



HAND BOOK FOR CODE OF CONDUCT

Adapted from UGC



AUGUST 1, 2026

1. Code of Conduct for Students

Sri Krishna Knowledge Foundation Deemed to be University has formulated a Code of Conduct for students to observe and abide by the rules and regulations of the University. This will aid the University in maintaining harmony and achieving a holistic educational experience and atmosphere. Therefore, all students are requested to be conversant with this Code, which can also be reviewed on the official website of the University.

1.1. Jurisdiction

- The University shall have jurisdiction over the conduct of students associated with or enrolled in the University.
- The University shall take cognizance of all acts of misconduct, including incidents pertaining to ragging, which take place on the campus or outside the campus in connection with University-related activities and celebrations.
- The University may also exercise jurisdiction over conduct that occurs off campus and violates the ideal student conduct and discipline as laid down in this policy handbook and other related regulations, as if the conduct had occurred on campus. This shall include:
 1. Any violation of the Sexual Harassment Policy of this University against other students.
 2. Physical assault, threats of violence, or conduct that threatens the physical and mental health or safety of any person, including other students.
 3. Possession or use of weapons, explosives, or destructive devices on campus or off campus.
 4. Manufacture, sale, distribution, or consumption of prohibited drugs, alcohol, etc.
 5. Conduct that has a negative impact on or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated above, shall consider:

- The seriousness of the alleged offence.
- The risk of harm involved and whether the victim(s) are members of the campus community.
- Whether the off-campus conduct is part of a series of actions that occurred both on and off campus.

2. Campus Code of Conduct

1. All students should wear their ID cards at all times during their stay in the University.
2. Students are expected to maintain the highest standards of discipline and dignity on and off the University campus.
3. Students should abide by the rules and regulations of the University and should maintain the esteem of the University.
4. All students are expected to be present in the class as per the scheduled time. Latecomers will not be entertained. One hour of absence will lead to losing half a day's attendance.
5. 75% attendance is mandatory for all students.
6. All faculty members should be addressed as Dr./Prof. or Sir/Madam. All administrative staff should be addressed as Sir/Mister.
7. No student shall leave the class while the session is in progress without the permission of the respective teacher concerned.
8. In case of an extenuating circumstance, a student may be permitted to leave the campus with due permission from the Tutor, Head of the Department, or Dean of the concerned department. The authenticity of the reason for such permission will be checked by the Tutor by calling the parent/guardian.
9. Break time should be utilised wisely and should not be extended.
10. Students should strictly adhere to the dress code. The dress code prescribed for boys is formal pants and a shirt with formal shoes. The dress code prescribed for girls is a saree, half-saree, or churidar with a dupatta, with

loose fittings. During University or department functions, uniforms should be worn as required.

11. All leave applications shall be submitted on time to the concerned Tutors, with appropriate evidence in case of medical reasons.
12. All kinds of tattooing, body piercing, hair styling, or any act that goes against the existing social norms and the spirit of the University and academic values will be referred to the Discipline Committee. Any act against political, social, or cultural values, beliefs, and norms will be dealt with stringently.
14. Rash driving, wheeling, and powered vehicles are not allowed inside the campus. Horn sounds that are beyond the permissible decibel levels and cause harm to the environment are not permitted inside the campus. Students possessing vehicles with altered silencers are not permitted inside the campus. Students using two-wheelers are strictly advised to travel with one pillion rider only. Any deviation from this rule will result in the vehicle being removed from the campus permanently.
15. Students are expected to maintain decorum in all academic buildings. Hooting, whistling, loitering, or any unacceptable act will be treated as deviant behaviour and as an instance of indiscipline.
16. During independent learning hours, students are expected to use the classroom, library, or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with free movement.
17. Accessing social media networks is prohibited inside the campus unless it is for academic purposes.
18. Students are advised to follow the Mobile Phone Usage Policy of the University.
19. The campus is known for Swachhta, and it is the responsibility of the students to maintain a neat and clean campus. Trash should be disposed of wherever appropriate.
20. Consumption of intoxicants/psychotropic substances in any form, smoking, or using chewing gum, Hans, pan masala, inhaling whitener, Cool Lip, etc., are strictly prohibited.

21. Students should refrain from activities such as scribbling or trashing on walls, doors, or any furniture, which could consequently deface the University and destroy the academic ambience.
22. Students should follow safety precautions at all times during class hours and laboratory hours.
23. In case of any damage to the property of the University, students shall bear the cost of replacement/repair along with the penalty.
24. Students are not authorised to celebrate any unauthorised celebrations or conduct decorations of any magnitude, including their birthdays, Bus Day, Valentine's Day, etc., on the campus.
25. Students are not permitted to distribute or display materials, notices, pamphlets, or banners on the campus without the permission of the competent authority.
26. Students who intend to represent the University in intercollegiate events shall take prior permission from the concerned Head of the Department, and the selection parameters will be fixed by the respective department.
27. On-Duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstances in a semester.
28. Political activity in any form is not permitted on the University campus. Unauthorised meetings, propaganda work, processions, or fund collections are forbidden within the University, hostels, and outside the campus.
29. Ragging is an offence and is enforceable by law.
30. Misbehaviour towards girl students, such as the use of threats or violence against members of the staff or fellow students, will be treated as a case of serious misconduct. Physical or psychological harassment will be dealt with as per the legal provisions. The above-mentioned misbehaviour towards any University personnel will also be dealt with as per legal provisions.
31. Any violation of the above rules will invite penalties in the form of a warning, parents' meeting, corrective measures, or punishment by the higher authorities of the University.
32. Students shall refrain from engaging in disorderly, lewd, or indecent conduct, including creating unreasonable noise, pushing and shoving, or inciting or participating in a riot or group disruption at the University.

