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ದಿನಾಂಕ: 17 NOV 2020

**ಕಛೇರಿ ಪತ್ರ**

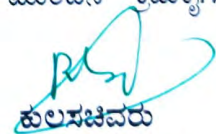
ವಿಷಯ: ದಿನಾಂಕ 10-11-2020 ರಂದು ನಡೆದ ಸಿಂಡಿಕೇಟ್ ಸಾಮಾನ್ಯ ಸಭೆಯಲ್ಲಿ ತೆಗೆದುಕೊಂಡ ತೀರ್ಮಾನದ ಬಗ್ಗೆ ಮುಂದಿನ ಕ್ರಮಕೈಗೊಳ್ಳುವ ಕುರಿತು.

ಉಲ್ಲೇಖ: ಸಿಂಡಿಕೇಟ್ ಸಭೆ ದಿನಾಂಕ: 10-11-2020

ಮೇಲ್ಕಾಣಿಸಿದ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ದಿನಾಂಕ 10-11-2020 ರಂದು ನಡೆದ ಸಿಂಡಿಕೇಟ್ ಸಾಮಾನ್ಯ ಸಭೆಯಲ್ಲಿ ತಮ್ಮ ವಿಭಾಗಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಈ ಕೆಳಕಾಣಿಸಿದಂತೆ ತೀರ್ಮಾನವನ್ನು ತೆಗೆದುಕೊಳ್ಳಲಾಗಿದೆ.

ಕ್ರಮ ಸಂಖ್ಯೆ	ಸಂಖ್ಯೆ	ಕಾರ್ಯ ಸೂಚಿ ವಿವರ ಹಾಗೂ ಕೈಗೊಂಡ ತೀರ್ಮಾನಗಳು
1	2020/11/02	ವಿಶ್ವವಿದ್ಯಾಲಯಕ್ಕೆ ನ್ಯಾಕ್ ಮಾನ್ಯತೆ ಪಡೆಯುವುದಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, IQAC ನಿರ್ದೇಶಕರು, ನೀಡಿರುವ ವಿವಿಧ ನೀತಿ ದಾಖಲೆಗಳನ್ನು (Policy Documents) ಅನುಮೋದನೆ ನೀಡುವ ಕುರಿತು.
	ತೀರ್ಮಾನ	<p>ವಿಶ್ವವಿದ್ಯಾಲಯಕ್ಕೆ ನ್ಯಾಕ್ ಮಾನ್ಯತೆ ಪಡೆಯುವುದಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಸಿಂಡಿಕೇಟ್ ಸಭೆಯು ವಿವಿಧ ನೀತಿ ದಾಖಲೆಗಳನ್ನು (Policy Documents) ಸರ್ವಾನುಮತದಿಂದ ಅನುಮೋದನೆ ನೀಡಿತು.</p> <ol style="list-style-type: none"> <li>1. Policy document on Promotion of Research (3.1.1)</li> <li>2. Code of ethics for Research Document (3.4.1)</li> <li>3. Policy document detailing scheme of incentives (3.4.2)</li> <li>4. Consultancy Policy (3.5.1)</li> <li>5. IT Policy (4.3.2)</li> <li>6. Policy document for award of scholarship and freeship (5.1.1)</li> <li>7. Policy document on e-governance (6.2.3)</li> <li>8. Policy document on providing financial support to teachers (6.3.2)</li> <li>9. Policy document on green campus (7.1.5)</li> <li>10. Policy document on environment and energy usage (7.1.6)</li> <li>11. Policy document for disabled friendly, barrier free environment (7.1.7)</li> <li>12. Policy document on code of ethics (7.1.10)</li> </ol>

ಮೇಲ್ಕಾಣಿಸಿದ ತೀರ್ಮಾನದನ್ವಯ, ತಮ್ಮ ವಿಭಾಗವು ನಿಯಮಾನುಸಾರವಾಗಿ ಮುಂದಿನ ಕ್ರಮಕೈಗೊಳ್ಳಬೇಕೆಂದು ಸೂಚಿಸಲಾಗಿದೆ.

  
 ಕುಲಸಚಿವರು

ರಾಣಿ ಚನ್ನಮ್ಮ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

ಇವರಿಗೆ,  
 ನಿರ್ದೇಶಕರು,  
 IQAC ವಿಭಾಗ,  
 ರಾಣಿ ಚನ್ನಮ್ಮ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ.



