



# CODE OF CONDUCT

HANDBOOK



**KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act-XII of 1956)

(A + Grade, NAAC Accredited)

Website: [www.kuk.ac.in](http://www.kuk.ac.in)



## CODE OF CONDUCT

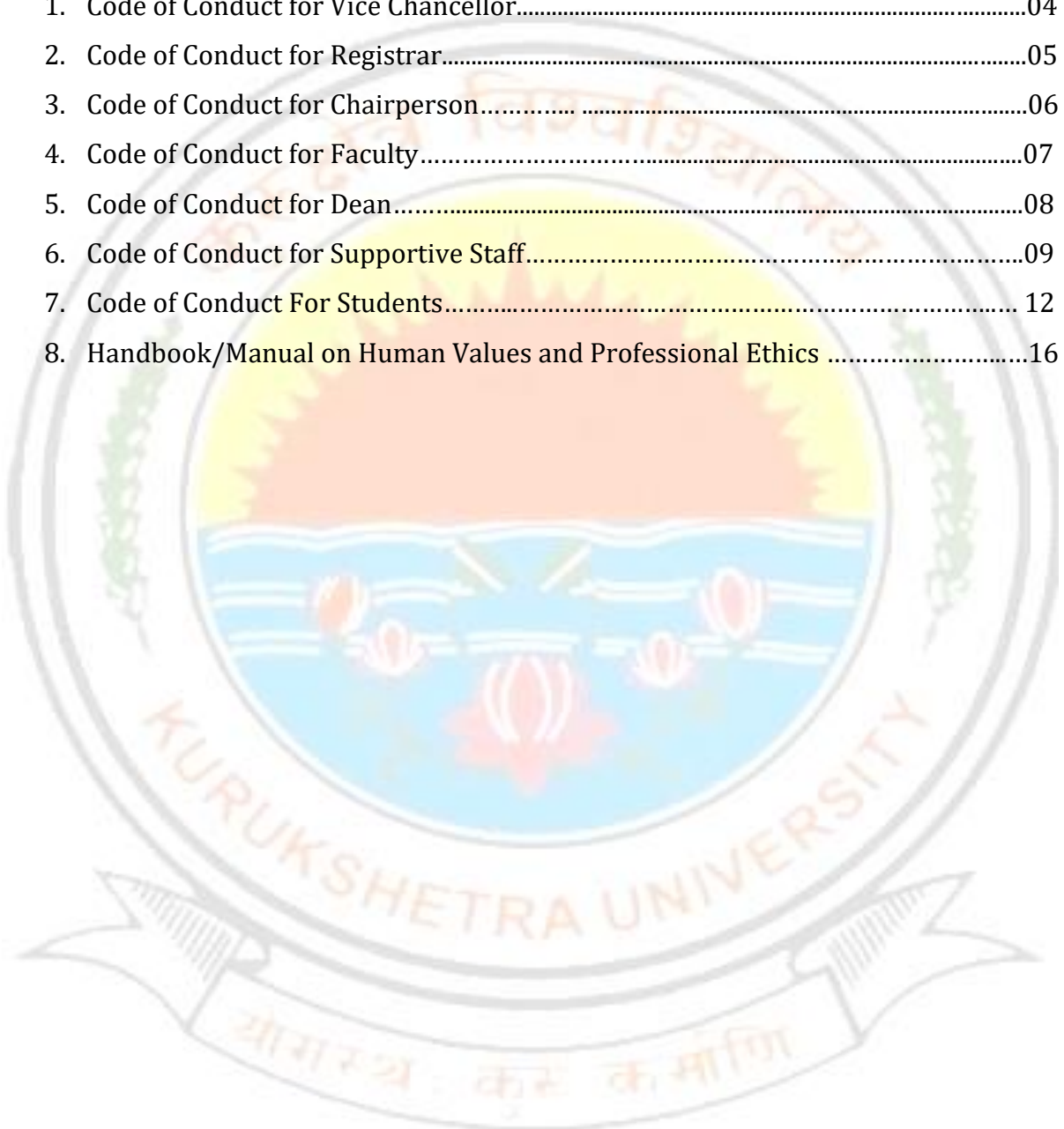
Kurukshetra University Handbook of Code of Conduct contains general guidelines of good expected behaviour from its different stakeholders to take the University forward towards greater heights and promote quality education as envisaged in NEP 2020. A formal document on conduct will be of particular relevance in the current digital age with fast changing norms and mores and can be referred to as and when needed. This collection of do's and dont's is only indicative in nature to provide a road map of actions and it is expected from all concerned to be mindful of their conduct concerning dealings with the University and work towards achievement of its vision and mission