33. Students are expected not to interact on behalf of the University with media representatives or invite media persons onto the campus without the permission of the University Management.
34. Students are not permitted to audio- or video-record lectures in classrooms or the actions of other students, faculty, or staff without prior permission inside the campus. Recording audio or video and publishing it on social media (personal account/official account) is not permitted. These violations will be viewed very seriously and will have consequences.
35. Students are not permitted to provide any audio or video clippings of any activity on the campus to the media without prior permission.
36. Students shall refrain from posting any derogatory comments about faculty, students, or the University on social media or websites of any nature.
37. Students shall refrain from theft or abuse of University property and facilities.
38. Students shall refrain from celebrating any religious-related functions inside or near the campus without permission.

Action on the Above

1. **Warning** – indicating that the action of the student was in violation of the Code, and any acts of misconduct shall result in severe disciplinary action.
2. **Restrictions on using various facilities** on the campus for a specified period of time.
3. **Expulsion of a student from the University** permanently.
4. It may also include **suspension or forfeiture of scholarship/fellowship** for a specific period of time or withdrawal of the scholarship for the candidate.
5. A student may be **suspended for a specified period of time**, which will entail prohibition from participating in any student-related activities.
6. **Withholding the grade or certificate** for the course studied or work carried out.
7. **Referral of the misconduct to the Discipline Committee**, conducting a detailed enquiry, and presenting the enquiry report to the higher authority for further action.
8. **Referral to law enforcement agencies** in case of a criminal offence.

Code of Professional Ethics

Preamble

The primary objective of Higher Education is to pursue academic excellence, promote quality standards, and contribute to the advancement of knowledge at national and global levels. As an Institution Deemed to be University, the University is committed to providing high-quality education, fostering research and innovation, nurturing talent, and developing responsible and ethical leaders who can contribute meaningfully to society and the economy.

The University seeks to promote the holistic development of students by fostering knowledge, skills, values, creativity, critical thinking, scientific temper, and awareness of India's rich heritage and cultural traditions. It is committed to creating an academic environment that encourages intellectual curiosity, academic integrity, professional ethics, inclusiveness, social responsibility, and respect for diversity.

The University shall strive to inculcate among students and members of the University community the values of integrity, honesty, fairness, accountability, respect, compassion, and responsible citizenship. It shall promote a commitment to the ideals and principles enshrined in the Constitution of India, while encouraging excellence in teaching, learning, research, innovation, and community engagement.

The Code of Professional Ethics is intended to guide the conduct of the University's academic, administrative, and other personnel in the discharge of their professional responsibilities and to uphold the dignity, autonomy, integrity, and reputation of the University.

This Code shall be read in conjunction with the applicable UGC Regulations, Government directives, the RulesRegulations, and policies of the University, as amended from time to time.

Code of Conduct for the Vice-Chancellor

1. The Vice-Chancellor shall exhibit the highest standards of leadership, integrity, impartiality, transparency, accountability, and professionalism in all academic, administrative, and statutory activities of the University.
2. The Vice-Chancellor shall be the Chief Academic Officer of the University and shall function in accordance with the UGC Regulations and other applicable provisions of the University.
3. The Vice-Chancellor shall provide visionary and strategic leadership for the overall development and advancement of the University and shall ensure the effective implementation of its vision, mission, objectives, and strategic plan.
4. The Vice-Chancellor shall preside over the meetings of the statutory authorities of the University as prescribed under the applicable Rules and Regulations.
5. The Vice-Chancellor shall ensure that the provisions of the UGC Regulations, Government directives, statutory requirements, and the Rules and Regulations of the University are duly observed and implemented.
6. The Vice-Chancellor shall provide guidance, leadership, and direction to all stakeholders of the University and foster a culture of academic excellence, innovation, integrity, inclusiveness, and continuous improvement.
7. The Vice-Chancellor shall oversee and monitor the overall academic and administrative functioning of the University and ensure effective coordination among all statutory officers, Deans, Heads of Schools/Departments, faculty members, and administrative staff.
8. The Vice-Chancellor shall ensure the effective implementation of the decisions and resolutions of the Board of Management, Executive Council, Academic Council, Finance Committee, Planning and Monitoring Board, and other competent authorities of the University.
9. The Vice-Chancellor shall ensure that the academic programmes of the University are designed, reviewed, and implemented in accordance with the UGC Regulations, National Education Policy, and other applicable regulatory and academic frameworks.

10. The Vice-Chancellor shall promote excellence in teaching, learning, research, innovation, entrepreneurship, extension activities, industry collaboration, and community engagement.
11. The Vice-Chancellor shall encourage the adoption of emerging technologies, digital learning systems, innovative pedagogical practices, and modern methods for enhancing the quality of teaching and learning.
12. The Vice-Chancellor shall ensure that the University provides opportunities for continuous professional development, capacity building, and academic advancement of teaching and non-teaching staff.
13. The Vice-Chancellor shall ensure that students are exposed to emerging developments in science, technology, industry, society, culture, and other relevant fields and are provided with opportunities for holistic development.
14. The Vice-Chancellor shall promote the inculcation of social, cultural, national, ethical, constitutional, and human values among students through education and institutional practices.
15. The Vice-Chancellor shall ensure the maintenance of academic standards and quality in all teaching, learning, research, examination, and student-support activities of the University.
16. The Vice-Chancellor shall oversee the quality assurance and continuous improvement mechanisms of the University and ensure compliance with the requirements of statutory, regulatory, accreditation, and ranking agencies.
17. The Vice-Chancellor shall ensure the effective functioning of the Internal Quality Assurance Cell and other quality-related mechanisms of the University.
18. The Vice-Chancellor shall promote research and innovation and encourage faculty and students to undertake high-quality, interdisciplinary, socially relevant, and industry-oriented research.
19. The Vice-Chancellor shall facilitate collaborations with reputed national and international institutions, industries, research organisations, professional bodies, and other stakeholders for the academic and research advancement of the University.
20. The Vice-Chancellor shall ensure that the University maintains an environment free from discrimination, harassment, ragging, violence, and

other forms of misconduct and shall ensure compliance with applicable statutory provisions relating to student and employee welfare and safety.