# **RANI CHANNAMMA UNIVERSITY**

VIDYASANGAMA, NATIONAL HIGHWAY-04,  
BELAGAVI-591156

## **POLICY DOCUMENT ON CODE OF ETHICS**



# RANI CHANNAMMA UNIVERSITY

Vidyasangama, National Highway - 04,

Belagavi - 591 156

## Code of Conduct : Rules for Teaching, Non-teaching, Students and Ministerial Staff of Rani Channamma University, Belagavi





# Code of Conduct Rules for Teaching, Non-teaching, Students and Ministerial Staff of Rani Channamma University, Belagavi

## 1. Preface

The code of conduct for Students, Teachers, Non-teaching and other Ministerial staffs should be characterized by integrity. The code of conduct has been prepared to be adhered to the University by the Students, Teachers & Non-teaching staff to bring in discipline and decency in the campus. It has been clearly spelled out to enable all students, teaching and non-teaching staff to strictly follow the code of conduct mentioned in this document.

## 2. Code of Conduct for Students:

All students must abide by the rules and regulations of the University. The University authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibility as a student. Students are required to abide by the following rules:

1. Students are asked to adhere to the university time table to attend the classes as prescribed by the university from time to time.
2. Every student must strictly carry his or her Identity card inside the campus.
3. Students must help to keep the institute campus neat, clean and tidy.
4. Use of Mobile phones during the lectures is strictly prohibited.
5. Students are expected to read notices/circulars displayed on the notice board.
6. Spitting, smoking and chewing tobacco in the premises is strictly prohibited.
7. Misuse or unauthorized use of the University premises or an item of property, including misuse of computer, Library, water, electricity and other university resources etc. is strictly prohibited. Violation of the same leads to disciplinary action.
8. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the UGC, Supreme Court & any other Competent Authority from time to time.
9. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.



10. Any other act which may be considered by the Registrar /Director/Chairpersons or any other Competent Authority to be an act of violation of discipline and conduct will be severely punished/ will not be tolerated.

#### **Punishment for Violation of Rules and Regulations:**

The Competent Authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct and violation of Rules and Regulation of the University.

1. Debarring from appearing for University examination.
2. Expulsion from the University and or hostel.
3. Withholding of results.
4. Ragging is a criminal offence if students found guilty, fine up to Rs. 20,000/- will be revived on them. (In case of Ragging as per UGC/Supreme Court order/rules)
5. Lodging of FIR with the Police.

#### **Ragging Constitutes any of the following acts:**

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, ill-treating or mishandling a fresher or any other student,
2. Indulging in indiscipline 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 fresher or any other student,
3. Asking any student to do any act which such student will not do in the ordinary course 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 that fresher or any other student,
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other dangerous to health or person,
5. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student,
6. Any act that affects the mental health and self-confidence of a fresher or 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 fresher or any other student.



### **Punishment for Violation of Rules and Regulations of Ragging:**

Punishment for Culprits: University shall consider one or more of the following punishments for students involved in ragging -

- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the University for period ranging from 1 to 4 semesters
- Expulsion from the University and consequent debarring from admission to any other institution
- Lodging of an FIR with the police
- Monetary penalty of up to Rs. 20,000/- (Rs. Twenty Thousand)
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

### **Anti-Ragging Committee and Squad:**

Anti-Ragging Committee is established as per the guidelines of UGC, University or any other Competent Authority. All the students are encouraged to approach them without any hesitation in case of ragging.

### **Hostel Rules and Regulations:**

- Student seeking to avail hostel facility has to note that hostel accommodation will only be allotted to studious students who believe in leading a Spartan life and remain disciplined. Every student, before room allotment in hostel, he/ she shall give an undertaking with respect to the acceptance of rules and regulations, along with duly filled General Information form.
- Rooms will be allotted on the basis of the criteria and procedure laid down by the authorities and under the sole Discretion of Director, Student Welfare from time to time.
- No change in room will be permitted during the session.
- Hostellers must always keep their Hostel Identity Card in their possession.
- Students are advised to be properly dressed during breakfast, lunch and dinner.



- Hostel Fee, once paid will not be refunded expect for the security deposit. No hostelfee will be refunded in case of expulsion of any student from the hostel due to any kind of undisciplined activities.
- Students (Boarders) should not keep expensive article in their room. Authorities will not be responsible for any loss or theft of such items. Boarders will be held fully responsible for any loss or damage to the electric fitting, furniture and any other property in their room and hostel premises.
- It is the responsibility of the students to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors. Creating noisy or unruly scenes in Hostel or destroying academic ambience in any manner will also lead to instant vacation of hostel accommodation.
- Any activity of the students observed to be prejudicial and detrimental to the smooth and peaceful functioning of the University hostel will be noted seriously by the University and disciplinary action will be taken against those found to be guilty.
- Misuse of electricity, water and other facilities will be liable for penalty. Students are advised to switch off all electrical gadgets before leaving their rooms and create example of good hostellers. Use of Room Heater, Water heater, Immersion Rod, Electric iron, Room coolers or any other electric appliance (mobile phone charger and electric mosquito repellent is excluded from this list) in room is **STRICLY BANNED**.
- No student shall enter the kitchen or give instructions to the cooks or other servants. Complaints regarding food, service etc if any, may be brought to the notice of the Mess Manager / Warden.
- Smoking, chewing tobacco, consuming alcoholic drinks or any other intoxicating drugs etc. are strictly prohibited. Any student, if found indulging in such practices, shall be asked to vacate the hostel without any notice.
- Students, while going out, should enter the time of leaving, purpose and proposed time of return in stipulated register. After returning, they should also enter the time of return in the same register.
- Day scholars or any outsiders should not be allowed inside hostel rooms. Any hosteller, found to be accompanied by a day scholar in hostel or facilitating a day scholar's stay, will be immediately asked to vacate the hostel. No boarder shall permit any other person to live in his/ her room.
- Students shall not entertain any beggars, vendors or any other persons inside the hostel premises.

