

NATIONAL SANSKRIT UNIVERSITY :: TIRUPATI (CENTRAL UNIVERSITY)

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

CODE OF CONDUCT

For Students

Students of the University are expected to devote their energy in learning and developing a wholesome personality.

The students would:

1. abide by Acts/Statutes/Ordinances, rules, regulations, policies, and procedures of the University and respect its ideals, vision, mission, cultural practices and the traditions.
2. remain punctual, disciplined and regular in attending class lectures, tutorials and research.
3. observe modesty in their overall appearance and behaviour.

CODE OF CONDUCT

For Teachers

Teaching is a noble and devout profession which tends to instill in students — knowledge and values. His/her precepts and practices should reflect idealism, perfection and proficiency.

Teachers would:

1. perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the University with diligence, dedication and Handbook of Human Values and Professional Ethics, and Punctuality.
2. contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
3. co-operate and assist in the admission, examination, supervision, invigilation and evaluation process of the University.
4. co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand.

Code of Professional Ethics

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher 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 organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students :**Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection 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 making 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 organisations 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 organisations 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 the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; 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;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, 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) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

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

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour

Director Physical Education and Sports /Librarian should;

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- d) Participate in extension, co-curricular and extra-curricular activities, including the community service
- e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

CODE OF CONDUCT *for* STUDENTS

The following rules and regulations must be strictly followed by the students of the University.

1. Each student must be self-disciplined while attending the classes.
2. Any student disturbing class-room atmosphere or causing inconvenience in any form to the lecturer or to students shall be sent out from classroom by the Lecturer and he shall be marked absent.
3. Any student found causing damage to the property of University will be liable to disciplinary action. Besides, he should bear the repair replacement charges of the damaged property.
4. All kinds of correspondence with University by the students should be addressed to the Registrar through their Heads of the departments concerned.
5. Students should be dressed neatly and properly.
6. Students are strictly forbidden from taking part in any activity prejudicial to the University .
7. Students are expected to uphold the prestige of the University and therefore they are strictly prohibited from participating in any activity that would sully the reputation of the University.
8. Any student if found guilty of criticizing the conduct of the University anywhere is liable to be punished.
9. The students shall not take part in any political meetings/activities which are likely to create unrest on the campus and the students who are keen on attending such meetings/activities are to take prior permission of the Registrar in the best interest of the University.
10. Students who are found guilty of any act of indiscipline and those who resort to agitations shall forego the scholarships and fee-concessions.
11. All students shall attend the classes regularly and without fail.
12. Students indulging in violence to self or by coercion, direct/indirect, such as hunger strike, for enforcing their will on the college or University shall be punished.
13. Every student will be issued an identity card soon after his admission. He should carry identity card while attending the classes and should produce it to authorities on demand.
14. The loss of identity card should be reported immediately to the University authorities.
15. The Registrar is empowered to impose the following punishments on the students in the best interest of the students and the institution :
 - a) Levy of penalty or marking absent in the attendance register or both
 - b) Stoppage of issue of certificates
 - c) Suspension/expulsion from the institution
 - d) Any other action which the Registrar may deem fit in the circumstances of the case.