21. The Vice-Chancellor shall ensure the effective functioning of mechanisms for grievance redressal, prevention of sexual harassment, anti-ragging, equal opportunity, student welfare, and other statutory requirements.
22. The Vice-Chancellor shall oversee the conduct of examinations and shall ensure that examination-related activities are carried out with fairness, confidentiality, transparency, integrity, and academic standards, in coordination with the Controller of Examinations.
23. The Vice-Chancellor shall ensure the proper conduct of admissions, examinations, evaluation, declaration of results, award of degrees, and other academic processes in accordance with the applicable Rules and Regulations of the University.
24. The Vice-Chancellor shall ensure that the University maintains proper systems for academic planning, monitoring, review, assessment, and attainment of learning outcomes.
25. The Vice-Chancellor shall ensure that the feedback received from students, faculty, alumni, employers, parents, and other stakeholders is appropriately reviewed and that necessary corrective and developmental measures are undertaken.
26. The Vice-Chancellor shall oversee the effective utilisation and development of the physical, academic, research, technological, and other infrastructure of the University.
27. The Vice-Chancellor shall ensure that the University campus provides a safe, inclusive, accessible, environmentally sustainable, and conducive atmosphere for teaching, learning, research, and co-curricular activities.
28. The Vice-Chancellor shall promote sustainable practices, environmental responsibility, energy conservation, green initiatives, and responsible use of institutional resources.
29. The Vice-Chancellor shall ensure effective financial planning and resource mobilisation and shall exercise financial powers in accordance with the approved budget, financial rules, and decisions of the competent authorities of the University.

30. The Vice-Chancellor shall ensure that expenditure incurred by the University is properly authorised, documented, accounted for, and subject to the prescribed financial controls and audit mechanisms.
31. The Vice-Chancellor shall ensure timely preparation and submission of reports, returns, statements, and other information required by the UGC, Government, statutory and regulatory authorities, accreditation agencies, and other competent bodies.
32. The Vice-Chancellor shall ensure compliance with the requirements of UGC, AICTE, NAAC, NIRF, Government authorities, and other applicable statutory and regulatory bodies, wherever applicable.
33. The Vice-Chancellor shall review the performance of statutory officers, Deans, Heads of Schools/Departments, faculty members, and other personnel through appropriate academic and administrative mechanisms.
34. The Vice-Chancellor shall ensure that teaching and non-teaching staff adhere to the Code of Conduct, service conditions, institutional policies, and applicable statutory provisions of the University.
35. The Vice-Chancellor shall promote teamwork, coordination, mutual respect, professional ethics, and effective communication among all members of the University community.
36. The Vice-Chancellor shall ensure that official University records, documents, academic records, financial records, examination records, and other confidential information are properly maintained and protected.
37. The Vice-Chancellor shall maintain confidentiality in respect of sensitive matters relating to examinations, appointments, disciplinary proceedings, statutory meetings, legal matters, financial matters, and other confidential affairs of the University.
38. The Vice-Chancellor shall ensure that all appointments, promotions, academic and administrative decisions, and institutional processes are undertaken in accordance with applicable regulations, approved policies, and principles of fairness and transparency.
39. The Vice-Chancellor shall represent the University in academic, administrative, statutory, governmental, professional, national, and international forums and shall promote the interests and reputation of the University.

40. The Vice-Chancellor shall ensure that the University maintains high standards of institutional governance, transparency, accountability, academic freedom, and ethical conduct.
41. The Vice-Chancellor shall assess and review academic plans, departmental reports, academic diaries, teaching plans, action plans, action-taken reports, and other institutional performance reports and initiate appropriate measures wherever necessary.
42. The Vice-Chancellor shall review the academic progress and performance of Schools, Departments, Centres, and other academic units and ensure appropriate corrective and developmental measures.
43. The Vice-Chancellor shall ensure effective coordination among the Registrar, Controller of Examinations, Finance Officer, Deans, Directors, Heads of Schools/Departments, and other statutory and administrative officers.
44. The Vice-Chancellor shall ensure that all statutory and other meetings are conducted at the prescribed intervals and that their decisions are properly recorded and implemented.
45. The Vice-Chancellor shall promote academic autonomy, institutional accountability, innovation, and excellence while ensuring compliance with the applicable statutory and regulatory framework.
46. The Vice-Chancellor shall ensure that the University continuously reviews and improves its academic and administrative systems in accordance with emerging national and global trends in higher education.
47. The Vice-Chancellor shall take appropriate action in matters relating to indiscipline, misconduct, violation of University rules, and other matters in accordance with the applicable Rules, Regulations and due process.
48. The Vice-Chancellor shall uphold the dignity, autonomy, reputation, and institutional interests of the University and shall ensure that all actions taken in the capacity of Vice-Chancellor are in the best interests of the University.
49. The Vice-Chancellor shall promote an institutional culture that encourages academic freedom, ethical research, inclusiveness, innovation, entrepreneurship, social responsibility, and lifelong learning.
50. The Vice-Chancellor shall perform such other duties and functions as may be prescribed by the UGC Regulations, the Rules and Regulations of the

University or as may be assigned by the Board of Management, Executive Council, or other competent authority from time to time.

