise his time to the service of the University and to the cause of education and give full cooperation in all academic programmes and other activities conducive to the welfare of the student community.
11. The teacher shall not resort to arbitrary denial of access to instruction, or persistent intrusion of material unrelated to the course.

Code of professional Ethics

Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences towards the contribution of knowledge;
- (v) Maintain active membership of professional organization and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work continuously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the university;
- (viii) Participate in extension, co-curricular and extracurricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political affiliation, economic, social and physical conditions;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the students in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration

TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as you expect them to treat you;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, religion, sex or political affiliation in your professional interaction with your colleagues.

TEACHERS AND AUTHORITIES

Teachers should:

- (i) 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;

- (ii) Refrain from undertaking any other employment and commitment including writing thesis for the students and favouring others in any form which are likely to interfere with their professional responsibilities;
- (iii) Co- operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co- operate through their organizations in the formulation of policies of the other institutions and accept offices; +
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest of the institution and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) 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 academic schedule.

TEACHERS AND NON- TEACHING STAFF

Teachers should

- (i) Maintain cordial relation with the non-teaching staff
- (ii) In routine interaction treat them as your equals
- (iii) Queries and clarification on the official transactions shall be made formally
- (iv) Not try to influence or coerce them in any form to get your work done
- (v) Try to command respect from them rather than demanding respect

TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public services and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

- (v) Refrain from taking part on subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but activity work for National Integration;

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Code of Conduct for Non-teaching Employees of the University

- 1. Every employee shall, at all times,**
 - (a) maintain absolute integrity,
 - (b) show devotion to duty,
 - (c) be strictly honest,
 - (d) be impartial in his/her official dealings, and
 - (e) do nothing which is unbecoming of an employee of the University.
- 2.** An employee shall at all times be cordial in his/her dealings with other members of the non teaching staff, teachers, students and members of the public.
- 3.** An employee shall observe the scheduled hours of work during which he must be present and do the duty at the place of duty.
- 4.** Unless otherwise stated specifically in the terms of appointment, every whole-time employee, when called upon to perform such duties as may be assigned to him by the Authorities or Officers or Heads of the Departments/Institutions under whom he works, beyond scheduled working hours and on Public/Optional holidays and Sundays, he shall attend to the work entrusted.
- 5.** Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- 6.** No employee shall leave the headquarters except with the prior permission of the proper authority even during the leave, vacation or holidays.
- 7.** While leaving the Headquarters, the employee shall inform the Head of his Office, the address where he would be available during the period of his absence from headquarters, for purposes of correspondence and communication from the University.
- 8.** No employee shall act in a manner which will place his official position under any kind of embarrassment.
- 9.** Every employee, holding a supervisory post shall take all steps to ensure the integrity and devotion to duty of all employees under his/her control and authority at that time.
- 10.** No employee shall, in the performance of his/her official duties or in exercise of powers conferred on him/her, act otherwise than in his/her best judgement, except when he/she is acting under the direction of his/her official superior and shall, where he/she is acting under such direction, obtain the direction in writing, wherever

practicable, and where it is not practicable to obtain the direction in writing, he/she shall obtain written confirmation of the direction as soon thereafter as possible.

Joining in Association

1. No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the University or the sovereignty and integrity of India or public order or morality; provided that an employee may become a member of the Association of employees as may be approved by the University according to Laws.
2. No employee shall engage himself or participate in any demonstration or strike or incite students or others to demonstrate, or strike, which is prejudicial to the public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.

Representation

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

Evidence before a committee or any authority

- 1) In all cases related to the university, no employee, shall, except with the previous sanction of the University give evidence in connection with any inquiry conducted by any person, committee or authority.
- 2) Nothing in this paragraph shall apply to -
 - (a) the evidence given at any inquiry before an authority appointed by the University, Government, Parliament or by a State Legislature; or
 - (b) the evidence given in any judicial inquiry; or
 - (c) the evidence given at any departmental inquiry ordered by the University Authorities.
- 3) No employee shall, except in accordance with any general or special order of the competent authority, or in the performance, in good faith, of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or its contents or information to any other employee or to any person to whom he is not authorised to communicate such document or information.

4) No employee shall enter into any pecuniary arrangement with any other employee or student of the University or any other person so as to afford any kind of advantage to either or all of them in any unauthorised manner or against the specific or implied provisions of any Law for the time being in force.

5) No employee shall, except with the previous sanction of the Executive Council, ask for or accept contributions to, or otherwise associate himself with the raising of funds or other collections in cash or in kind in pursuance of any object whatsoever except for a bona fide purpose, e.g. for Reception/Farewell or for financial assistance to a member of the University staff or his family in distress.

6) No employee shall, except with the previous permission of the Executive Council, engage, directly or indirectly, in any trade or business or undertake any other employment outside his official assignments; provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake and shall discontinue such work, if directed by the Vice-Chancellor.

7) No employee shall, without the previous sanction of the Executive Council, except in discharge of official duties take part in the registration, promotion or management of any bank or other company, which is required to be registered under the companies Act, 1956 (1 of 1956) or any other Law for the time being in force or any co-operative society for commercial purposes; Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under any Law relating to Co-operative Societies for the time being in force in the State, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (XXI of 1860) or any corresponding law in force.

Insolvency, habitual Indebtedness and Criminal Proceedings

(1) Any employee who gets involved in any criminal proceedings shall immediately inform the Registrar through the proper channel irrespective of the fact whether he has been released on bail or not.

(2) Any employee who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty-eight hours shall not join his duties in the University unless he has obtained written permission to that effect from the University.

