



**K.R. MANGALAM UNIVERSITY**  
THE COMPLETE WORLD OF EDUCATION

# **REVISED HANDBOOK FOR CODE OF CONDUCT, PROFESSIONAL ETHICS AND HUMAN VALUES**



## **ABOUT K.R MANGALAM UNIVERSITY**

K. R. Mangalam University (KRMU), under the aegis of K. R. Mangalam Group, began its journey in 2013. Since then, K.R. Mangalam University has been striving to fulfil its prime objective of transforming young lives through ground-breaking pedagogy, global collaborations, and world-class infrastructure.

KRMU offers a myriad of Undergraduate, Postgraduate and Doctoral Degree Programs across multiple disciplines such as architecture & design, engineering & technology, basic & applied sciences, humanities & social sciences, agriculture, law, management & commerce, education, hotel management under the mentorship of highly qualified faculty. Over 3500 students and over 175 eminent teachers at KRMU are working dedicatedly to transform the world into a progressing habitat.

The University gives paramount importance to quality academics and co-curricular activities and proactively organizes seminars, industrial visits, experts' lectures, internships, symposiums, campaigns, vibrant cultural celebrations, social responsibility activities, tech training, research, and many more activities for holistic development of the students.

Recognized for its virtues of quality, equality, inclusiveness, sustainability and professional ethics, KRMU is synonymous with academic excellence and innovation. The university is an impeccable blend of knowledge and technology and is well-equipped with a robust ICT system for smooth online operations and remote studies. The vibrant space of the university offers a tranquil and pollution-free environment along with world-class infrastructure, creating a healthy and comfortable learning ecosystem.

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## **1. CODE OF CONDUCT**

Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behaviour. A well-written code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for students and employees to support day-to-day functioning and decision-making. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

## **2. OBJECTIVES**

- (a) It articulates high standards of honesty, integrity, and ethical behaviour expected of students and workers at KRMU while adhering to the demands of external stakeholders and relevant legislation.
- (b) It provides guidelines in order to help students and employees understand their responsibilities and obligations and also outlines what behaviour is required at the university when dealing with moral quandaries or conflicts of interest.

## **3. APPLICABILITY**

The Code of Conduct is applicable to all students and all employees (full-time, part-time and contractual) of KRMU.

## **4. CODE OF CONDUCT FOR STUDENTS**

Every KRMU student shall:

- (a) Maintain conduct integrity by following rules and regulations of the University.
- (b) Conform to a high standard of discipline and conduct herself/himself professionally within and outside the precincts of the University.
- (c) Have seriousness of purpose and shall, in every way, train herself/himself to lead a life of earnest endeavour and co-operation and shall develop good neighbourliness with fellow students of the University.
- (e) Show due respect and courtesy to the teachers, officers, other employees and visitors of the University.
- (f) Respect the rights of others.

- (g) Regularly attend lectures, Labs/practicals, evaluation components, examinations, and all form of teaching processes in accordance with the University regulations.
- (h) Not use any audio or communication devices including radio, video player and mobile phones while the class/lab is in progress.
- (i) Not play computer games or access prohibited sites in computing facility.
- (j) Not carry and consume food items in the classrooms/laboratories/ library/ activity rooms.
- (k) Be properly and professionally dressed at all times.
- (l) Wear/carry Student Identity Card (IDs) at all times and produce as and when demanded by the University authorities or any University security personnel.
- (m) Maintain the cleanliness of the campus. Littering the campus premises, including classrooms and washrooms, is strictly prohibited.
- (n) Not consume and/or sell tobacco and drugs as the University is Tobacco-Free and Smoke-Free Campus. Such indulgence is an offence and strictly prohibited.
- (o) Not possess, distribute, sell or consume alcohol, any prohibited drugs/substances, firearms or any other harmful material. Indulgence in any such activity is an offence and strictly prohibited.
- (p) Refrain from doing anything that may be harmful to own self/others safety, health or security. Fire extinguishers, hoses, fire alarms etc. should not be touched. It is emphasised that the safety regulations as notified by the University must be always observed.
- (q) Not conduct business in any form inside the campus.
- (r) Be prohibited from forcible entry or unauthorized entry to Campus or any building structure/facility and unauthorized use of grounds. Also remaining in any campus block after their respective official closing hours is not allowed.
- (s) Ensure confidentiality of her/his access passwords to prevent its misuse leading to security breach or getting blamed for someone else's wrongdoings. She/he should log off from the computers in the laboratory after her/his work is completed.
- (t) Not form any Society, Association or Club without the prior permission of the competent authority.
- (u) Not place unapproved posters, signs or distribute handbills or any written material. No material should be posted on walls, sidewalks, furniture, doors, windows,

building entrance, cafeteria, etc.

- (v) Not recklessly drive motorized vehicles in campus. Also, parking in unauthorized areas is not permitted. Students should cooperate with security for parking.
- (w) Not damage University property (such as building, furniture, apparatus, computers, network, software) or infringe copyrights and access prohibited websites. In case of any damage to the property of the University, the damages shall be charged to the student(s) involved. If the people who cause the damage are not identified, the cost of damage may be recovered by equally charging all the students of the class, School or University. Disciplinary action will be taken against the student(s) involved.
- (x) Not indulge in the following acts of omission and/or commission as these constitute gross indiscipline and violation of the code of conduct by students and are liable to invoke disciplinary action:
  - (i) Ragging.
  - (ii) Furnishing fake documents or false statement of any kind in the form of application for admission or for award of scholarship, etc.
  - (iii) Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus.
  - (iv) Wilfully damaging or stealthily removing any property/belongings of the University, hostel or fellow students.
  - (v) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
  - (vi) Adoption and use of any kind of unfair means in the examinations. Organizing or participating in any group activity in or outside the campus without prior permission.
  - (vii) Mutilation or unauthorized possession of library books.
  - (viii) Resorting to noisy and unseemly behaviour, disturbing studies of the fellow students.
  - (ix) Misuse of Internet/e-mail facilities or tempering/ hacking with servers anywhere in the Hostel / Departments etc.
  - (x) Act of violence or intimidation, including sexual harassment, or use any form of force on any member.
  - (xi) Discrimination against a person on the basis of race, ethnicity, gender, age, religion,

- caste, disability, or sexual orientation, as well as other categories.
- (xii) Breach of rules and regulations, lack of decorum, act of indiscipline, misconduct in classroom/laboratory/playgrounds/library/activity rooms, misbehaviour on the campus
  - (xiii) Failing to appear at the request of any authority.
  - (y) Any situation not covered in the above-mentioned points, is liable for disciplinary action as per the discretion of the competent authority.
  - (z) In case any student breaks the rules, the matter would be brought to the Disciplinary Committee. The Committee will investigate the matter in detail and will recommend suitable disciplinary action or punishment including dismissal from the University. The punishment will be decided only after giving a full hearing to the student and she/he is given a fair chance. A student whose conduct has not been up to the standard expected from the student of this University may be temporarily or permanently debarred from continuing in the University. For a minor offence committed (a) in Hostel, (b) in the Department or a classroom/ laboratory, the Warden or the Dean of School/Head of the Department and the Dean of Student Welfare, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure.