Code of Conduct for the Registrar

1. The Registrar shall exhibit qualities of effective leadership, integrity, impartiality, transparency, and professionalism in all academic, administrative, and statutory activities of the University.
2. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under the direction of the Vice-Chancellor in accordance with the UGC Regulations, the Rules Regulations, and other applicable provisions of the University.
3. The Registrar shall serve as the principal administrative officer of the University and shall ensure the smooth and efficient functioning of the administrative machinery of the University.
4. The Registrar shall function as the ex-officio Secretary of the Executive Council and such other statutory authorities as prescribed under the applicable UGC Regulations and the Rules of the University.
5. The Registrar shall coordinate and facilitate the meetings of the statutory authorities of the University and ensure compliance with the decisions taken by such authorities.
6. The Registrar shall issue notices convening meetings of the statutory authorities, Committees, and Sub-Committees of the University as prescribed under the applicable Rules and Regulations.
7. The Registrar shall maintain the minutes and records of the meetings of the statutory authorities, Committees, and Sub-Committees of the University and ensure their proper preservation.
8. The Registrar shall be the custodian of the records, documents, common seal, funds, and such other property of the University as may be entrusted to his/her charge by the competent authority.
9. The Registrar shall conduct official correspondence on behalf of the statutory authorities and officers of the University, as authorised.
10. The Registrar shall ensure the proper implementation of the decisions and resolutions of the Executive Council, Academic Council, Planning and

Monitoring Board, Finance Committee, and other competent authorities of the University.

11. The Registrar shall ensure that all administrative activities of the University are carried out in accordance with the UGC Regulations, Government directives, applicable statutory requirements, and the Rules and Regulations of the University.
12. The Registrar shall coordinate with the Vice-Chancellor, Deans, Heads of Schools/Departments, Controller of Examinations, Finance Officer, and other officers for the effective functioning of the University.
13. The Registrar shall make necessary arrangements for and supervise the examinations conducted by the University in coordination with the Controller of Examinations and other concerned authorities.
14. The Registrar shall ensure the proper maintenance and security of University records relating to admissions, academics, examinations, administration, governance, personnel, and other statutory matters.
15. The Registrar shall enter into agreements, sign documents, and authenticate records on behalf of the University wherever duly authorised by the competent authority.
16. The Registrar shall represent the University in suits or proceedings by or against the University, sign powers of attorney, verify pleadings, and depute authorised representatives for such purposes, as applicable.
17. The Registrar shall ensure the timely submission of statutory returns, reports, statements, and other information required by the UGC, Government, statutory and regulatory bodies, accreditation agencies, and other competent authorities.
18. The Registrar shall coordinate the preparation and submission of documents required for UGC, NAAC, NIRF, AICTE, Government, and other statutory and regulatory requirements, wherever applicable.
19. The Registrar shall ensure that the University maintains proper records relating to statutory compliance, approvals, recognitions, accreditations, affiliations, permissions, and other regulatory matters.
20. The Registrar shall facilitate the implementation of the academic decisions of the Academic Council and other competent academic authorities in coordination with the Vice-Chancellor and the concerned academic officers.

21. The Registrar shall ensure that the proceedings and decisions of the statutory authorities are properly documented, communicated to the concerned stakeholders, and implemented within the prescribed timelines.
22. The Registrar shall make arrangements to safeguard and maintain the buildings, offices, laboratories, libraries, reading rooms, equipment, vehicles, and other properties of the University in coordination with the concerned departments.
23. The Registrar shall ensure the effective maintenance of the University campus and promote a safe, clean, accessible, and conducive academic environment.
24. The Registrar shall supervise the administrative staff and ensure that all non-teaching and administrative personnel discharge their duties efficiently and in accordance with the Code of Conduct of the University.
25. The Registrar shall ensure transparency, accountability, confidentiality, and integrity in all administrative processes and official communications of the University.
26. The Registrar shall maintain confidentiality regarding sensitive matters relating to students, employees, examinations, statutory authorities, disciplinary proceedings, legal matters, and other confidential University affairs.
27. The Registrar shall facilitate the effective implementation of policies relating to student welfare, grievance redressal, discipline, anti-ragging, prevention of sexual harassment, equal opportunity, and other statutory requirements of the University.
28. The Registrar shall ensure that applications, representations, grievances, and communications received from students, faculty, staff, parents, Government authorities, and other stakeholders are appropriately processed and responded to within the prescribed time.
29. The Registrar shall coordinate with the Finance Officer and other concerned officers in matters requiring administrative and financial approvals and shall ensure that such matters are placed before the competent authority wherever required.

30. The Registrar shall ensure proper custody, preservation, and retrieval of important University documents, including minutes, resolutions, notifications, orders, agreements, records, registers, and statutory documents.
31. The Registrar shall promote the use of technology and digital systems for efficient administration, record management, communication, governance, and delivery of University services.
32. The Registrar shall ensure that official notifications, circulars, orders, regulations, policies, and other approved communications are issued and disseminated to the concerned stakeholders in a timely manner.
33. The Registrar shall assist the Vice-Chancellor in the effective implementation of the vision, mission, strategic plan, policies, and development initiatives of the University.
34. The Registrar shall perform such other duties and functions as may be prescribed by the UGC Regulations, the Rules and Regulations of the University or as may be assigned by the Board of Management/Executive Council or the Vice-Chancellor from time to time.
35. The Registrar shall uphold the highest standards of professional ethics, institutional integrity, fairness, accountability, confidentiality, and public service in the discharge of the responsibilities of the office.

Code of Professional Ethics for Teachers

Professional ethics are personal and University regulations that govern behaviour within the context of the respective profession. The professional ethics for the teaching fraternity are as follows:

I. Teacher and Their Responsibilities

“Teaching” is a noble profession with the obligation to uphold the ideals of professionalism and to nurture responsible citizens of the country. The prime responsibility of every teacher is to ensure that there is no incompatibility between his/her perception and practice. Teachers should be calm yet firm, patient and communicative, and possess a temperament that is amiable and respectful to all stakeholders. Teachers should treat students with dignity and mutual respect.

