

Policy
On
Code of Conduct and Ethics



KAKATIYA UNIVERSITY
WARANGAL

CODE OF PROFESSIONAL ETHICS

Kakatiya University

Warangal

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:

- (i) Adhere to a responsible pattern of conduct and demeanor 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 organizations 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 indulge in plagiarism and other non ethical behavior in teaching and research;
- (viii) Abide by the Act, Statute, and Ordinance of the University and to respects 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 counseling 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) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student 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.

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.

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) 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.

V. TEACHERS AND NON-TEACHING STAFF:

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Help in the function of joint staff-councils covering both teachers and the non-teaching staff.

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.

CODE OF ETHICS FOR STUDENTS

Kakatiya University

Warangal

Section – I: Responsibilities of the Students:

It shall be the responsibility of the students:

- (i) To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the University.
- (ii) To access all educational opportunities and benefits available at the University and make good use of them to prosper academically and develop scientific temper.
- (iii) To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- (iv) To respect the cultural and societal values nurtured and followed by people in this State.

Section – II: Prohibited Behaviour of the students:

The students shall abstain from the following:

- i) Any act that causes or intends to cause psychological, emotional or physical stress and harm to any personal persons.
- ii) Any conduct that causes unauthorized removal, destruction or malicious damage of University property or property under University custody or control and also destroying, removing or maliciously damaging the property of others in University premises or at events / functions sponsored / organized by the University.
- iii) Disorderly, lewd, indecent, obscene or offensive conduct in the premises of the University or causing any damage to property under the control of the University or at events / functions sponsored/organized by the University.
- iv) Obstructing or disrupting the educational process by entering into a class / programme when the class is in session without the permission of the teacher in charge of the class.
- v) Engaging in any sort of political activity inside the Campus or in any property owned / managed by the University and organizing or attending meetings other than the official ones or other than those for which prior

permission of University authorities have not been obtained.

- vi) Possessing any banners, flags, posters, pamphlets etc. other than the official ones or disfiguring the walls, doors, windows, furniture etc. with graffitis, bills, engravings etc.
- vii) Engaging in gherao, keeping under captivity or illegally confining any official of the University.
- viii) Possessing, using, distributing or being under the influence of alcohol, narcotics or other controlled substance in the University Campus or at any property owned / managed by the University.
- ix) Possessing or using any weapon, explosive or anything that can cause injury / danger to the life and limb.
- x) Rashly or negligently driving the vehicles in the University premises.
- xi) Any other conduct which leads to the lowering of esteem of the University in public.
- xii) Using Mobile phone during class hours / office hours in Administrative Office / Departments/Schools.
- xiii) Disturbing the peace and tranquility of the campus.

Section – III: Disciplinary Sanctions:

Any student / students exhibiting prohibited behaviour mentioned in Section (II) of the code shall depending upon the gravity of the misconduct or depending on its recurrence be subjected to any of the following disciplinary sanctions.

I. Minor sanctions

i) Warning or reprimand:

This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter.

ii) Tendering apology

The student engaged in any prohibited behaviour may be asked to tender an apology for his act, undertaking that he shall not indulge in such or any of the prohibited behaviour in future.

II. Major Sanctions

i) Debarring from Examinations:

A student / group of students may be debarred from writing all any / some of the examinations which forms part of the academic programme for which he / she has joined.

ii) Suspension:

A student may be suspended from the University for Violation of any of the provisions of this Code. The period of suspension and conditions if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his attendance for the suspended period.

iii) Restitution:

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or damage1 disfiguration to property of the University or any property kept in the premises of the University. The students / group of students or their parents may be asked to compensate in money terms for the loss that has been caused to any person or property of the University due to the act of vandalism perpetrated by the students. The students / group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form.

iv) Forfeiture

Any student engaged in any prohibited behaviour shall forfeit his caution deposit.

V) Expulsion

This is extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the University. Such a student will not be eligible for readmission to any of the courses of the University.