## **5. CODE OF CONDUCT FOR NON-TEACHING STAFF AND SUPPORT STAFF**

The Non-Teaching Staff is an integral part of the University and their everyday activities are what help the University function normally and seamlessly without any hiccups or hindrances along the way. Any staff engaged in clerical/administrative/academic and technical work apart from teaching may be counted as Non-teaching Staff at KRMU. The support staff shall include staff involved in clerical assistance, housekeeping, security, mechanics, driving, and other such duties.

The non-teaching operations of the University are dependent on the efficiency and contribution of its Non-Teaching Staff and Support Staff.

- (a) All Non-Teaching Staff and Support Staff shall:
  - (i) Acquaint themselves with the University policies, rules and regulations and adhere to the same to the best of their ability.
  - (ii) Log their attendance at the respective timings in a manner prescribed by the University. Bio- metric system is kept in the campus for the recording of attendance

while entering and leaving the University.

- (iii) Perform the assigned duties sincerely, carefully and with accountability.
- (iv) Strive for supporting the system for academic excellence through discharge of their duties and conduct themselves in a manner becoming a perfect role model for others to emulate.
- (v) Maintain punctuality and discipline in their work and behaviour.
- (vi) Behave in a helpful, friendly and patient manner towards the students.
- (vii) Give due respect to the decisions made by the University authorities.
- (viii) Abide by the general code of conduct of all employees of KRMU.

#### **(b) Code of Conduct for Librarian**

The Librarian shall:

- (i) Prepare and issue of Library cards to students and staff in a timely and accurate manner.
- (ii) Receive demand slips from students and issue books to students as per their demand and library rules.
- (iii) Follow up return of books issued to students and staff members.
- (iv) Maintain fine collection register and instruct students to deposit the fine in the University accounts.
- (v) Receive requisitions and issue and receive books from students, staffs following complete procedure.
- (vi) Display new arrivals by photocopy of the cover page of the books and journals on the library notice boards.
- (vii) Compile back volumes of journals and periodicals and arrange for binding and stacking.
- (viii) See that library is in a presentable and tidy condition at all the time.
- (ix) Attend to problems of the staff members, if any, and redress the same promptly.
- (x) Maintain the day wise records of visits of students/staff faculty members in library.
- (xi) Display of cuttings of newspapers on education /social matters on library notice boards.
- (xii) Conduct the meeting of library committee as per guidelines & work as a secretary of the library committee
- (xiii) Compile requirements of books & periodicals and submit for further procurement.

- (xiv) Take care of library automation & update the same from time to time.
- (xv) Carry out annual stock taking and verification and prepare list of books and periodicals which are outdated and damaged beyond use.
- (xvi) Report to Dean/HoD of schools about the books not at all referred by faculty and students or any matter related to the School pertaining library usage.

**(c) Code of Conduct for Physical Education Instructor**

The Physical Education Instructor shall:

- (i) Be responsible for all the activities related to the Physical Education.
- (ii) Arrange physical fitness camp for the students and staff periodically.
- (iii) Be responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
- (iv) Coordinate Intra and Inter-University, State, National and International level Sports Competitions.

**(d) Code of Conduct for Hostel Warden**

The Hostel Warden shall:

- (i) Be responsible for the allotment of rooms to the students, staff and guests.
- (ii) Be responsible for the maintenance of the hostels.
- (iii) Look after the quality of food served in the hostels.
- (iv) Keep strict discipline in incoming and outgoing of students from the hostels.
- (v) Report to the Dean of Student Welfare and Proctor in case of any indiscipline or misbehaviour by the students in the hostel.
- (vi) Look into the grievances/complaints of the students if found genuine.
- (vii) Arrange for First-Aid in case of any emergency and arrange for hospitalization of student/staff/guests.

**(e) Code of Conduct for Computer Lab Technician**

The Computer Lab Technician shall:

- (i) Keep the lab and systems clean and neat.
- (ii) Maintain the working condition of the systems- Hardware, Operating System, Software, Anti-virus.

- (iii) Update and maintain registers (attendance, stock, log, consumption) and lab manuals for each lab.
- (iv) Check the presence of IP Address and System Name on their CPU and Monitor.
- (v) Check the LAN and INTERNET connectivity regularly.
- (vi) Update and scan the systems with antivirus installed.
- (vii) Store the official files of staff and students only in the server and not in any local system.
- (viii) Report to the corresponding lab in-charge as per the instructions given by her/him.
- (ix) Ensure semester wise stock-taking and annual audit of the lab.

**(f) Code of Conduct for Lab Technician**

The Lab Technician shall:

- (i) Report any unexpected breakdowns of Lab Machines / Equipment immediately to the teaching staff in-charge of the particular Lab.
- (ii) Report damages caused to the Lab Equipment by students due to mishandling to the concerned staff member for further action.
- (iii) Identify the semester wise requirement of Lab consumables etc. and give the same in writing to Lab –In-charge.
- (iv) Carry out all maintenance work record as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- (v) Update and maintain registers (attendance, stock, log, consumption) and lab manuals for each lab.
- (vi) Ensure the availability & proper maintenance of first aid facilities and fire-fighting equipment in the Lab.
- (vii) Adjust Lab work to a technician, who is familiar with that Lab, in case of absence.

**(g) Code of Conduct for Transport In-Charge**

The Transport In-charge shall:

- (i) Be responsible for the arrangement of transport for students and staff from the University to the city & vice versa on specified routes.

- (ii) Be responsible for periodical maintenance of all University vehicles and in case of any major repair should report to the Registrar immediately.
- (iii) Conduct periodical check of the logbooks maintained by the drivers.
- (iv) Arrange for an agreement with Transport Company for additional buses if required.
- (v) Arranges for the transport for the students and staff for any educational tour and visits.
- (vi) Be responsible for time management of buses.

**(j) Code of Conduct for Drivers**

The Drivers shall:

- (i) Wear a proper uniform as prescribed by the University.
- (ii) Possess a valid and appropriate vehicle license for driving University vehicles.
- (iii) Wear shoes for safety purpose while driving.
- (iv) Wear seat belt compulsory while driving any kind of vehicle.
- (v) Follow driving rules determined by the government.
- (vi) Follow the speed recommended by the government and should not be in over speed.
- (vii) Properly check first aid box, medicines, fire extinguisher, CCTV cameras are in good condition in the University vehicles.

**(k) Code of Conduct for Bus Conductors**

The Bus Conductors shall:

- (i) Wear a proper uniform as prescribed by the University.
- (ii) Follow driving rules determined by the government.
- (iii) Maintain order in general in the bus.
- (iv) Properly check first aid box, medicines, fire extinguisher, CCTV cameras are in good condition in the University vehicles.

**(l) Code of Conduct for Mechanics**

The Mechanics shall:

- (i) Wear Proper uniform insisted by the University.
- (ii) Wear shoes for safety purpose while working.
- (iii) Follow safety rules insisted by the government.
- (iv) Wear helmet while working.
- (v) Wear welding glass, gloves while doing welding work.



## **6. CODE OF CONDUCT FOR TEACHING STAFF**

The contribution of the teaching staff is a pre-requisite of the University. It is the competent and committed faculty that attract students for academics, mentoring and guidance. It is the teaching faculty that transforms a student into a human resource for the nation.