## INDEX

1. Code of Conduct for Vice Chancellor.....	04
2. Code of Conduct for Registrar.....	05
3. Code of Conduct for Chairperson.....	06
4. Code of Conduct for Faculty.....	07
5. Code of Conduct for Dean.....	08
6. Code of Conduct for Supportive Staff.....	09
7. Code of Conduct For Students.....	12
8. Handbook/Manual on Human Values and Professional Ethics .....	16





### **CODE OF CONDUCT FOR VICE-CHANCELLOR**

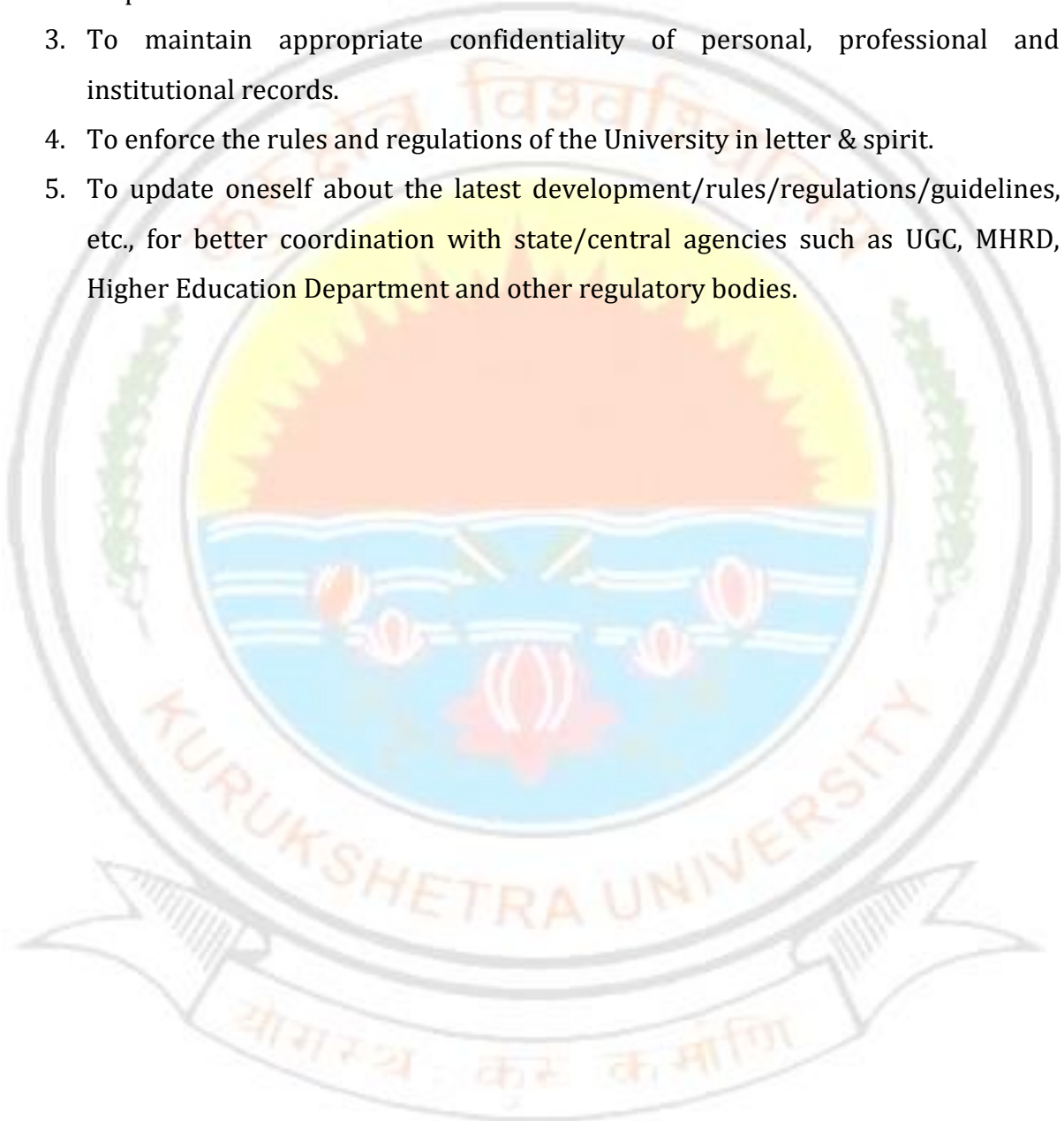
1. To provide inspirational and motivational value-based academic and executive leadership to the university through policy formation and operational management.
2. To act in a transparent, fair & impartial manner maintaining highest degree of integrity in consonance with the regulatory framework of the University.
3. To utilize resources of the University in a judicious and efficient manner.
4. To promote collaborative and consultative work culture facilitating seamless generation of creative & innovative ideas.
5. To ensure confidentiality of privileged information.





