

**A Handbook on**  
**CODE OF PROFESSIONAL ETHICS**



**IQAC**  
**KARNATAKA SAMSKRIT UNIVERSITY**  
**CHAMRAJ PET, BENGALURU - 560018**

**2021**



## **CODE OF PROFESSIONAL ETHICS**

Karnataka Samskrit University has framed rules, regulations and professional ethics to cover all areas deemed essential for the maintenance of an environment conducive to carrying out all the educational goals of the university. Within the framework established in the rules, regulations, and professional code of ethics, the individual is free to conduct his or her own academic and nonacademic life. However, the privileges of being free and making independent decisions, involve the acceptance of responsibility of respecting the binding rules and regulations. Therefore, the university expects the staff and students to uphold the standards of both personal and social conduct at all times when they are associated with the institution, and assume that individual decisions will be accompanied by careful consideration of the standards maintained by the university.

### **I. 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 students and the society at large. Therefore, every teacher should see that there is no incompatibility between his 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:**

1. Adhere to a responsible pattern of conduct and demean or expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Maintain active membership of professional organizations and strive to improve education and profession through them;
5. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
6. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations,

including supervision, invigilation and evaluation; and

7. Participate in extension, co-curricular and extra-curricular activities including community service.

## II. 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 labour 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.

### III. 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 endeavour.

### IV. 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 which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. 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.

## **V. TEACHERS AND NON-TEACHING STAFF:**

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

## **VI. TEACHERS AND GUARDIANS**

### **Teachers should:**

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **VII. TEACHERS AND SOCIETY**

### **Teachers should:**

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;



2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. 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;
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 feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



# Karnataka Samskrit University

## Code of Conduct Handbook

Prasaranga

**Karnataka Samskrit University**

Pampa Mahakavi Road, Chamarajpet, Bengaluru-560 018.



## **Index**

1. Objective of Code of Conduct	5
2. Code of Conduct for the Vice-Chancellor (VC)	5
3. Code of Conduct for Faculty	7
4. Code of Conduct for the Registrar The Registrar shall,	9
5. Code of Conduct for Finance Officer	10
6. Code of Conduct for Students	13
7. Code of Conduct for Controller of Examinations	15



# **Karnataka Samskrit University**

## **Code of Conduct Handbook**

Code of conduct is a compilation of rules and regulations that state the acceptable and expected behavior by all stakeholders.

### **Objective of Code of Conduct**

The Code of Conduct defines the Values of the University and provides all the stakeholders guidelines for their responses in relation to their responsibilities and duties in the University. The objective of the Code of Conduct is to clarify the university's mission, values and principles and align them with the expected professional conduct. Code of Conduct, when written becomes the standard against which performance of all stakeholders can be measured. It becomes the reference point to all concerned persons when taking day to day decisions.

### **Code of Conduct for the Vice-Chancellor (VC)**

The Vice-Chancellor is the academic head and the principal executive officer of the University and shall in the absence of the Chancellor and Pro-Chancellor, preside at any convocation of the University and confer degrees, diploma or other academic

distinctions upon persons entitled to receive them. Additionally, he/she shall,

1. Be Responsible for overall progress of the University.
2. Be held responsible for the decline of Academic Standards if that really happens.
3. Be a member ex-officio and Chairman of the Syndicate, the Academic Council and the Finance Committee and shall be entitled to be present at and to address any meeting of any authority of the University but shall not be entitled to vote there at unless he is a member of the authority concerned.
4. Ensure that the provisions of the KSU Act and the Statutes are observed and carried out and he/she may exercise all powers necessary for this purpose.
5. Convene meeting of the Syndicate, the Academic Council and the Finance Committee.
6. Delegate powers as deemed fit to any other faculty or staff of the University in his absence.
7. Take action on any matter and shall by order take such action as he may deem necessary,
  - a. However, shall, as soon as may be there after report the action taken to the officer or authority or body who or which would have ordinarily dealt with the matter provided that no such order shall be passed unless the person likely to be affected, has been given a reasonable opportunity of being heard.
  - b. When action taken by the Vice-Chancellor under the above section affects any person in the service of the University,

such person shall be entitled an appeal to the Syndicate within thirty days from the date on which he has notice of such action. The Vice-Chancellor shall give effect to the order passed by the Syndicate on such appeal.

8. Exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
9. Adhere to the principles of Selflessness, Accountability, Leadership, Objectivity, Openness in order to maintain standards in Public Life.
10. Uphold values of integrity, honesty, respect, innovation, excellence, service, hospitality, freedom of thought and expression.
11. Exercise prudence in using resources and safeguards the financial health and assets of the University during decision making.
12. Not act for profiting at the University's expense; and shall not misuse his/her position or authority.
13. Ensure compliance with principles of good governance and practices.
14. Operate in a fair, transparent, open, orderly and impartial manner in keeping with the interests of the University.

### **Code of Conduct for Faculty**

1. Carry out the prescribed academic and administrative activities as decided by the Syndicate or any other authority of the University.
2. Not discriminate against a student on the basis of race,



religion, caste, language, sex, political affiliation or any other arbitrary reason. They shall not incite students/colleagues against other students or other faculty, colleagues or administration staff of the University.

3. Not remain absent from duty without proper sanction of leave except in the case of emergency.
4. Not indulge in unethical publication that could damage the reputation and progress of the University.
5. Refrain from undertaking any other employment such as providing private tuitions, for monetary benefits conducting coaching classes without proper approval of authorities that are likely to interfere with their professional responsibilities.
6. May undertake consultancy in accordance with the terms and conditions as outlined in the relevant Statute/Ordinance as amended from time to time.
7. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
8. Assist the authorities for improving University's functioning and administration in accordance with the with dignity of the profession.
9. Comply with the conditions of contract and provide due notice before any change of position.
10. 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.

11. Must follow the Human Resources Policy, Travel Policy, Leave Policy, Research Policy, Social Media Policy and instructions issued by the University authorities from time to time.

### **Code of Conduct for the Registrar The Registrar shall,**

1. Execute all the orders of syndicate and vice chancellor
2. Be the custodian of the records, the common seal and such properties of the Universities as the Syndicate shall commit to his/her charge.
3. Have power to take disciplinary action against such of the employees excluding teachers and the academic staff as may be specified in the orders of the Syndicate and to suspend them pending inquiry, to administer warnings to them or to impose on them penalty of censure or withholding of increments after due show cause notice.
4. Issue all notices convening meetings of the Syndicate, the Academic Council, the Faculties, the Boards of Studies and of any Committee appointed by the authorities of the University.
5. To keep the minute of all the proceedings of the meetings of the Syndicate, Academic Council, the Faculties, the Boards of Studies and of any committee appointed by the authorities of the University.
6. Conduct the official correspondence of the Syndicate.
7. Supply to the Chancellor and to the State Government cop-

- ies of the agenda of the meetings of the Authorities of the University as soon as they are issued and the minutes of the meeting within a month of holding of the meeting.
8. Exercise such other powers and perform such other duties as may be prescribed in the statutes or as may be required from time to time, by the Syndicate or the Vice Chancellor.
  9. The Registrar shall adhere to the following principles to maintain standards in Public Life.
    - i. Selflessness
    - ii. Objectivity
    - iii. Accountability
    - iv. Openness
    - v. Leadership
  10. The Registrar shall uphold values accepted by the University as listed below
    - i. Integrity
    - ii. Honesty
    - iii. Respect
    - iv. Innovation
    - v. Excellence
    - vi. Service
    - vii. Hospitality
    - viii. Freedom of Thought and Expression

### **Code of Conduct for Finance Officer**

The Finance Officer shall,

1. Be the ex-officio Secretary of the Finance Committee, but shall not be deemed to be member of the Committee.
2. Exercise general supervision over the funds of the Univer-

sity and shall advise the University as regards its financial policy; he shall be responsible for inflow of funds into University either through grants from Government or Public or by and such other means, and

- a) Exercise such other powers and perform such other functions as may be prescribed, and execute the orders of Syndicate and Vice chancellor.
- b) Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding such amount as may be prescribed without the previous approval of the Syndicate.
3. Subject to the control of the Syndicate, the Finance Officer, shall
  - a) Hold and manage the property and investments of the University including trust and endowed property.
  - b) Ensure that the limits fixed by the Syndicate, for recurring and non-recurring expenditure for a year are not exceeded and all the moneys are expended for the purpose for which they are granted or allotted.
  - c) Be responsible for the preparation of Annual accounts, Financial Estimates and the Budget of the University and for their presentation to the Syndicate.
  - d) Keep a constant watch on the cash and bank balance and of investments.
  - e) Watch the progress of the collection of revenue and on the methods of collection to be employed.
  - f) Ensure that the registers of buildings, land, furniture and

equipment are maintained up-to-date and stock-checking is conducted on equipment and other consumable materials in all offices and other places maintained by the University.