- Coming late in the night after 10.00 pm (Boys Hostel) will NOT AT ALL be acceptable and amounts to violation of hostel rules. Over staying without prior sanction of warden will not be permitted. Defaulters will be dealt with strictly and habitual late comers may be asked to vacate the hostel
- During teaching hours of the respective Department, no student shall be allowed to remain in the hostel without the permission of Hostel Warden.
- No Backup electricity will be provided in the hostel when classes are running.

### 3. Code of Conduct Rules for Teachers

#### Preamble:

Teaching is the highest Nobel profession and plays a very important role in nation building. Teachers have always been 'Role Models' for the students. In a developing nation like ours, a teacher has great role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All these are expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role models. Following (the below mentioned) code of conduct is imperative for each faculty of Rani Channamma University (RCU). Following are the codes of conduct for faculty members:

1. All faculty members must maintain high standards of punctuality, honesty, integrity and professional ethics.
2. The faculty members appointed in the University will be on probation for two years from the date of joining subject to the approval by the Rani Channamma University and state government guidelines issued from time to time.
3. On completion of probation period, the University may extend, if necessary, the probation for one more year after reviewing the performance of the faculty and his/her commitment to the University.
4. Every faculty members shall discharge his/her duties efficiently and effectively as per the norms laid down by the UGC and Rani Channamma University, from time to time.
5. Every faculty member should report to the University at least 10 minutes before the commencement of the University timing.
6. The faculty member should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the teaching-learning process is effective and successful.





7. Teachers have to make all efforts for the physical, mental and intellectual development of students.
8. All faculty members must be enthusiastic in taking up the subjects allotted to them.
9. All faculty members should prepare a lesson/teaching plan, notes, academic file well in advance before commencement of the classes.
10. Every faculty member should be responsible to conduct regular classes and practicals and also take extra classes whenever necessary.
11. Every faculty member shall respect the right and dignity of the student in expressing his/her opinion.
12. Every faculty member shall deal impartially with students regardless of their religion, caste, and economic status, gender, region, affiliation, social and physical identity.
13. No faculty member shall act in any manner that violates the decorum or morality within the campus.
14. Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the University.
15. All faculty members must refrain from any harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
16. To abstain from accepting any prohibited gains other than those permissible under the rules for providing guidelines or coaching to the students.

### **Punctuality and Attendance**

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the University shall not be given during the class hours, unless its official related to teaching, learning and research.
3. Teachers should sign the attendance register while reporting for duty.
4. As per the UGC, teachers must be aware that their workload is 42 hours a week even though their maximum class hours are only 16/14/12 a week respectively based on their designation.
5. Teachers are expected to be present in the University campus at least 10 minutes before the University begins every day.
6. Teachers should remain in the campus till the end of the University hours.



### Leave facility is provided to Teaching staff:

1. Prior written permission is required from the Registrar / Chairpersons at least a day in advance while availing Casual Leave (CL)/ Special Causal Leave (SPCL)/ On Office Duty (OOD)/ Restricted Holiday (RH).
2. As per the Karnataka government rules, not more than 60% of faculty members in a Department will be allowed to go on OOD / CL / SPCL/ RH on a particular day.
3. Only one day or more than one day of valuation work at a stretch in a valuation will be allowed as SPCL for evaluation work in each semester.
4. Half a day CL will not be sanctioned for teaching faculty members
5. Ten days of casual leave can be availed in a calendar year (as per state Govt. norms and Rani Channamma University).
6. Casual leave cannot be combined with other holidays. However the total period of continuous absence from duty should not exceed more than six days.
7. All faculty members must report for duty on the reopening day and the last working day of each semester.
8. Study leave for higher studies will be granted at the discretion of University authority.

### Publication of Research Papers, Books, Participation in Research Projects, Seminars and Conferences etc.:

1. University has made it mandatory to publish the required research papers, articles, participate and present papers in conferences/seminars/workshops, actively involving in research activities and participate in Faculty Development programs (FDP) as per the UGC and state government norms.