A person who chooses teaching as a career, assumes the obligation to conduct herself/himself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in work and conduct, setting an example which will command the respect of the students, the parents and colleagues.

Teaching, in its true sense, is not mere instruction but influence. The faculty's duty is not merely to communicate knowledge in specific subjects but also to help students grow to their fullest potential and unfold their personality. In this responsible task what matters most is the personal example of the faculty.

(a) Every faculty member shall, by precept and example, instil in the minds of the students entrusted to her/his care, the following values:

- (i) Values of patriotism.
- (ii) Respect for law and order.
- (iii) Feeling of universal brotherhood and tolerance for all religions.
- (iv) Spirit of co-operation and social service.

(b) Every faculty member has an immense responsibility towards students. She/he must: -

- (i) Be impartial in her/his relations; be sympathetic and helpful to slow learners.
- (ii) Aim to improve physical, mental and moral well-being of students leading to overall personality development.
- (iii) Prepare and maintain course files for each subject offered during semester/ year. Approved copies of the course files by respective Dean/HoD must then be shared with the students.
- (iv) Ensure that students do not take part in any unlawful activity or politics.
- (v) Adjust their classes and show the consent of the substitute teacher to Dean/HoD before going on leave.
- (vi) Promote freedom of thought and expression coupled with discipline and dignity.

(vii) Not award physical punishments to students indulging in misbehaviour.

(c) Every faculty member should be above board in her/his personal conduct. She /he should:

- (i) Be temperate and sober in habits. She/he should scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the presence of students and within the precincts of the University.
- (ii) Have an exemplary moral character. Her/his dealings with the members of the other sex in the University or outside it, should not be such as would cause reflection on her/his character or bring discredit to the University.
- (iii) Be bodily neat and clean and dressed in a dignified manner.
- (iv) Abide by the rules and regulations of the University and show due respect to the constituted.
- (v) authority and diligently carry out instructions issued to her/him.
- (vi) Be punctual in attendance and all work related to academics and any other work or duty assigned to her/him by the Dean/HoD.
- (vii) Consider University property and funds as if placed in trust with her/him and shall exercise the same prudence and care, as she/he would do in respect of her/his own property or funds.
- (viii) Promote dignity and solidarity of her/his profession.
- (ix) Be polite and courteous towards parents and guardians.

(d) A faculty member must NOT:

- (i) Divulge confidential matters related to the University.
- (ii) Be a member of any political party or indulge in political activities, either openly or in camera, in support of any such party.
- (iii) Be a member of the State or Central Legislature. She/he shall resign her/his job before standing for election as a candidate.
- (iv) Indulge in or encourage any form of malpractice connected with examinations or other University activities.
- (v) Undertake private tuition of students of the University. Extra coaching organised in the University campus after the University hours will not be considered as “Private Tuition”.

- (vi) Engage herself/himself in any commercial activity or as a selling agent/ canvasser for any publishing firm or trader in the University campus.
- (vii) Represent her/his grievances if any, except through proper channel, nor will she/he canvass any non-official or outside influence or support in respect of any matter pertaining to her/his service in the University.
- (viii) Accept or permit any member of her/his family or any other person acting on her/his behalf to accept any gift from any student, parent or any person with whom he/she has come into contact by virtue of her/his position in the University.
- (ix) Ask for or accept contribution to or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever, except with previous sanction of the competent authority.
- (x) Discriminate against any student on the ground of religion, caste, language, place of origin, social and cultural background and/or any of them.
- (xi) Neglect in correcting assignments or neglect other duties assigned to her/his by the University authorities.
- (xii) Remain absent from the University without leave or without prior permission of the Vice-Chancellor.
- (xiii) (xiii) While being present in the University absent herself/himself (except with the prior permission of the Dean/HoD) from the class which she/he is required to take/attend.
- (xiv) Practice or incite any student to practice casteism, communalism or untouchability.
- (xv) Cause or incite any person to cause any damage to University property.
- (xvi) Propagate through her/his teaching lesson or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal and sectarian activities.
- (xvii) Behave or encourage or incite any student, faculty member or other employees to behave in a rowdy or disorderly manner in the University.
- (xviii) Be guilty of misbehaviour or cruelty towards any parent, guardian, visitor, student, faculty member or other employees of the University.
- (xix) Organize or attend any meeting in the college/institute except where she/he is required, or permitted by the Dean/HoD of the University to do so.
- (xx) Carry out monetary transactions with the students and parents and/or exploit her/his University influence for personal ends.
- (xxi) Indulge in immoral activities. Pass any sexist remark against females, colleagues, students, parents and visitor and/or cause any sexual harassment to them.



## **7. CODE OF CONDUCT FOR THE GOVERNING BODY**

The University will be managed by a regularly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as prescribed in the statutes and ordinances of the University.

The Governing Body shall:

- (a) Members of the Governing Body shall uphold the ideals enshrined in the University's Handbook of Human Values and Professional Ethics.
- (b) No property of Trust will be used for personal benefits by the members of the Governing Body.
- (c) The members of the Governing Body should maintain their character, transparency mannerisms and good image.
- (d) The members of the Governing Body should discuss or express the non-agreement/non-satisfaction with any decision only in the meetings and resolve therein.
- (e) If any member of the Governing Body needs any primary information from any institution of the University, she/he should communicate with the Competent Authority of the University.
- (f) Any misconduct by the employee defaming the University / Institution should be communicated to the Registrar.
- (g) The Governing Body shall entertain only written communication from the Competent Authority of the University.
- (h) The Governing Body shall respect other member's opinions and give them a chance to express themselves and if necessary, permit them to register contrary opinions.

## **8. CODE OF CONDUCT FOR THE VICE-CHANCELLOR**

The Vice-Chancellor shall:

- (a) Ensure faithful observance of the provisions of the Act, the statutes and the ordinances of the University and shall, without prejudice to the powers of the Chancellor, possess all such powers as may be necessary on that behalf.
- (b) Be responsible for the maintenance of discipline in the University.
- (c) Convene meetings of the Authority or body of the University & committee of which she/he is the Chairperson.
- (d) Delegate such powers as she/he may deem necessary to any other staff/faculty of the University.

- (e) Exercise such powers & perform other functions that may be specified by the statutes and ordinances of the University.
- (f) Provide inspirational and motivational value-based academic and executive leadership to the University through policy information, operational management, optimization of human resources and concern for environment and sustainability.
- (g) Conduct herself/himself with transparency, fairness, honesty, highest degree of the ethics and decision-making that is in the best interest of the University.
- (h) Work towards University's assets by managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment.
- (i) Promote collaborative, shared and consultative work culture in the University, passing way for innovative thinking and ideas.
- (j) Build an academic environment for Teaching and Learning, Research, Students Affairs, Resource Development, Networking with industry.
- (k) Refrain from allowing considerations of caste, creed, religion, region, race, gender in their professional endeavour.
- (l) She/he should adhere to the following principles to maintain standards in public life-selflessness, objectivity, accountability, openness and leadership.
- (m) She/he shall uphold values adopted by the University such as integrity, honesty, respect, innovation, excellence, services, hospitality, freedom of thought and expression.