Teachers should

- Develop positive relationships through kindness, care, and mentoring with a patient attitude. They should possess consistent communication skills.
- Adhere to the standards set by the Management in fulfilling their professional duties.
- Manage their private affairs in a manner consistent with the dignity of their profession.
- Act with honesty and integrity in all aspects of their work.
- Respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the well-being of an individual.
- Represent themselves, their professional status, qualifications, experience, and honesty appropriately.
- Use their name/names as set out in the Register of Teachers in the course of their professional duties.
- Commit to continuous professional development through research and higher studies.

- Express free and frank opinions consistent with the Management policy pertaining to participation in professional meetings, seminars, conferences, etc.
- Maintain active membership in professional organisations in their domain and strive to improve education and professionalism through them.
- Adhere to the academic workload by following the norms of the respective statutory bodies or the University.
- Cooperate and assist in carrying out academic and related supporting activities of the Higher Education University.
- Engage themselves in extension, co-curricular, extracurricular, and outreach activities, including community services.
- Contribute their efforts towards maintaining and enhancing quality standards and helping the University to improve its position in the National Institutional Ranking Framework (NIRF), National Assessment and Accreditation Council (NAAC), National Board of Accreditation (NBA), and other applicable quality and accreditation standards.
- Follow the **dress code** prescribed for staff to maintain the professional persona of a teacher.

For Gentlemen: Collared shirts with tailored pants; shirts must be tucked in, and shoes are mandatory.

For Ladies: Sarees, neatly draped with all pleats pinned and placed properly.

- Wearing an **ID Card** is mandatory when staff are on campus and while going out on duty or visiting other places for official work.

II. Teachers and Students

Teachers should

- Respect the right and dignity of students in expressing their opinions.
- Adhere to equality, fairness, and impartiality with students, regardless of their religion, caste, political, economic, social, or physical characteristics.

- Identify and train students based on their capabilities and strive to meet their individual needs.
- Improve academic and personal achievements and develop their personalities through community welfare.
- Inculcate a research culture among students by organising conferences and seminars, promoting incubation, and encouraging students.
- Foster mutual respect, trust, and consistent communication for a stronger connection and effective learning.
- Refrain from inciting students against other students, colleagues, or the administration.
- Develop an inclusive approach and strengthen alumni connections for the benefit of current students.
- Be polite to all students and avoid vindictiveness against any student.
- Make themselves available beyond class hours, if required, and guide students without any remuneration or reward.
- Maintain a strong teacher-student relationship that leads to student engagement and a better learning environment to achieve higher-order learning and knowledge outcomes.
- Adopt a humane approach in dealing with students who are physically challenged.

III. Teachers and Colleagues

Teachers should:

- Treat their fellow members of the teaching fraternity in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for their professional development and accomplishment.
- Refrain from lodging unsubstantiated allegations against colleagues with higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race, or sex to influence their professional endeavours.
- Avoid creating a toxic work environment through gossip, rumours, and grapevine communication.

- Create and maintain a professional environment during working hours and adhere to their professional commitments.
- Refrain from using mobile phones during working hours, particularly during teaching hours.

IV. Teachers and Authorities

Teachers should:

- Discharge their professional responsibilities in accordance with the rules and regulations of the University.
- Consistently and professionally initiate steps through the appropriate University bodies or professional organisations for changes to any rules that are detrimental to their professional interests.
- Refrain from undertaking any other employment or commitments, including private tuitions and coaching classes, that are likely to interfere with their professional responsibilities.
- Cooperate in the formulation of the policies of the University, accept responsibilities, and discharge them as required.
- Adhere to the terms and conditions specified in their service contracts and appointment orders.
- Refrain from leaving the University during the academic year, as this may adversely affect the academic schedule of the University.
- Refrain from availing themselves of leave except in unavoidable circumstances, with prior intimation, keeping in view their responsibilities and the academic schedule.

V. Academic and Non-Teaching Staff

Teachers should:

- Treat non-teaching staff as colleagues with equity and respect during their tenure at the University.
- Assist in the functioning of joint staff councils comprising both academic and non-teaching staff.

VI Teachers and Parents/Guardians

Teachers should:

- Maintain contact with parents/guardians and provide reports on the performance of their wards at regular intervals, as and when required.
- Meet parents/guardians as convened for the purpose of exchanging ideas and promoting the welfare of the students and the University.

VII Teachers and Society

Teachers should:

- Recognise that education is a public service and strive to keep the public informed about the educational programmes being offered.
- Work to improve education in the community and strengthen the moral and intellectual life of the community.
- Be aware of social problems and participate in activities that contribute to the progress of society and the country as a whole.
- Perform their duties as citizens, participate in community activities, and shoulder the responsibilities associated with public offices.
- Refrain from participating in, subscribing to, or assisting in any activities that tend to promote feelings of hatred among different communities, religions, or linguistic groups. Instead, they should work towards common and collective goals that promote national integration.
- Work towards a common purpose during national disasters or pandemic situations by supporting communities through crisis management and relief activities.

Code of Conduct and Professional Ethics for Non-Teaching Staff

1. Every member of the non-teaching staff of the University shall discharge their duties efficiently and diligently in accordance with the required administrative standards formulated by the Management.

2. Maintain and update their professional knowledge and skills for the proper discharge of the duties assigned to them.
3. Assist in carrying out functions relating to the administrative responsibilities of the University and the Management.
4. Respect the rights and dignity of students while providing assistance and guidance.
5. Maintain politeness, courtesy, and professionalism in all interactions.
6. Maintain fairness and impartiality while dealing with students, regardless of their caste, religion, political affiliation, economic status, social background, or physical characteristics.
7. Cooperate with teaching faculty and students and maintain dignity and decorum at all times.
8. Avoid conflicts between their professional responsibilities and personal interests.
9. Adopt a humane and considerate approach when dealing with students with disabilities or special needs.
10. Every employee shall respect the functional authority and responsibilities of those placed in positions of authority by the Management and the Vice-Chancellor.