### **CODE OF CONDUCT FOR REGISTRAR**

1. To act in a transparent, fair & impartial manner maintaining highest degree of integrity in consonance with the regulatory framework of the University.
2. To provide true and accurate information as and when needed.
3. To maintain appropriate confidentiality of personal, professional and institutional records.
4. To enforce the rules and regulations of the University in letter & spirit.
5. To update oneself about the latest development/rules/regulations/guidelines, etc., for better coordination with state/central agencies such as UGC, MHRD, Higher Education Department and other regulatory bodies.







### **CODE OF CONDUCT FOR CHAIRPERSON**

1. Lead the department with a visionary zeal for holistic progress in consonance with the vision, mission and core values of the University.
2. Exhibit inclusive and participative qualities to build a committed team in the department.
3. Promote healthy work culture in the department in a rational and transparent manner.
4. Maintain effective channels of communication with the students to learn and address their concerns and retaining sustaining their involvement in learning.
5. Envision, plan and facilitate new academic initiatives in tune with national and international scenario.
6. Be an able and responsive administrator discharging all such functions as are laid down in the statutes, ordinances and rules of the University in a time-bound manner.
7. Establish dynamic liaison and structured systems among various stakeholders.





## **CODE OF CONDUCT FOR FACULTY**

1. Discharge their professional responsibilities according to the existing rules/service agreement/code of professional ethics.
2. Treat other members of the profession and community in the same manner as they themselves wish to be treated.
3. Manage their personal affairs in a manner consistent with the dignity of the profession.
4. Contribute collaboratively towards creating harmonious environment with colleagues and refrain from indulging in unethical and unprofessional conduct.
5. Strive for continuous professional growth through conscientious and dedicated teaching and research.
6. Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
7. Recognize the differences in aptitude and capabilities among students and strive to meet their individual needs with due respect to their rights & dignity.
8. Encourage students to improve their attainments, develop their personality and nurture scientific outlook.
9. Inculcate pragmatic pride in Indian values and ideals of democracy, patriotism and peace.
10. Develop commitment towards demonstrable behaviour in terms of sustainable development and social inclusion.



## CODE OF CONDUCT FOR DEAN

1. To explore and suggest new initiatives for enhancement of quality in teaching and research.
2. To effectively coordinate the teaching and research programmes of the faculty in a time-bound manner.
3. To encourage inter-disciplinary outlook and strengthen synergies among various departments of the faculty.
4. To address faculty concerns and priorities for achieving University goals.
5. To develop platforms for multi-disciplinary discussions to promote academic excellence.







## **CODE OF CONDUCT FOR SUPPORTIVE STAFF**

1. Every employee shall at all times maintain absolute integrity and devotion to duty.
2. Every employee shall abide by and comply with the laws of the University and all orders and directions of his/her superior authorities.
3. Every employee shall extend the utmost courtesy and attention to all persons in the course of duties.
4. Every employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.
- 5\* No employee shall be a member of any political organization or take active part in any political activity. Non-teaching employees in the University may / shall not be allowed to contest elections to Parliament, State Legislature or a Local Authority.
6. No employee individually or collectively shall participate in any demonstration or resolve to any form of strike in connection with their official duties and conduct.
7. No employee shall join or continue to be a member of any Service Association of the University, which has not been constituted in accordance with the constitution approved for it by the University.