## **9. CODE OF CONDUCT FOR THE PRO VICE-CHANCELLOR**

The Pro Vice-Chancellor shall:

- (a) Assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor from time to time and shall also exercise such powers and perform such functions as may be delegated to her/ him by the Vice-Chancellor.
- (b) In the absence of the Vice-Chancellor, execute the duties and powers of the Vice-Chancellor.
- (c) Exercise such powers & perform other functions that may be specified by the statutes and ordinances of the University.
- (d) Take decisions with the consent of the Vice-Chancellor and must have the intention of the benefit of the University.
- (e) The Pro Vice-Chancellor shall follow all the ethics and code of conduct as applicable to the Vice Chancellor.

## **10. CODE OF CONDUCT FOR THE REGISTRAR**

The Registrar shall:

- (a) Be Ex-officio Secretary of the Governing Body, the Board of Management, and the Academic Council without having a voting right.
- (b) Be a member of the committees as constituted by the Competent Authority of the University.
- (c) Place before the authorities all such information and documents as may be necessary for the transaction of their business.
- (d) Perform such duties as required from time to time by the author but she/he shall not, by virtue of this subsection, be entitled to vote. Required confidentiality related to all University matters should be ensured at all times.
- (e) Be responsible for the proper custody of the common seal of the University.
- (f) Be the custodian of the property of the University as entrusted.
- (g) Conduct the official correspondence on behalf of the authorities of the University.
- (h) Issue notice for convening meetings of the Authorities of the University and all Committees and Sub- Committees appointed by them.
- (i) Be directly responsible to the Vice-Chancellor.

## **11. CODE OF CONDUCT FOR THE CONTROLLER OF EXAMINATIONS**

The Controller of Examination shall:

- (a) Conduct examination in fair and confidential manner within the given time frame.
- (b) Make all other arrangements for the error-free and smooth conduct of Examinations.
- (c) Abide by the evaluation and assessment related decisions of the Academic Council and the Board of Management and in case of conflict bring the same to the Vice-Chancellor.
- (d) Report to the Vice-Chancellor.
- (e) Exercise such other powers and perform such other duties as may be prescribed by the Statutes, Ordinances, Regulations and Rules or the Vice-Chancellor.

## **12. CODE OF CONDUCT FOR THE CHIEF FINANCE AND ACCOUNTS OFFICER**

The Chief Finance and Accounts Officer shall:

- (a) Maintain records and documents of the University and furnish such information pertaining to the affairs related to Finances of the University to the Vice-Chancellor and the Finance Committee.

- (b) Exercise general supervision over the funds of the University and shall advise it as regards to its financial policy and perform such other financial functions as may be prescribed by the statutes or the ordinances.
- (c) Uphold the integrity, transparency and fairness in all financial matters and decisions pertaining to the University following the laid down norms.
- (d) Hold and manage the property and investment of the University including endowed property.
- (e) Be responsible for the preparation of annual accounts and the budget of the University.
- (f) Keep and constant watch on the state of cash re-payments of loans and advances and bank balances and the investments.
- (g) Watch the process of the collection of revenue and advice on the methods of collection.
- (h) Ensure that the registers of land buildings furniture equipment and other stocks are maintained up-to date and that stock checking is conducted of equipment and other consumable materials regularly.
- (i) Bring to the notice of the Vice-Chancellor, unauthorized expenditures and other financial irregularities and suggest disciplinary action against persons at fault.
- (j) Call from any office department any information or returns that she/he considers necessary for the performance of her/his duties.
- (k) Organize Annual Financial Audits of all accounts of the University regularly.

### **13. CODE OF CONDUCT FOR THE PROCTOR**

The Proctor shall:

- (a) Perform duties in respect of maintenance of discipline among students as may be necessary or as may be assigned to her/him by the Vice-Chancellor from time to time.
- (b) Maintain a liaison with all the other committees related to disciplinary matters of the University or she/he may nominate Assistant Proctors as she/he deems fit.
- (c) Ensure that the proceedings of the Proctorial Body shall protect individual confidentiality at all stages.
- (d) Take such steps as she/he thinks necessary for the purpose of ensuring disciplined behaviour and good conduct on the part of every student at all hours within the University campus.
- (e) Exercise such other powers and perform such other duties as may be prescribed by the Statutes, Ordinances, Regulations and Rules or by the Vice-Chancellor.

#### **14. CODE OF CONDUCT FOR THE DEAN OF STUDENT WELFARE**

The Dean of Student Welfare shall:

- (a) Be responsible for the welfare of the students as prescribed in the Regulations and also as directed by the Vice-Chancellor from time to time.
- (b) Look after student grievances.
- (c) Co-ordinate and arrange the disbursement of all financial aids, scholarships, stipends, etc to the students.
- (d) Coordinate the activities of Hostels and have power of shifting a resident from one Hostel to another, if deemed necessary;
- (e) Arrange for guidance of and advice to the students on matters pertaining to:
  - (i) Organization and development of students' bodies;
  - (ii) Counselling and students' guidance facilities;
  - (iii) Promotional of students' participation in co-curricular and social activities;
  - (iv) Financial aid to students as per the decision of the University;
  - (v) Students - Teacher and Student - Administration relationships;
  - (vi) Career advice and campus placement;
  - (vii) Arranging facilities for the students Educational Tours and Excursion, other than those prescribed as part of curriculum;
  - (viii) Securing facilities for students for further studies in the country and/ or abroad, and career advancement;
  - (ix) Any other problems of the students relating to the University.
- (f) Exercise such other powers and perform such other duties as may be prescribed in the Statutes, Ordinances, Regulations and Rules.

#### **15. CODE OF CONDUCT FOR THE DEANS**

The Deans shall:

- (a) Conduct, maintain and monitor academic standards in the School.
- (b) Comply with rules and regulations laid by the statutory bodies and regulatory councils.
- (c) Act with competence and strive to advance competence both in self and in others.
- (d) Ensure efficient and effective management of the financial and other resources allocated to the School.
- (e) Demonstrate exemplary academic leadership and make decisions on all academic and administrative matters related to the School.

- (f) Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service.
- (g) Understand the University vision, mission and objectives and policies and contribute constructively to their ongoing evaluation and reformulations.
- (h) Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain.
- (i) Set an example for other university employees and take ownership of the culture of integrity, honesty, and ethical behaviour.
- (j) Exercise such other powers and perform such other duties as may be assigned to her/him by the Vice-Chancellor.
- (k) Not engage in actions that violate the ethical principles contained in this code of conduct.
- (l) The Head of Department (HoD) shall follow all the ethics and code of conduct as applicable to the Deans and perform duties as may be assigned by the Dean.

## **16. GENERAL CODE OF CONDUCT FOR ALL EMPLOYEES**

### **16.1 Compliance with Laws, Regulations, Policies and Procedures**

Each KRMU employee must:

- (a) Comply with all applicable laws, rules, and regulations in text and spirit;
- (b) Comply with the policies and procedures of KRMU;
- (c) Encourage other KRMU employees to do the same; and
- (d) Inform the KRMU Monitoring Committee of any actual, potential, or apparent infringement of any law, regulation, or practice.