Workshops

The technical staff, such as Instructors and Technicians, are employed in the Workshop primarily to coach students in technical skills involving machining, etc. The Members of Faculty in charge of the Workshop class are responsible for briefing the students about the exercise, the theory behind it, precautions to be adopted, etc.

The technical staff is responsible for:

- a. Issuing the tools and gadgets required for carrying out the exercises assigned to the students and receiving them after the class is over.
- b. Coaching the students on how to operate the machines, mount tools, carry out machining operations, etc.
- c. Helping the students acquire skills in sharpening and maintaining tools.

- d. Adjusting the machine tools and ensuring that they are kept clean after the students complete their exercises.
- e. Coaching the students in handling hand tools involved in carpentry work and helping them learn simple carpentry work.
- f. Coaching the students in fitting and welding activities and in plumbing work.
- g. Demonstrating the steps involved in foundry and smithy-related activities to the students as per the instructions of the faculty member in charge of the practical class.
- h. Keeping a watch on the students to ensure that they handle tools safely and securely.
- i. Technical staff should communicate with the students in English during practical classes.
- j. Carrying out any other work assigned to them by the staff member in charge and the HOD.

Testing and Machine-Oriented Laboratories

There are many laboratories where students are given practical exposure to conducting tests involving sophisticated and costly machinery. The technical staff provides support services to the Members of Faculty in coaching the students. The responsibilities include:

- a. Helping the students in the preparation of specimens required, as per the instructions of the faculty, for conducting the test. The technician should avoid doing the work themselves instead of allowing the students to perform it.
- b. Providing assistance, if needed, to the students in mounting the specimen and handling the equipment or machinery so as to ensure that the equipment is not damaged.
- c. Issuing the necessary consumables from the sub-stock required by the students for conducting the experiment and accounting for them in the Issue Register.
- d. Keeping the testing equipment/machinery in operable condition by checking and maintaining them when laboratory classes are not being conducted.

- e. Taking proper custody of all tools, gadgets, measuring instruments, and other laboratory items issued to students and receiving them after the experiment is over.
- f. Maintaining the cleanliness of the laboratory.
- g. Carrying out any other work assigned to them by the staff member in charge and the HOD.

Electrical and Electronics Laboratories

- a. Assisting the faculty member in charge of the laboratory practical class for the effective and orderly conduct of practical courses.
- b. Ensuring that all equipment and machinery are in proper working condition before the commencement of practical classes.
- c. Ensuring the safety of students during practical classes by carefully following the prescribed safety instructions.
- d. Issuing the required meters, instruments, components, etc., to the students during practical classes and receiving the same after completion of the experiment.
- e. Helping the students with circuit debugging, measurements, observations, etc., during regular laboratory classes.
- f. Keeping the worktables in the respective laboratories in proper working condition through regular maintenance.
- g. Helping the students in fabricating working models as part of their project work.
- h. Maintaining the laboratory in a clean and orderly condition.
- i. Carrying out any other work assigned to them by the staff member in charge, HOD, and Vice-Chancellor.

Computer Laboratories

- a. Carrying out regular maintenance of all computer systems, UPS units, and other peripherals related to the laboratory.
- b. Assisting the faculty member in charge of the practical class with hardware and system software-related problems.
- c. If a system is under warranty or covered by a maintenance contract and develops any defect, calling the concerned company's technical staff for rectification of the defect.
- d. Maintaining the computers attached to the University office and those used by senior officials such as the Vice-Chancellor and Deans.
- e. Maintaining the networking facilities of the laboratory concerned.
- f. Creating new logins at the commencement of each semester for students so that they can carry out new exercises during the semester.
- g. Attending to complaints raised by students with respect to hardware and system software.
- h. Arranging LCD projectors for classrooms, conference halls, seminar halls, etc., as and when required.
- i. Installing specific software and upgrading systems to meet the specific requirements of students during project work.
- j. Maintaining all software packages installed in the laboratory.
- k. Ensuring that antivirus software is updated regularly, as systems require frequent updates to protect them from viruses.
- l. Switching off the systems and air conditioners when students are not using the laboratory to conserve energy.

m. Reporting to the faculty member concerned if the technical staff notices any misuse of the systems by students.

n. Keeping the laboratory clean and orderly.

o. Carrying out any work assigned to them by the Staff Member in charge of the Laboratory, HOD, and Vice-Chancellor.

Record Keeping

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff is responsible for:

a. Maintaining the stock register for consumable and non-consumable items by making entries promptly and getting them attested by the faculty member and HOD.

b. Keeping the storeroom/cupboard, where tools, gadgets, etc., are stored, secure and safe, and issuing them to students on the instructions of the faculty member against proper acknowledgement.

c. Assisting the faculty member in reconciling the stock of items if any discrepancy is pointed out by the stock verification team.

d. Maintaining a register regarding breakage of items by students while conducting experiments and preparing a statement duly attested by the Members of Faculty at the end of the semester for forwarding to the office to effect recovery.

e. Maintaining all instruction manuals and record notebooks submitted by students to the faculty for correction and redistributing them to the students.

Laboratory Development

a. The technical staff should contribute to the efforts of the Members of Faculty in developing new experiments, as and when required.

b. Especially in project work, students may come up with several new ideas. The technical staff, with the approval of the project guide and the laboratory in charge, should help the students in fabricating/assembling the experimental setup or developing gadgets using the laboratory facilities.

c. Whenever new equipment/machinery is purchased, the technical staff should extend their fullest cooperation to the faculty member in charge in installing the equipment.