Vindication of Acts and Character of Employees

1). No employee shall, except with the previous sanction of the Executive Council, have recourse to any Court of Law or the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character;

Provided nothing in this Law shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in his private capacity and where any action for vindicating his/her private character or any act done by him in private capacity is taken, the employee shall submit a report to the Registrar regarding such action.

2) He/she shall not, except with the previous sanction of the Executive Council, accept from any person or body, compensation of any kind for malicious prosecution or defamatory attack in respect of his official act unless such compensation has been awarded by a Court of Law.

Movable, Immovable and Valuable

Every employee shall, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the Executive Council, submit a Return in such form as the University may prescribe in this behalf of all immovable property owned, acquired or inherited by him/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family or in the name of any other person.

Misuse or Improper use of Official

No employee shall use carelessly use, for personal, commercial, political or religious purposes, resources, facilities, and amenities provided to him by the University for the discharge of his official duties.

No employee or his family shall accept gifts which may influence in exercising his/her powers and discharging his/her duties.

Prohibition of sexual harassment of women employees

No employee shall in the performance of his official duties act in a discourteous and discriminate manner with any working woman or indulge in sexual harassment either directly or by implication.

Explanation: For the purpose of this rule, 'sexual harassment' includes such unwelcome activities either directly or by implication have –

- a. physical contact and advances;
- b. a demand or request for sexual favours;
- c. sexually coloured remarks;
- d. showing pornography; and
- e. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Such conduct which amounts to a special offence under the Indian Penal Code or under any other Law for the time being in force.

Smoking consumption of Alcohol and drugs

No employee shall smoke within the campus or sell, buy, transport, possess, consume or otherwise deal with intoxicating liquor, narcotic drugs, psychotropic substances which are prohibited by Law.

Savings of other Laws

The provisions of these Laws shall be in addition to, and not in derogation of, any other Law or order of any competent authority, for the time being in force, regulating the conduct of employees in the University.

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Code of Conduct for the Kannada University Students

These rules may be called the Kannada University Students' Conduct rules. These rules shall apply to every student of the Kannada University. Student means any person undergoing any course offered by the university either in the regular mode or in distant education mode. There are competent authorities such as the Department Committee, the University Disciplinary Committee and the Executive Council to deal with subject of matter of student discipline.

STUDENT DECORUM & DISCIPLINE

Every student is encouraged and expected to evolve, as a responsible citizen with commitment to uphold the dignity and image of the University in which he/she is undergoing the course. Every student is expected to behave with decorum and honesty by avoiding acts mentioned in clauses below that are considered as acts unbecoming of a student which are punishable.

- a. Any form of ragging and eve-teasing.
- b. Causing disturbance by noisy and unruly behaviour.
- c. Causing damages to the property of the University.
- d. Misbehaviour in the Public transport system, causing damages to public properties, disrupting traffic or causing annoyance to the public in any form.
- e. Any kind of inducement to any employee of the University expecting undue favour.
- f. Sending petitions of complaints to outside individuals/establishments without the approval of the authorities and without exhausting the available redressal mechanism in the University.
- g. Any other conduct opposed to decency and public morals.

DRESS AND IDENTITY CARD

- a. Every student shall wear a decent, modest dress.
- b. Every student shall carry his/her identity card on person and it should be shown on demand to any teaching staff or security personnel.

USE OF ALCOHOL AND DRUGS

- a. Smoking in the campus is strictly forbidden.
- b. Possession and Consumption of alcohol and illicit drugs inside the premises of the University is prohibited.
- c. Students found inside the premises of University in a state of intoxication are liable for punishment.

PUNISHMENT AND DISCIPLINARY AUTHORITY

- a. No student shall be punished without giving him/her a reasonable opportunity of being heard by the authorities.
- b. Students violating the conduct rules are liable for punishment which includes censure, loosing attendance, suspension from the course, imposition of fine, suspension from the University, dismissal and rustication.
- c. The Department Committee of the University department shall consider each case of violation of conduct rules and shall take suitable action through unanimous decision. The decision by the Department Committee will be final as far as minor punishments like censure etc. are concerned.
- d. If the act of violation is serious or the decision is not unanimous, the Departmental Committee shall refer the case with its remarks for suitable action to the University Disciplinary Committee.
- e. The University Disciplinary Committee shall be the competent authority to recommend to the authorities for imposing major punishments like suspension, dismissal and rustication.
- f. The composition of the University Disciplinary Committee is as follows: 1.Vice-Chancellor 2. Head of the respective Departments 3. One Senior Professor 4. One woman faculty representative nominated by the Vice-Chancellor 5. One faculty from the SC/ST category representative nominated by the Vice-Chancellor

APPEAL/REVISION

The Departmental Committee and the University Disciplinary Committee are empowered to review the punishment imposed on a student. The delinquent student can prefer appeal or revision within a period of 15 days from the date of communication of the order. While reviewing, the Departmental Committee will include the Dean of the respective faculty and the University Disciplinary Committee will include one more member nominated by the Vice-Chancellor as a special invitee.

APPELLATE AUTHORITY

The Executive Council shall be the appellate authority for all student disciplinary matters. However, the student shall not appeal to the higher authorities/Executive Council without approaching the Department/University Disciplinary Committee for review.

PERFORMANCE SHEETS RESULTS AND STUDENT REDRESSAL:

The internal assessment papers, after evaluation, shall be returned to the students by the teacher concerned.

The Teacher of a course shall give the attendance and consolidated marks in hard and soft copy (in the prescribed template soft format) to the head of the department who in turn consolidates all such sheets pertaining to the programme offered by the department and forward the same to the Controller of Examination.

If a student has any dissatisfaction with regard to the award of internal assessment marks the same may be represented to the Departmental Committee in writing for redressal.