### **16.2 Personal Conduct**

- (a) From the very first day, every employee is a representative of the University. Her/his personal appearance, action and the impression made both during and after working hours are important to her/his advancement and to the continuing development of the University's image and reputation.
- (b) While there are no rigid rules for personal behaviour, there exists a standard for personal conduct for every employee connected with the University and it can be maintained by exercising good taste, good judgment, and moderation always.
- (c) A suitable business dress that is consistent with the profession should be worn during official hours. This again implies good taste and judgment and suggests a dress that is neat and avoids ostentation or garishness.

### **16.3 Honesty and Integrity**

- (a) All employees are expected to conduct themselves with the utmost honesty and integrity both inside and outside of KRMU's premises.
- (b) Any unethical behaviour or conduct on the part of an employee is completely unacceptable and cannot be worked with.

### **16.4 Focus on Quality**

- (a) All employees must provide KRMU, its work, its students, and other internal and external stakeholders their dedicated time and attention.
- (b) All employees are expected to carry out their responsibilities as assigned from time to time responsibly, completely, and to the best of their abilities.
- (c) In order to guarantee that our students and other internal and external stakeholders receive the highest quality service, all employees must abide by the KRMU quality standards, as stipulated from time to time.
- (d) The holistic experience of the students and other internal and external stakeholders is the responsibility of every employee.
- (e) All employees are responsible for ensuring that any information gathered, produced, or gained during the course of their employment with KRMU is, to the greatest degree feasible, accurate, complete, and correct, whether it is communicated verbally, in writing, on paper, or electronically.

### **16.5 Respect for All**

- (a) In all interactions with students, coworkers, and other internal and external stakeholders, employees shall act with respect and dependability (such as parents of the students, guest speakers, and people from the industry, among others).

### **16.6 Teamwork**

- (a) Every employee is expected to uphold the value of cooperation and to make sure that the University's best interests are always served.

### **16.7 Open Door Culture**

- (a) Every employee is responsible for fostering an environment at work where everyone—students, staff, and other internal stakeholders—has access to one another, regardless of their standing or level of influence within the university.

### **16.8 Equal Opportunities Employer**

(a) KRMU is an equal opportunity employer and does not discriminate against anyone based on their gender, caste, religion, age, marital status, nationality, ancestry, ethnicity, geographic origin, sexual orientation, disability, or any other characteristic protected by law, with regard to any terms of employment such as hiring, promotion, transfer, compensation & benefits, career development opportunities, etc.

(b) KRMU shall not discriminate against anyone based on his or her personal qualities or attributes and all employment-related decisions shall be based solely on an individual's merit.

### **16.9 Prohibition of All Forms of Harassment**

(a) Every employee has the right to work in a harassment-free environment, and KRMU upholds this right.

(b) Each employee is responsible for maintaining a harassment-free workplace that is safe and secure.

(c) It is against the law for any employee to engage in harassment of any kind, including verbal, physical, psychological, or sexual nature. This covers all forms of unwanted, offensive, degrading, and intimidating behavior—explicit or implicit—directed at the University, its students, staff, or any other internal or external stakeholders.

(d) Every employee must strictly abstain from sexual harassment of any female coworkers and try to stop and discourage such behaviour in the workplace. The employee must take all reasonable and necessary steps to support the victim and take preventative measures if she or he learns of any such incident. She or he must also report the incident to the appropriate authorities so that they can take the appropriate legal action in accordance with the policies and regulations established by the university. Whether explicit or implicit, the same can be reported to the Internal Complaint Committee (ICC) KRMU stakeholders.

(e) Threats against the university, students, staff, or clients, employees, or both, will not be accepted.

(f) Strict disciplinary action will be taken against any employee who is discovered to have harassed a student, another employee, or any other internal or external

stakeholder.

(g) In addition, disciplinary action must be taken if an employee is harassed at work by a coworker, visitor, vendor, or any other associate.

#### **16.10 Secrecy Maintenance Agreement**

(a) Except to her/his direct superior authority, an employee will not give out to any person any of the administrative and/or organizational matters of confidential/ secret nature which it may be his/her personal privilege to know by virtue of being an employee of the University.

(b) All books, records and articles belonging to the University shall remain in the office premises and it will be ensured that these are safely kept and maintained at the proper place without the prior permission of the competent authority.

(c) No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of duties assigned to him, divulge, or communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information.

#### **16.11 Acceptance of Outside Assignment**

(a) During the period of employment with the University, every employee will devote her/his entire time, attention and abilities exclusively to the performance of the assigned duties; and will not undertake any other direct/indirect business, work or assignment honorary or on remuneration – or any further studies, examination or external academic course (including part-time or correspondence) except with prior permission of the Vice Chancellor.

(b) The employee, will, in all respects, obey and conform to the management's order and put in their best endeavour to promote the interest of the University.

#### **16.12 Consulting Assignments**

(a) The University encourages its faculty members to take Consultancy / R&D assignments with other institutions/industries appropriate to the competence of the faculty member.

(b) Each faculty member who exhibit initiative and drive by getting substantial grant for R&D work or for strengthening the infrastructure in the university will be suitably

encouraged and rewarded.

- (c) The faculty member will take up the assignment by obtaining prior approval of the Vice- Chancellor in writing.

#### **16.13 Demonstrations and Strikes**

- (a) No employee shall engage herself/himself or participate in any demonstration or strike which is prejudicial to the interest of the University, or to the interest of public order, decency or morality.

#### **16.14 Joining of Association by Employee**

- (a) No employee shall join or be an employee of an association, the objects and activities of which are prejudicial to the interest of the University or the sovereignty and integrity of India.

#### **16.15 Criticism of University, School, Department or Government**

- (a) No employee shall in any electronic broadcast or any document published anonymously or in his own name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion.

#### **16.16 Private Trade, Employment or Tuition**

- (b) No employees except with the prior approval of the Vice-Chancellor, engage directly or indirectly in any trade of business or under any other employment.
- (c) No employee shall borrow money from his subordinates or students.
- (d) Enter in to any pecuniary arrangement with any other faculty or student of the University, as the case may be, to afford any kind of advantage to either or both of them, in any unauthorized manner, or against the specific or implied provisions of any rule for the time being in force.
- (e) Engage himself in any private tuition for which a fee/ remuneration is charged either within  
or outside the precincts of the University.

#### **16.17 Articles/Talks/Interviews**

- (a) While all employees are encouraged to write articles, and participate in a professional forum and giving talks on professional subjects, they should first consult their immediate reporting and/or competent authority.

(b) Unless authorized by the Management, no employee is permitted to interact with the media, on behalf of the organization.

#### **16.18 Canvassing of outside influence**

(a) No employee shall bring or attempt to bring any political or other influence to bear upon any seniorexecutive to further her/his interests in respect of matters pertaining to service in the organization.

#### **16.19 Office Property**

- (a) Each employee is expected to take proper care of all office property, equipment, papers or files.
- (b) She/he should not take any office assets, books or working papers away from the office without the approval of reporting and/or competent authority. In such cases, proper care should be exercised for their safety and confidentiality.
- (c) The University is not responsible for any loss of personal effects, including cash, of any employee.