Assisting Research Scholars

a. The technical staff should assist Ph.D. researchers in preparing any experimental setup required, with the approval of the laboratory in charge and HOD.

b. In addition to preparing the experimental setup wherever required, the technical staff shall assist the researchers in taking readings/measurements and operating the equipment or gadgets.

c. As a University, emphasis will be placed on sponsored research projects and consultancy. Many research projects involve experiments, testing, etc. Therefore, the technical staff of the laboratory should extend their cooperation and assistance to the project coordinator and project associates in their endeavours.

d. Even if the work extends beyond the regular working hours of the University, the technical staff will have to render assistance to the project coordinators.

Hiring Outside Agencies

The University may receive requests from different sources for testing components, materials, etc., for certification. While conducting tests along with the faculty member, the technical staff should take utmost care in preparing samples and conducting the tests so that the credibility of the certification is ensured.

Practical Examination

The duties and responsibilities during practical examinations are as follows:

- a. Issuing instruments and other equipment to students as per the instructions of the examiners appointed for the purpose.
- b. Desisting from revealing to students any confidential information relating to the content and scope of the practical test given to them.
- c. Desisting from giving any prompt or assistance to students undergoing the examination, thereby maintaining the sanctity of the examination.
- d. Checking all equipment, machinery, and tools for defects and rectifying the same so that students do not face any difficulty during the examination.

Workload

- a. A full-time technical staff member should perform a minimum of 34 hours of work per week for the University on a six-day working week basis.
- b. The University has the right to fix the working hours and working days depending upon the exigencies of work.
- c. The stipulated 34 hours is only the minimum; however, technical staff are expected to devote additional time to assist the faculty in connection with sponsored projects, consultancy work, continuing education, summer courses, etc.
- d. It is quite likely that, in some semesters, there may not be much work in a particular laboratory. Therefore, the HOD concerned may redeploy the technical staff depending on the need so that the workload is distributed evenly among the staff of the department.

Cleanliness and Maintenance

With regard to cleanliness and maintenance, the duties and responsibilities of the technical staff include:

- a. Ensuring that the assigned laboratory/workshop is kept clean and neat.

- b. Ensuring that all equipment/machinery is maintained in good working condition. In case of any fault/defect, the same should be brought to the notice of the faculty member in charge of the laboratory, and prompt action should be taken to rectify the defect.
- c. Ensuring that garbage accumulated in the laboratory or in the vicinity outside the laboratory is cleared by the cleaning staff of the University.
- d. Ensuring that all safety equipment, such as fire extinguishers, etc., is kept in working condition and that first-aid materials are kept in the first-aid box for use in case of emergencies.
- e. Many pieces of equipment/measuring devices require periodic calibration. It is the responsibility of the technical staff to arrange for recalibration with the assistance of the faculty member in charge or through outside agencies, wherever required, with the approval of the HOD.
- f. Maintaining and displaying charts and other learning materials in the laboratory as per the instructions of the laboratory in charge.
- g. Bringing to the notice of the faculty member in charge any unserviceable items and items to be condemned. The technical staff should also assist in taking necessary action for their disposal.
- h. Ensuring that all machinery and equipment are cleaned regularly by the concerned technical staff.

UGC Regulations for Faculty Workload

1. The working hours of teachers in full-time employment should not be less than 40 hours per week for 30 working weeks (180 teaching days) in an academic year.
2. Teachers should be available for at least 7 hours daily in the University, as follows:

- At least 2 hours for mentoring students (minimum 15 students per coordinator), community development, extracurricular activities, and library consultation in the case of undergraduate courses.
 - At least 2 hours for research in the case of postgraduate courses, for which necessary space and infrastructure should be provided by the University.
3. The minimum direct teaching-learning hours should be as follows:
- Assistant Professor – 16 hours
 - Associate Professor and Professor – 14 hours
4. A relaxation of 2 hours in the workload may be given to Professors and Associate Professors who are actively involved in extension activities and administration.

Note

As per the Tamil Nadu Government (TCE) calculation, an additional 1 hour can be given in case the total number of teaching hours of the department is divided by 16 hours. If there is a shortage of less than 16 hours, the same may be apportioned among the existing faculty members.

For example, if the workload is 86 hours and is divided by 16 hours, the faculty requirement is 5 hours, with a surplus of 6 hours. These 6 hours can be apportioned among the existing faculty members. The workload can be increased to 17 or 18 hours.

Apart from teaching hours, a faculty member is expected to undertake tutorial work and laboratory classes for four hours per week.

The above is the model workload calculated as per UGC guidelines.

The Ministry of Human Resource Development (MHRD) reviewed the recent amendment to the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2010.

Consequent to the review, the Ministry issued a direction to the UGC under Section 20(1) of the UGC Act, 1956, to undertake amendments to the Regulations. After these amendments were carried out, the position regarding workload was as follows:

(i) In the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2010, the overall workload of Assistant Professors and Associate Professors/Professors in full-time employment was prescribed as not less than 40 hours per week for 180 teaching days. This workload remains unchanged, even with the amended Regulations.

(ii) The direct teaching-learning hours to be devoted by Assistant Professors (16 hours) and Associate Professors/Professors (14 hours) will also remain unchanged, as a consequence of the direction from the MHRD and subsequent notification by the UGC.

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach, teachers are encouraged to work with students beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding, and counselling students. In particular, teachers would be best placed to identify and address the needs of students who may be differently abled, require assistance to improve their academic performance, or need support to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months. While they will not be included in the calculation of API scores, these are nevertheless important and significant activities that may be carried out by teachers.