### General Rules:

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the University.
2. Teachers Associations should not be formed without the permission of University authority.
3. No teacher should involve himself or herself in any form of political activity inside or outside the University campus.
4. Teachers should attend the University premises neatly dressed, and wearing shoes. Jeans pants & T-Shirts are prohibited.
5. Teachers should not participate in any strikes or demonstrations either inside or outside the University campus.
6. Any instructions issued by the University Competent Authority by the way of circulars from time to time must be complied with.
7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without the permission from the Registrar.



8. Teachers are barred from using cell phones while taking classes.
9. Teachers must always wear their identity badges while inside the University premises.
10. Chairpersons of the Departments must submit the Department's time table and individual teacher's time tables to the Registrar on the last working day of the previous semester. Any change must also be reported to the Registrar in writing
11. Each Department Council must conduct atleast three special meetings in each semester.
12. Teachers are expected to attend Department council/ academic association meetings, seminars etc. and also University functions like Sports day, well come and valedictory functions, Independence Day and Republic Day celebrations without fail and other functions as per the University order.
13. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
14. Unless it is urgent, any representation in person to the Registrar can be made only after the class hours.
15. For making any representation to the Registrar, teachers should desist meeting the Registrar as a group.
16. No representation to any Government authority in the name of the University should be made, by any teacher, without the Competent Authority's permission.
17. Duties and Service conditions (standards of conduct) of the Teachers as framed under of Karnataka Government (Regulations), 1957 and 1966; KCSR and CCA regulations are to be followed.
18. Chairpersons are responsible for all the University properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment's, chemicals, and electrical appliances) must be reported to the Registrar in writing immediately. It is their duty to assign the work to the Non-Teaching staff for departmental activities.
19. The Chairpersons should plan well in advance their activities for the semester and submit the same to the Registrar with the Budget.
20. All department council meetings of Teachers shall be held only after 3.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.



#### 4. Code of Conduct Rules for Non-Teaching Staff

##### Professional Values:

1. Every staff member employed in the University shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
2. All Staff members should display the highest possible standards of professional behavior.
3. All Staff members should be punctual and disciplined towards their work.
4. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them
6. All staff members should maintain the image of the University through standards of dress, general courtesy, etc.
7. All the staff members should respect the rights and opinions of others.
8. Staff should avoid words and deeds that might bring the University into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).
9. Every staff member should follow all norms and job details assigned by the University, Registrar & Superiors from time to time with full dedication.
10. Staff should not use their position in the University for Private Advantage or gain.
11. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

##### Non-Teaching Staff Responsibilities towards Faculties and Students:

1. Staff must at all times observe the University Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies
2. All the technical and administrative staff are expected to work closely with the faculty of the university in day to day activities,
3. The staff must Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
4. Develop friendly and co-operative relationship with the faculty members and Provide full cooperation and support to the faculty members for the development of University



5. A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit.
6. Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
7. Refrain from passing information about colleagues to any individual or agency without his/her express permission.
8. Maintain the integrity, honesty and decorum of any confidential work assigned.

#### Non-teaching staff should

1. Treat their colleagues in the same manner as they themselves wish to be treated;
2. Speak respectfully of other colleagues and render assistance for betterment of the University.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

#### Non-teaching Staff Responsibilities towards Authorities

1. No Staff employed in a University shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the University authorities shall be produced within a week.
2. No Staff employed in a University shall engage directly or indirectly in any trade or business.
3. No staff employed in the University shall send any application for employment under any other agency, except through the Authority under the University.
4. Any staff employed in a University when involved in criminal proceedings shall inform the University
5. No staff employed in a University shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
6. No staff employed in a university shall engage himself/herself or participate in any activity which tends to create disharmony in the university.



## General Rules for Non-Teaching

1. Non-Teaching staff working in the University office or departments should remain on time during University duty as prescribed by the university competent authority.
2. Non-Teaching staff must always wear their identity badge during working hours.
3. Non-Teaching should attend the University premises neatly dressed, and wearing shoes, Jeans pants & T-Shirts are prohibited.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the office/department/laboratory/class rooms should be reported to the concerned authority/Chairpersons in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the Chairpersons and the Registrar at the end of each semester and their signatures must be obtained.
7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the Registrar, the amount shall be handed over to the University Finance officer, for being deposited in the University account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the University premises during the office hours without permission of Chairperson/Director/Section head competent Registrar before 5.30 p.m.

## Disciplinary Action for Teaching and Non-teaching staff

- Any violations of code of conduct by the Teaching, Non-teaching and other Ministerial Staffs are subject to Disciplinary action taken by the University, Competent Authority as per the KCSR, CCA, UGC and State Government Guidelines issued from time to time.

  
Registrar

Rani Channamma University, Belagavi

**Registrar**  
**Rani Channamma University**  
**Belagavi**

  
**VICE-CHANCELLOR**  
Rani Channamma University  
'Vidyasangama' Belagavi-591156