- g) Bring to the notice of the Vice-Chancellor any un-authorized expenditure or other financial irregularity and suggest appropriate action to be taken against persons at fault; and
  - h) Call from any office of other place maintained by the University information or returns that he may consider necessary for the performance of his duties.
4. The receipts of the Finance Officer or of the person or persons duly authorized in this behalf by the Syndicate for any money payable to the University shall be sufficient discharge for payment of such money.
  5. Adhere to the following principles to maintain standards in Public Life.
    - Selflessness
    - Objectivity
    - Accountability
    - Openness
    - Leadership
  6. Uphold values accepted by the University as listed below:
    - Integrity
    - Honesty
    - Respect
    - Innovation
    - Excellence
    - Service
    - Hospitality
    - Freedom of Thought and Expression

## **Code of Conduct for Students**

1. This Code shall apply to the conduct of students within the University premises as well as any off-campus conduct that has or may have serious implications for the University in terms of its reputation or objectives.
2. Students must sign an affidavit accepting this Code at the time of admission and by give an undertaking that they shall be regular and must complete their studies in the Department/ Faculty.
3. In the event, a student is compelled to discontinue studies for any valid reason, such a student may be relieved from the University subject to the written consent of the Deans.
4. 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.
5. All students must behave appropriately, uphold academic integrity, respect other's rights, safeguard university's properties and safety of others.
6. Students must refrain from indulging in any forms of misconduct either on-campus or off-campus, which can affect University's reputation or interests. Examples of misconduct included but not limited to:
  - a) Any discriminatory (physical or verbal) actions that are based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, sexual orientation, marital or family status, physical or mental disability etc.

- b) Damaging or destroying University infrastructure, property or any other equipment belonging to the University or faculty members or students.
- c) Engaging in disruptive activity either in the classroom or in any event organized by the University.
- d) Non-compliance of University regulations such as producing the identity card issued by the University on demand.
- e) Organizing meetings or processions without permission from the University.
- f) Accepting membership of anti-social elements or terrorist groups that are banned by the University/Government of India.
- g) Unauthorized possession or consumption of banned drugs or harmful chemicals, Smoking on the premises of the University.
- h) Consumption, distribution, possession, sale of alcohol in the University premises or littering the same with empty bottles.
- i) Driving rashly or parking in a no parking zone or parking in non-designated areas.
- j) Non-disclosure of any pre-existing health condition, physical or psychological that may affect academic progress or cause disruption to others.
- k) Causing disruption to the functioning of the University by inciting others and participating in riots, creating noise or in any kind of scuffle.
- l) Engaging in indecent or inappropriate conduct that affects the peace and tranquility of the University.

## **Code of Conduct for Controller of Examinations**

### **The Controller of Examinations shall,**

1. Conduct Examinations and make all other arrangements thereof and be responsible for the due execution of all process connected therewith.
2. Adhere to the following principles to maintain standards in Public Life:
  - Selflessness
  - Objectivity
  - Accountability
  - Openness
  - Leadership
4. Uphold values accepted by the University as listed below:
  - Integrity
  - Honesty
  - Respect
  - Innovation
  - Excellence
  - Service
  - Hospitality
  - Freedom of Thought and Expression

### **General Code of Conduct for All Stakeholders**

1. Must not indulge in any form of assaults, harassment, and endangerment, intimidation, threatening another individual/ groups or infliction of physical, mental or emotional harm.
2. Must not destroy, deface or damage university property or



property belonging to someone else and will lead to punitive action.

3. Refrain from making false accusation or baseless allegations against any member in the university.
4. Shall not provide false information to the university or forging, altering or misusing any documents or records belonging to the university and doing so will be considered breach of trust and will warrant appropriate action.
5. Must not indulge in any form of research and publications in violation to ethical codes and acts such as intellectual dishonesty, plagiarism, deceitful behaviour like fraudulent-documentations etc. is not acceptable.
6. Abstain from discriminatory treatment of any person based on sex, religion, caste, class or in any other forms as it will invite legal actions.
7. Must not take part in any form of ragging as it is strictly prohibited in the campus.
8. Must adhere to disciplinary measures imposed, failing which will result in appropriate corrective measures.
9. Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality either in person, or through social media forums.
10. Must not make inappropriate and unacceptable comments or posts in Social Media that could damage the reputation of the university or any of its entity there of.

\* \* \*