Teachers were required to allocate 6 additional hours per week, beyond the direct teaching-learning hours, for research. These hours can now also be utilised for tutorials, remedial classes, seminars, administrative responsibilities, innovation, and updating of course content.

There will be no increase in the workload of teachers after the amendments in comparison with the workload prescribed earlier.

Every year, before the commencement of classes, the University should prepare the workload of the departments in an Excel sheet based on the workload and the number of faculty members required in various designations. The Vice-Chancellor of the University should maintain the overall workload of the University for each department for each semester in a book form. A copy of the book should be submitted to the Managing Trustee before the commencement of the semester.

An academic audit of workload and timetables will be conducted by external experts at the end of each semester, and the report will be submitted to the Management for all Universities in SKI.

It is the responsibility of the Vice-Chancellor to follow the UGC norms for the allotment of subjects to various categories of faculty. When the academic audit is conducted, the University should submit all relevant documents to the auditors, along with the number of hours handled by each faculty member.

Leave Rules

1. Casual Leave (CL)

a. Calendar year means January to December. In a calendar year, teaching and non-teaching staff members are entitled to avail one day of Casual Leave per month, subject to a maximum of 12 days per calendar year. However, CL cannot be claimed as a matter of right. Unavailed CL cannot be accumulated or transferred to the next calendar year.

b. An application for any leave must be submitted to the office after obtaining the signature of the HOD and approval of the Vice-Chancellor in the prescribed format. The necessary alternate arrangements should be mentioned on the reverse side of the application form before the leave is actually availed.

c. Under any unforeseen or real emergency condition, oral permission has to be obtained from the Dean. The Dean may inform the Vice-Chancellor and HOD for intimation and permission. Absence without proper intimation may lead to "Leave on

Loss of Pay" (LOP). Availing leave on loss of pay may affect regular increments, promotion, and vacation.

2. On Duty (OD)

a. On Duty (OD) leave during the regular working period will be granted to staff for official work only. The vacation period declared at the end of the odd and even semesters in an academic year will not be reckoned as a regular working period.

b. Official work for teaching faculty includes the following:

i. Attending conferences, seminars, workshops, summer schools, winter schools, and similar programmes approved by the Management.

ii. Attending central valuation, project work, viva voce evaluation, practical examinations, external examinations, and serving as a University representative of another University outside the University, up to a maximum of 5 days in a semester, excluding holidays.

c. Members of the faculty who are pursuing part-time M.Phil./M.S./Ph.D. programmes are eligible to avail half a day of On Duty leave every week during the regular working period, if required. This is applicable only to Engineering Universities.

d. During an academic year, a maximum of 15 days may be availed as On Duty leave.

e. The restriction on the maximum number of days referred to in Clause 2(d) is not applicable to officials of Physical Education, Placement, and Training.

f. Prior permission has to be obtained from the Vice-Chancellor for On Duty leave. A member of the staff may not be permitted to avail On Duty leave by the Vice-Chancellor if any academic work is pending or any other work has to be attended to in the University.

g. Any other categories requiring On Duty leave will be at the discretion of the Vice-Chancellor. The decision of the Vice-Chancellor shall be final in all the above cases. However, any deputation or work assigned by the Management to the faculty will be treated as additional On Duty leave over and above the prescribed restrictions.

3. Medical/Maternity Leave

a. If any staff member is ill, they can avail medical leave, and the period of leave will be decided on a case-to-case basis.

b. Female teaching faculty members are eligible to avail approved maternity leave. The period of maternity leave will be counted as service. At the time of rejoining, approval from the Management will also be required.

4. Vacation Leave (VL)

a. The vacation period will be declared by the University. Regular faculty members who have completed a minimum of one year of continuous service are eligible for vacation leave. No On Duty leave will be granted during the above-mentioned vacation period.

b. No University holidays or Sundays can be prefixed or suffixed to the vacation. The duration will be calculated from the starting day of the vacation until the day of rejoining duty. If it is not possible to permit continuous vacation due to official work, it should be availed in two spells approved by the Vice-Chancellor.

c. It is mandatory for the staff member to report for duty after completion of the vacation leave. If the staff member fails to report after vacation, the entire vacation period will be treated as LOP. However, if the faculty member is unable to report due to medical reasons or any other acceptable reasons, the case may be considered as late joining after vacation, as decided by the Management and the Vice-Chancellor.

d. Vacation leave cannot be combined with any other type of leave except OD. If any other type of leave is combined with VL, except OD, the entire VL availed may be treated as LOP, including holidays/Sundays prefixed or suffixed.

e. Members are requested to proceed on VL only after obtaining approval/sanction from the Vice-Chancellor. They are also required to submit the leave form with necessary alternate arrangements and contact address, phone number, email ID, etc.

f. Members of staff having invigilation/examination duties during the vacation period are required to attend the duty without fail or make proper alternate arrangements with the permission of the Vice-Chancellor/Controller of Examinations (COE).

g. The staff member handling the subject has to be present on the end-semester examination date of the subject, even if he/she is on vacation, and is required to scrutinise the question paper and submit a report to the Vice-Chancellor on the same day. For common subjects or subjects handled by more than one faculty member, at least one faculty member nominated by the HOD should be available on that day for scrutinising the question paper and submitting the report.

Note: Depending on prevailing contingencies such as pandemics, natural disasters, and Government orders, the vacation period may be altered from time to time. Any faculty member who has been assigned official work such as admissions, academic activities, examinations, placement, training, etc., during the vacation period has to attend to the assigned work and cannot refuse the responsibility on the ground that they are on vacation.

It is the utmost duty of the Administrative, Teaching, and Non-Teaching fraternity to take up responsibilities that will contribute to the smooth functioning and growth of the University. It is a professional working environment, and refusal to take up assigned responsibilities may cause hardship to the University and the individual.