#### **16.20 Office Stationery**

- (a) As a matter of policy, office letterheads and stationery are not to be used for personal correspondence.

#### **16.21 Liability to Search**

- (a) On entering or leaving the office premises, all employees are liable for search by the Administration and Security personnel, provided that the female employees can be searched by female staff only, or such other persons as may be nominated on this behalf by the University.

#### **16.22 Internal Transfer**

- (b) As the University practices flexibility and continuous improvement in work processes and practices, the employees' roles, duties and responsibilities may vary from time to time.
- (c) Every employee is liable to transfer from one post to another, one job to another, from one department to another without, however, affecting the total amount of gross salary payable to him exclusive of incentive, etc.
- (d) Every employee is also liable to transfer to any of the University's offices, Schools / Department/Institution, associate or affiliate, sister organizations located anywhere in

India or abroad presently existing or which may come to existence in future.

- (e) The Management reserves the right to re-designate the posts, and / or to modify the terms and conditions of appointment, if it thinks it prudent to do so in the interests of the organization and / or of the employee concerned, without adversely affecting her/his job-status. In such a case, the employee concerned will be governed by the terms and conditions of service applicable for the new assignment.
- (f) An employee may, during the course of her/his employment, be given any assignment that the University, in its subjective judgment, feels is suited to her/his background qualifications and expertise.

### **16.23 Redressal of Grievances**

- (a) Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the University or its authorized representative, shall be addressed to the appropriate authority / Deans concerned for redressing the grievance through proper channel and shall be governed by procedure laid down by the University. The employee shall not forward advance copies of her/his representation to any higher authority, unless the lower authority has rejected the claim, or refused relief, or disposal of the matter is delayed by more than one month.
- (b) No employees shall be signatories to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

### **16.24 Safety, Health and Environment**

- (a) KRMU is dedicated to giving its workers a secure, healthy, and productive workplace. Every employee has a right to and a duty to keep the workplace safe.
- (b) All employees are required to abide by the safety standards and laws established by the university.
- (c) Every employee has a duty to guarantee that the safety standards and codes are followed by their co-workers, students, and other internal and external stakeholders while on KRMU property.
- (d) All employees are required to maintain a vigilant eye on their co-workers, students, and other associates. If they detect any harmful or potentially illegal behaviour that could have an impact on the environment, health, or safety at KRMU, they must alert the university immediately.
- (e) Should a need arise and if required, an employee must act promptly and

undertake all possible measures to eliminate any unsafe condition(s) as soon as they become aware of it.

## **16.25 Prohibition of Substance Abuse**

- (a) KRMU is dedicated to upholding a secure and productive environment free from any form of substance misuse on its property.
- (b) All land, offices, buildings, campuses, guest houses, vehicles, and parking areas under KRMU's control shall be considered KRMU's premises for this purpose. It also includes any additional work sites or centres used or occupied during enrollments and placements, as well as any vehicles used to travel to or from those sites or centres while on KRMU campus, completing an internship, or working in any other capacity that falls under the purview of employment.
- (c) Substance Abuse includes smoking, use of alcohol, drugs and other controlled substances (except when these substances/drugs are medically prescribed by a licensed health care professional)
- (d) All employees are prohibited from substance abuse of any form while performing their duty at KRMU's premises. Employees are also prohibited from reporting to work or classes under the influence of alcohol or non-medically prescribed drugs or any other addictive substances.
- (e) Unauthorized or unlawful purchase, possession, use, sale, distribution, manufacture of alcohol, drugs and other controlled substances is prohibited at KRMU's premises.
- (f) Prohibition of substance abuse is also applicable to KRMU's employees, students and internal as well as external stakeholders.
- (g) Any violation of this prohibition on substance abuse will result in disciplinary action in accordance with the KRMU Code of Conduct's rules and regulations.
- (h) All KRMU stakeholders, including employees, students, and internal and external parties, are forbidden from drug abuse.
- (i) Any violation of this prohibition on substance abuse will result in disciplinary action in accordance with the KRMU Code of Conduct's rules and regulations.

## **16.26 Workplace Violence**

- (a) Workplace violence of any kind is not tolerated at KRMU, whether it occurs within or outside of locations where university-related activities are conducted.
- (b) Employees shouldn't engage in violence at work or incite others to do so.

(c) Violent acts against anyone or the university's property will result in severe disciplinary action.

(d) It is strictly forbidden to possess guns or other harmful materials when engaging in university-related activities at work or outside.

### **16.27 Prohibition on Corruption**

(a) Employee's shall not engage in any corrupt practices including:

(i) Offer / accept bribes;

(ii) Offer / accept kickbacks;

(iii) Give false incentives to customers/vendors;

(iv) Indulge in theft/fraud;

(v) Embezzle funds;

(vi) Indulge in personal monetary transactions with students/colleagues and other internal and external stakeholders;

(vii) Indulge in personal level entertainment with students/colleagues and other internal and external stakeholders;

(viii) Falsify University's records and / or academic / personal records of students;

(ix) Solicit Gifts / Advantages;

(x) Compromise integrity in any manner whatsoever.

### **16.28 Proper Control and Accounting**

(a) Compliance with prescribed controls, accounting systems and rules is required at all times.

The accounts must accurately reflect and properly describe the transactions recorded.

(b) Appropriate action will be taken for breaching KRMU's control and accounting systems & rules.

### **16.29 Protection and proper use of KRMU's assets**

(a) KRMU's assets can be tangible (such as office supplies, office furniture, equipment, computer and communication systems, etc.) and/or intangible (such as intellectual property, software, etc.).

(b) KRMU's assets are a property of the University, which are provided to employees to facilitate their working in the University. Improper access, manipulation, alteration or other interference with KRMU's assets is prohibited.

(c) All employees are expected to protect these assets and ensure efficient,

ethical  
and judicious usage of the same.

(d) Theft, misuse or destruction of KRMU's assets shall be considered as a misconduct and attract disciplinary action.

### **16.30 Intellectual Property**

(a) Copyright and all other intellectual & proprietary rights in any document and other materials produced by the employees during the course of their association with KRMU (whether or not produced during working hours) shall vest in and belong to KRMU from the date of production.

(b) To the extent necessary, the employee shall hereby irrevocably assign all present and future copyright(s) and other right(s) in such document(s) and other materials to KRMU immediately upon their creation.

(c) It is the employee's responsibility to obtain copyright on Intellectual Property created by her/him during her/his employment with KRMU and assign it to KRMU, unless specifically waived or transferred in writing by the University.

(d) All payments and royalties emanating from the exercise of such rights shall be the property of KRMU.

(e) Employees shall ensure that all such documents and other materials produced by her/him will be original and will not infringe upon the rights of any third party.

(f) All property, document(s), paper(s) or other work(s) in employee's possession or control, acquired or prepared by reasons of employee's employment with KRMU must be returned on request and, in any event, upon separation of the employee from KRMU.

### **16.31 Confidentiality**

(a) Regardless of whether it is designated as confidential, all information regarding KRMU's business dealings, policies, practises, strategic plans, financial records, students, clients, and vendors, as well as any other non-public information, that comes into an employee's possession or knowledge as a result of their employment, must be treated as confidential.