*Provide that if the constitution of any Association is approved subsequently appropriate to his/her class then such an employee who was not a member of the Association appropriate to his/her class shall not continue to be a member of the earlier Association.*

8. No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly to any other people to whom he/she is not authorized to communicate such documents or information.
9. No employee shall, except with previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.

*There shall, however, be no objection to his/her undertaking honorary work of social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer. He/she shall inform the University about his/her having taken up such work.*

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\* No employee will be allowed to contest the Municipal Committee Election.  
(Approved vide Executive Council Resolution No. 13 of 05.07.1969)



- 10 An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts of the case to the University.
- 11 No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to the service under the University.
- 12<sup>@</sup> No employee of the University shall act as Reporter Correspondent/ Editor/ Stringer/ Journalist of newspapers/ magazines/periodicals other than literary, scientific or academic journals/or participate in the management of such newspapers/magazines/periodicals/ other media with or without payment except with the previous sanction of the Vice-Chancellor.
  - (a) Provided that this rule shall not apply if a contribution which is of literary, artistic, scientific or general academic character and does not form a part of the role of the employee specified herein.
  - (b) Provided further that the Vice-Chancellor may withdraw at any time sanction so granted without assigning any reason.
- 13<sup>\*\*</sup> No University employee shall make wild allegations amounting to defamation, baseless criticism and uncalled for observations regarding functioning of the University or its authorities.
- 14<sup>#</sup> No employee shall involve in any act of sexual harassment against women.
- 15<sup>\*\*</sup> University employees may write for redressal of their grievances connected with the service conditions to the concerned competent authority/body and shall not address their grievances without proper channel.
- 16<sup>\*\*</sup> If the grievances of the University employees are not met with according to the above procedure within the reasonable time then they may make representations to the higher authorities of the University provided it is routed through proper channel.
- 17 University employees shall not use cellphone while on duties or shall keep cell phones in the silent mode, to avoid disturbing others work around.
- 18 University employees shall wear formal/decent dress and should not wear silly outfits while on duty.

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@ Added vide Executive Council Resolution No.33 of 10.01.1997.

\*\* Added vide Executive Council Resolution No.74 of 26.10.2002.

# Added vide Executive Council Resolution No.76 of 26.10.2002.



- 19 Every employee shall adhere to regularity, punctuality and sincerity and shall not leave their seats during office hours without any valid reason and without consent of his or her reporting authority. Recording shall be made in the movement register accordingly.
- 20 Every employee shall make a proper use of University resources and shall maintain University campus, equipment's, instruments, furniture, fixtures and other assets appropriately.
- 21 No employee shall be under the influence of drugs, alcohol or indulge in gambling during office hours.
- 22 The support staff shall not show no discrimination on basis of gender, religion, caste or creed or region.
- 23 No employee shall make improper or discourteous behaviour towards other; shouting, speaking loudly or making a nuisance on the University premises.





## **CODE OF CONDUCT FOR STUDENTS**

Kurukshetra University believes in creating and nurturing an environment that enables the students to make use of the diverse and rich resources of the University in the pursuit of academic excellence and personal growth. In consonance with achieving this objective and to ensure their safety, security and well-being, the students are expected to adhere to the following code of conduct:

1. The students of Kurukshetra University are expected to demonstrate the highest standards of moral and behavioural conduct not only during their stay or active association with the University but as responsible citizens throughout life, wherever they are placed.
2. Ignorance of any rule shall not allow a student to escape the liability for violation of the same.
3. The Code of Conduct for students does not replace the law of the land which must be observed by all.
4. Every student is required to attend classes regularly. If a student attends classes less than the required number i.e 75% then he/she shall make himself/herself ineligible from appearing in the examinations.
5. In order to ensure the safety and security of the students, it is essential that students must visibly wear their Identity Cards at all times. The same should be produced when proof of identity is required by the University officials.
6. All entries to various offices, hostels, auditorium, administrative and examinations blocks, etc. shall be subject to the production of valid ID cards by the students. The same shall also apply to attending of cultural programmes, sports events, films shows or other such programmes of the University.
7. All students must fill in the required information correctly in the Students' Information Form. The address and contact numbers of parents should be correct so that they can be contacted in case of any emergency.
8. Hostel facility is meant to be availed by bona-fide residents only. To maintain the academic environment and to ensure the safety of residents in hostels, non-residents/outsideers are strictly prohibited from using accommodation and/or mess facilities without prior permission from the concerned authorities. Any infringement shall invite strict disciplinary action including cancellation of



admission (from the department as well the hostel) of the illegal occupant as well as the resident acting in violation of this rule.