Section - IV: Functionaries under the Code

i) Heads of Departments / Principals / Directors of Centres / Warden of Hostels:

As the persons in charge of the Department, the respective Heads / Principals / Directors of all the teaching Departments/ Schools shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged under this code. As the Heads / Principals /Directors cannot single handedly manage the entire issues, he can assign part of the work to the teachers and the teachers of all the departments have the responsibility to inform any incident of prohibited behaviour to the Head\$/ Principals / Directors so that any serious issue can be settled before the same goes out of control. The Heads / Principals / Directors shall have the power to impose minor sanctions as envisaged under section 3(I) of this Code. They can also recommend to the Vice-Chancellor to impose major sanctions as envisaged under Section 3(II) of this Code. The Heads I Principals / Directors while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed I proposed is commensurate to the gravity of the prohibited behaviour. Any lapse on the part of a teacher to report any instance of violence and misconduct on the part of the students shall be reported to the Vice-Chancellor by the respective Heads / Principals / Directors. The Warden I Matrons of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/ She shall specifically see to it that the inmates of the hostel do not involve themselves in any prohibited behaviour mentioned under Section 2 of this Code.

ii) Registrar

The Registrar shall have the power to visit / inspect any premised buildings or any property of the University when there is a genuine doubt that any act of prohibited behaviour is taking place and can take any lawful actions to curb such behaviour. The Heads/Principals/ Directors shall report to the Registrar any instances of prohibited behaviour, which in turn shall bring it to the notice of the Vice-Chancellor. The Registrar shall forward the recommendations from the Heads / Principals / Directors to impose a major sanction under Section 3(II) of

this Code to the Vice-Chancellor after noting his observations. The Registrar can also suo-motu recommend action against any student / students indulging in prohibited behaviour which is brought to his notice.

iii) Vice-Chancellor

The Vice-Chancellor shall be the ultimate authority in imposing major sanctions as envisaged under Section 7(II) against the students for acts of prohibited behaviour. The Vice-Chancellor can also entertain any appeal from any student / students aggrieved by the action of the Heads/Principals/directors and decide the case on merits and in an impartial manner.

Section – V: Right to Appeal:

The student / students aggrieved by the action of the Heads / Principals / Directors can appeal to the Vice-Chancellor and any students aggrieved by the action of the Vice-chancellor can appeal to the Executive Council. The decision of the EC shall be final and binding on the student / students.

Section – VI: Assistance from Law Enforcement Agencies:

The Heads / Principals / Directors shall have the power and duty to call the Police immediately when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Heads/Principals/Directors shall in such a case give a detailed report to the Registrar. The Heads / Principals / Directors can also arrange videography of the entire situation.

Section - VII: Counselling:

The University shall arrange for initial counselling of fresh entrants by the Heads/Principals/Directors of the respective Department.

Section -VIII: Grievance Redressal Committee / Complaint Committee:

The University set up "Grievance Redressal Committee" where the students can air their grievances. The Committee shall consist of the Heads/Principals / Directors of the Departments, eminent persons including retired Judges and also members of the Parent Teachers Association. Till these committees are constituted, adhoc committees shall be formed by the Vice-Chancellor.

Section – IX: Anti-Ragging Committee:

The University has a coherent and an effective Anti-Ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutes, 2009'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutes and Institutes. The said UGC Regulations shall apply mutatis to the Institute and the students are requested kindly to follow the codes strictly.

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) any act of financial extortion or forceful expenditure burden put on a student by other students;

- f) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person:
- g) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- h) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the University and chaired by the Dean, Academic Audit shall examine all complaints of Anti-Ragging and come out with recommendation based on the nature of the incident. The committee shall be chaired by the Dean, Academic Audit and the Director, University Hostels as Convener shall regulate the affairs along with the members, the Principals, Heads, and Directors as its members.

Section – X: Sexual Harassment of Women at Workplace:

The University has constituted a Complaint Committee with regard to Sexual Harassment of Women at Workplace in compliance with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

Section - XI: Undertaking by the students:

The students joining any academic programme of the University will have to give an undertaking to the effect that he /she will fully comply with the provisions envisaged in this Code in letter and spirit.

Section - XII: Amendments to the Code


The Executive Council of the University shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and teachers of the University.

Section - XIII:

No order other than an order suspending or warning a student, shall be passed without giving an opportunity of hearing to the student / students.


Dr. S. Narasimha Chary
Director, IQAC
Kakatiya University
Warangal
Director
Internal Quality Assurance Cell
KAKATIYA UNIVERSITY
Warangal (Urban) - 506 009 (T.S.)


Prof. T. Srinivasa Rao
Registrar
Kakatiya University
Warangal
REGISTRAR
KAKATIYA UNIVERSITY
WARANGAL - 506 009 (T.S)


Prof. T. Ramesh
Vice-Chancellor
Kakatiya University
Warangal
Vice-Chancellor
KAKATIYA UNIVERSITY
Warangal (Urban) - 506009