(b) An employee is not permitted to discuss or reveal any confidential information about KRMU to anybody else while they are affiliated with the university or after it

has ended.

- (c) Employees are expected to protect such sensitive material, and only those with a "need to know" should participate in discussions. At all times while handling such information, whether orally or in writing, discretion should be exercised. Particular focus is given to activities like filing and photocopying when there is a chance that the confidentiality could be compromised.
- (d) Employees are forbidden from directly or indirectly disclosing any official information or documents to anyone to whom they are not authorised to do so.
- (e) Strict disciplinary measures will be taken against anyone who violates this confidentiality clause.

### **16.32 Conflicts of Interest and Duty**

- (a) KRMU discourages any act that is not in the best interests of KRMU.
- (b) Conflict of Interest is defined as:
  - (i) When an individual's personal, economic interest(s) are in conflict with the interest(s) of KRMU;
  - (ii) A situation that arises when a decision-making authority is seen to have a personal stake in the outcome of the decision itself;
  - (iii) The use of one's position to obtain personal gain or advantage for oneself, members of one's family or friends;
  - (iv) In the best interest of the University, each employee must adhere to the following guidelines:
    - (v) A full-time employee of KRMU may not accept concurrent employment, whether paid or unpaid, outside the university. Aside from undertaking assignments/projects/associations that KRMU has allowed, this includes taking on any consultancy work, freelancing, directorships, or positions of responsibility. If an employee wishes to pursue any concurrent opportunity outside of KRMU, prior University approval is necessary;
    - (vi) A full-time employee is prohibited from working for, owning, managing, consulting, or owning a university or institution that is substantially comparable to or in direct competition with KRMU while they are employed by the university, with the exception of assignments, projects, and associations that have the university's approval.

- (vii) Employees must avoid forming or maintaining personal relationships with stakeholders;
- (viii) They must completely avoid any other circumstance that might impair their ability to make decisions that are best for the University. Each employee must completely and accurately inform KRMU of any personal or external interest that may lead to an actual, potential or perceived conflict of interest or duty. The University will take appropriate steps to eliminate or minimize such conflicts of interest at the earliest;
- (ix) In addition, employees are prohibited from taking advantage of opportunities they find by using KRMU's resources, including information and positions, for their own financial gain.
- (x) Strict disciplinary action will be taken if KRMU's reputation and good name are in any way harmed as a result of such a Conflict of Interest.

### **16.33 National Interest**

All employees of KRMU are expected to conduct their work in the best of national interest and shall not be engaged in any activities that shall put the national interest at risk.

### **16.34 Usage of Internet and Email**

- (a) Employees must adhere to the following guidelines while using internet and email at work place or other using assets of KRMU:
- (i) Not send offensive emails and messages to any person(s) / group(s) within or outside the University.
- (ii) Not import any non-text files including files received as e-mail attachments onto your system without checking for viruses.
- (iii) Not visit obscene or illegal material or any material that is offensive in any way.
- (iv) Not download any unauthorized software. All software used by employees to conduct University-related activities must be appropriately licensed.
- (v) Not share any report, files, data, source code or any propriety information or intellectual property of KRMU with any unauthorized person(s) / group(s) or any other entity through the internet.
- (vi) Not use the email system to copy and / or transmit any document(s), software or other information protected by copyright laws.
- (vii) Not create email congestion by sending trivial messages or personal messages or copying e-mails to those who need not receive them.

(viii) Not access gaming or porn sites or any site with sexually explicit material, gamble or initiate any hacking activity, sniff attack or denial-of-service attack over the internet. These activities are strictly prohibited, and strict action will be taken against the users. In case of any legal action arising thereof, the user will be solely responsible for the same.

### **16.35 Media Relations**

- (a) No employee of the University shall discuss about matters related to KRMU, answer any questions or provide any personal opinion, whether favourable or adverse, about the University in any article/radio / TV broadcast / to outsiders directly or indirectly. Any violation of this clause will lead to strict disciplinary action.
- (b) Only a person, appointed by the University, shall act as a Spokesperson who would interact with the Media / Press on behalf of KRMU.
- (c) In case any media representative contacts an employee, s/he should be directed to the Registrar or to the Vice-Chancellor.

### **16.36 Social Media Guidelines**

- (a) KRMU acknowledges the significance of social media in the current environment and is dedicated to defending employees'
- (b) The following guidelines shall be followed by the employees in all their Social Media communications in connection with KRMU, to protect the privacy, confidentiality, and interest(s) of KRMU, its employee(s), student(s), and other stakeholders:
  - (i) Should be honest about their identity without concealing or falsifying facts
  - (ii) Should not portray themselves as a spokesperson of the University on any matter.
  - (iii) Should not post any information related to KRMU on Social Media websites, networking platforms and mobile applications including sensitive information, intellectual property and financial disclosures.
  - (iv) Should not use KRMU's logo and trademarks in any post.
  - (v) Should always use a disclaimer: "the views expressed in this post are my own and do not represent KRMU's opinions", whenever s/he posts any content.
  - (vi) Should be respectful towards other person(s) / group(s) in their posts.
  - (vii) Should not post any offensive or potentially offensive content on any social media website.
  - (viii) Should use their good judgment while posting on social media as their actions may represent KRMU.
  - (ix) Should follow applicable laws in all their social media communication /posts.
- (c) Any violation of the above-mentioned guidelines will lead to strict disciplinary action.

(d) In case of any query regarding Social Media Guidelines, employees should approach HR or the Legal department of KRMU.

### **16.37 Political Contributions and Activities**

- (a) An employee is prohibited from actively supporting any political party and from using KRMU funding for any political party, cause, or idea. He or she must notify HR and get university permission if they are already involved in a political party in any capacity.
- (b) An employee shall not canvass for any political party/wings/association in any form or format and shall not use any direct or indirect political influence in matters pertaining to KRMU.

### **16.38 Distribution of Private Pamphlets / Promotional Material**

(a) Distributing or exhibiting handbills, pamphlets, posters, effigies, and other materials within the premises of the establishment and/or its precincts, or causing to be displayed by means of signs or writing of other visible representation of any matter is not permitted without the University's prior written consent.

### **16.39 Professional Conduct**

- (a) The employees are expected to conduct themselves in a courteous and professional manner within the KRMU's premises and outside whenever they are representing KRMU.
- (b) Employees should always be aware of their personal appearance and grooming.
- (c) Employees should be conscious of their language, courtesy, manners, and conduct with other employees. Negative, abusive or obscene language will not be tolerated.
- (d) Employees should demonstrate a sense of "professional pride" in their work habits and be always an ambassador of KRMU.

### **16.40 Unauthorized Transfer of University's Property**

(a) Unauthorized loan or transfer of identity card, equipment or property of KRMU to another person is not permissible.

### **16.41 Acts of Omission and Commission Constituting Misconduct**

- (a) The following are sample cases (and not limited to) the acts of misconduct:
  - (i) Willful insubordination or disobedience of any reasonable instruction(s) of a superior, whether alone or in combination with others.