9. Non-vegetarian food is not served in the hostel messes. Accordingly, students are not allowed to consume non-vegetarian food in the hostel.
10. Bona-fide student desirous of bringing/keeping his/her vehicle in the University Campus would be required to submit a self-attested photocopy of the Registration Certificate (RC) of his/her vehicle and the driving license to the Chairperson/Director of the Department/Institute and to the warded of the hostel concerned. The student will be issued a permit in the form of a Sticker for his/her vehicle after submission of a copy of Registration Certificate to the Chief Security Officer through Chairperson/Director of the Department/Institute. No vehicle, other than the permitted one, will be allowed entry in the University campus.
11. In order to ensure that the University campus is free of noise pollution, playing of loud music or blaring horns is prohibited on campus.
12. Vehicles with black films are not allowed to enter the University campus.
13. The maximum speed limit for driving on campus is 30 km per hour. The same must be complied by all while driving.
14. Kurukshetra University is a Ragging Free Campus. All students must follow the University guidelines regarding, Anti-Ragging appended in the prospectus. To report incident(s) of any kind of ragging, helpline numbers are displayed at major places on the campus and also on the University website.
15. The University expects all students to demonstrate utmost sensitivity while dealing with others. All students should behave in a highly dignified manner with female students, teachers and employees. The University follows a policy of zero tolerance towards acts of sexual harassment. Anyone found indulging in any such activity shall be liable to face stringent disciplinary action including expulsion from the University.
16. The University property should not be harmed in any manner. Any student found damaging or defacing the same shall make himself/herself liable to appropriate disciplinary proceedings.
17. Use of alcohol, tobacco and drugs in any form is strictly prohibited on the University Campus. Any student acting in violation of the same shall invite strict





disciplinary action including cancellation of hostel accommodation, forfeiture of security deposit and/or expulsion from the University.

18. Every student must follow University rules and regulations in maintaining discipline on the campus. If a student is found involved in any act/s of indiscipline, unlawfulness or misbehaviour then he/she will be dealt with as per University rules.
19. Kurukshetra University Campus Students' Council is a democratically elected body. Therefore, all collective students' demands may be taken up through the Students' Council. No student shall be allowed to disturb the academic atmosphere of the campus. Anyone found disrupting classes or instigating students to disrupt classes, shall invite disciplinary proceedings as per rules.
20. Apart from the Kurukshetra University Campus Students' Council, the University also has a mechanism to redress the grievances of its students through Students' Grievances Redressal Cell. A student can submit his/her complaint/grievance to the Dean Students' Welfare, Convener of the Cell, via e-mail at [dsw@kuk.ac.in](mailto:dsw@kuk.ac.in) or in writing mentioning his/her name, class, roll number, department/hostel & phone number to the office of Dean Students' Welfare, KUK. However, collective students' grievances/demands can only be dealt as mentioned at Point No. 19.
21. Students are advised not to hold any rally or protest near the University administrative block. They should take up the issue, if any, first with the Chairperson/Director/Principal/Warden/Chief Warden and then with the Dean Students' Welfare.
22. Students must obey instructions of the teacher-in-charge(s) while on a tour/trip/field training/Industrial training, etc. All safety norms, as prescribed in the UGC Safety Regulations, should be followed by students on and off the campus.
23. All the students must observe silence in the library. The use of mobile phones in the library is strictly prohibited.
24. One should not write or paste posters on the walls and window panes of the University buildings. Any poster/hoarding found pasted/fixed/hanged at any place, other than the prescribed ones, shall invite appropriate action under the Defacement of Public Property Act.



25. If at all, any information in the form of poster or pamphlets is to be displayed on the defined notice board its content should be got checked and approved by the Dean Students' Welfare/Proctor/Heads of concerned Department beforehand.
26. Students are expected to keep the campus neat and clean. The use of polythene is strictly banned on the campus.
27. Any mistake of the internet facility provided by the University shall invite appropriate disciplinary action.

The University Code of Conduct for the students is not an exhaustive one. The students are expected to be Good Samaritans and play an active role in taking the University to new heights of reputation and glory.





## HANDBOOK/MANUAL ON HUMAN VALUES AND PROFESSIONAL ETHICS

### **Human Values**

Universities are temples of learning and character-building where students are enabled to visualize and realize their goals in harmony with fellow beings and nature. Our ancient scriptures speak a lot about human values such as having collective goals and collective efforts for the benefit of mankind. Patanjali in Yoga Sutra gives four basic principles to achieve purity of mind thereby leading to a peaceful society. These principles are warm-heartedness (maitri), compassion(karuna), happiness (mudita) and equanimity (upeksha). Lord Krishna also gives a detailed description of divine properties (daivisampada) in Gita. These are the virtues or attitudes that are necessary for a blessed society, because they guide us to take into account the human element when we interact with human beings. Generally speaking, some basic human values in present context are respect for all, acceptance, consideration, appreciation, listening, openness, affection, empathy, patience and affection towards other human beings. These values are tools to manage human relations and to maintain peace. Human values are very important in a professional institution because they govern human behaviour and attitude. Following human values should be specifically adopted in University system to achieve its mission:

1. Right Conduct- Right conduct includes good manners, helpfulness, responsibility, independence, perseverance, general awareness and courage.
2. Truth-Truth involves truthfulness, honesty, fairness, creativity, determination, trust and faith.
3. Universalism-Universalism stands for equality, social justice, positivity, self-discipline, global stewardship, thankfulness and contentment.
4. Benevolence-Benevolence includes kindness, friendship, forgiveness, generosity, compassion, tolerance and service.
5. Non-violence- This means not to hurt anyone through actions or statement; patience, cooperation, loyalty, justice and respect



## **PROFESSIONAL ETHICS**

### **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 / her students and the society at large. Therefore, every teacher should maintain integrity and 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 etc. towards the contribution of knowledge;
- v. Maintain active membership of professional organisations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- viii. Abide by the Act, Statue and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. 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
- x. Participate in extension, co-curricular and extra-curricular activities including community service.





## II. 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, economic, social and physical characteristics;
- 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. Facilitate the overall growth of students through highlighting their ability and giving them opportunities by organizing cultural and academic programmes;
- vi. Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vii. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- viii. Pay attention to only the attainment of the student in the assessment of merit;
- ix. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- x. Aid students to develop an understanding of our national heritage and national goals; and
- xi. Refrain from inciting students against other students, colleagues or administration.

## III. TEACHERS AND COLLEAGUES:

### Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- 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, creed, religion, race or sex in their professional endeavour;





- v. Be encouraging and affectionate towards junior colleagues and be respectful towards senior colleagues;
- vi. Be able to display the ideal model of team work where all members work for vision and mission of the institution collectively;
- vii. Maintain a friendly or workable relation with all colleagues;
- viii. Be open-minded to accept criticism.

#### **IV. 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 private tuitions and coaching classes 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 and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of service agreement;
- 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.

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

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.



## **VI. TEACHERS AND GUARDIANS:**

### **Teachers should:**

- i. 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:**

- i. Recognize that education is a public service 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 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.

### **The Vice-Chancellor/Pro-Vice-Chancellor/Rector**

#### **The Vice-Chancellor/Pro-Vice-Chancellor/Rector should:**

- i. Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- ii. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- iii. Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;



- iv. Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- v. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- vi. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**College Principal should;**

- i. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- ii. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- iii. Act as steward of the College's assets in managing the resources, responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- iv. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thing and ideas;
- v. Endeavour to promote a work culture and ethics that beings about quality, professionalism, satisfaction and service to the nation and society.
- vi. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- vii. Manage their private affairs in a manner consistent with the dignity of the profession;
- viii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- ix. Participate in extension, co-curricular and extra-curricular activities, including the community service.
- x. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.



**Director, Physical Education and Sports (University/College)/Librarian (University/College) 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. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research; and
- iv. Participate in extension, co-curricular and extra-curricular activities, including the community service;
- v. Be humble and helpful to students and staff to encourage their academic and professional growth.