- (ii) Striking work alone or in combination with other employees or inciting them to strike work.
- (iii) Sleeping on duty.
- (iv) Refusal to work on any job assigned by the University.
- (v) Theft, fraud, forgery, misappropriation, embezzlement or dishonesty in connection with KRMU or its property.
- (vi) Taking or giving bribes or any illegal gratification whatsoever.
- (vii) Collection or canvassing for collection without the written permission of the University of any money within the premises of KRMU, except as sanctioned by any law for the time being in force.
- (viii) Habitual late attendance and habitual absence without leave sanctioned or without sufficient cause.
- (ix) Carrying on money lending with commercial intent or any other commercial activity within the premises of KRMU.
- (x) Drunkenness, fighting, riotous, disorderly or indecent behavior within the premises of KRMU.
- (xi) Commission of any act leading to indiscipline or unacceptable behavior within the premises of KRMU.
- (xii) Habitual negligence or neglect of work.
- (xiii) Absence from place of work without the permission of the Reporting Manager.
- (xiv) Causing damage to one's own work or to that of other employee or students.
- (xv) A using damage to property of any employee, student or any other internal or external stakeholder at KRMU.
- (xvi) Theft of property belonging to other employees / students or any other internal or external stakeholder or to KRMU.
- (xvii) Shouting of defamatory or disrespectful slogans or distribution or exhibition within the boundaries of the establishment of any newspapers, hand bills, pamphlets or posters without the previous sanction of the University.
- (xviii) Threatening, abusing, assaulting, intimidating or any improper behaviour towards any student or employee or any other internal or external stakeholder of KRMU.
- (xix) Gambling within the premises of the establishment.
- (xx) Unauthorized use or forcibly occupying of KRMU's property.
- (xxi) Lending to or borrowing money from employees with commercial intent.

- (xxii) Engaging in trade within the premises of KRMU.
- (xxiii) Spreading rumours/false information or panic which tends to disrepute KRMU or its employees, students or any other internal or external stakeholder of KRMU.
- (xxiv) Writing of anonymous or pseudonymous letters criticizing the employees of KRMU.
- (xxv) Refusal to accept charge sheet, suspension order, or any other lawful order given by a superior.
- (xxvi) Misbehavior during the pendency of disciplinary action instituted against her/ him.
- (xxvii) Giving of false personal information, qualifications or previous service etc.
- (xxviii) Possession of any lethal weapon within the premises of KRMU.
- (xxix) Tampering with official records and other documents, either pertaining to himself / herself or to any employee or student or any other internal or external stakeholder of KRMU.
- (xxx) Misuse of loan or salary advance or non-compliance with the provisions of the loan/salaryadvance policy.
- (xxxi) Commission of any act during association with KRMU, leading to indiscipline or unacceptable behavior on KRMU's property or premises;
- (xxxii) Outside KRMU's premises if it directly or indirectly affects the functioning or reputation of KRMU, its student(s) or employee(s) or any other internal or external stakeholder of KRMU.
- (xxxiii) Frequent repetition of acts or omissions liable for fines
- (xxxiv) Any act of omission which amounts in loss of the KRMU's confidence.
- (xxxv) Unauthorized communication or disclosure of official documents or information pertaining to KRMU, its student(s) or employee(s) or any other internal or external stakeholder, to any unauthorized person.
- (xxxvi) Incivility to student(s) or employee(s) or any other internal or external stakeholder.
- (xxxvii) Violation of norms related to safety and health of student(s) or employee(s) or any other internal or external stakeholder at KRMU that exposes the University to any penalty under the applicable law.
- (xxxviii) Absence from duty without notice, or without sufficient reason, for a period of 3 days or more.
- (xxxix) Any form of substance abuse within the premises of the KRMU
- (b) Any conduct in relation to academic work that is dishonest or unfair and includes, but is not limited to:
  - (i) Plagiarism;

- (ii) Unauthorized collaboration;
- (iii) Misrepresentation of others' research work as own and not giving credence to the researcher.
- (c) If any employee is found to have participated in any of these misconducts, disciplinary procedure would be initiated in such cases.

## **17. PROCEDURE FOR DEALING WITH CASES OF MISCONDUCT**

### **17.1 Principles of Disciplinary Procedure**

- (a) Counseling will be offered, where appropriate, to resolve problems.
- (b) No disciplinary action will be taken against any employee until the case has been fully investigated.
- (c) At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- (d) The level of any formal action will be dependent on the seriousness of the offence, having regard to the need for fairness and natural justice. The procedure is internal to KRMU and may or may not allow for any external representation.
- (e) The decision taken by the appointed committee will be final and binding

### **17.2 Procedure for Handling Reported Misconducts**

- (a) In the spirit of natural justice, the employee against whom the misconduct has been reported, will be given an opportunity to explain his / her case.
- (b) Depending on the explanation given by the employee HR shall decide the due course of action depending on the severity of the misconduct and previous record of the concerned employee.

### **17.3 In Case of Misconduct**

- (a) The employee shall be advised by the Reporting Manager of the conduct expected of him/her in the future and of the possible consequences if the misconduct is repeated.
- (b) Where necessary a verbal/ written warning may be given by the Reporting

Manager. However, a record of a verbal/ written warning needs to be kept on the employee's personnel file held by HR and may be used in future proceedings.

- (c) case of major misconduct:
- (d) A show-cause notice will be served to the employee against whom the misconduct has been reported.
- (e) If the explanation provided by the employee for the charges leveled in the show cause notice, is not satisfactory, a charge-sheet clearly setting forth the charges against him/her, will be served and an enquiry as stated below will be held.
- (f) The enquiry will be held by an Enquiry Officer appointed by KRMU who should necessarily be at a higher grade than the accused.
- (g) During this enquiry, the accused will be given all reasonable opportunities to defend himself / herself against the charges leveled on him / her.
- (h) The accused will be permitted to produce witnesses in his / her defense and cross- examine any other witnesses on whose evidence the charge rests.
- (i) The Enquiry Officer will also sum up the evidence at the conclusion of the Enquiry and submit his / her Report to KRMU pronouncing his observations against the charges leveled.
- (j) The said report will be forwarded to the charge-sheeted employee for his/ her comments thereon within a defined timeframe.
- (k) The Vice Chancellor will consider the report of enquiry, the reply of the charge-sheeted employee, if any, and either exonerate the accused or award him / her with a suitable punishment.
- (l) If the accused fails to respond to the show-cause notice by the stipulated time, or if he / she fails to be present at the enquiry or otherwise decides not to co-operate, the case will be proceeded with ex- part without the presence of or the co-operation of the accused.

(m) If the Vice Chancellor feels that the misconduct committed is a serious one, any action commensurate with the gravity of misconduct can be undertaken as mentioned in subsequent clause.

(n) If, as a result of enquiry held, or explanation tendered, it is decided not to take any action, the employee will be deemed to have been exonerated of all the charges.

#### **17.4 Disciplinary Actions in Case of Misconduct**

Any employee found guilty of misconduct, any of the following actions with the offence may be taken:

**(a) Minor Actions**

- (i) Warning
- (ii) Fine
- (iii) Recovery to the full extent of actual amount of loss caused to KRMU

**(b) Major Actions**

- (i) Suspension
- (ii) An employee can be suspended pending investigation into charges against him / her. He / she will, however, be entitled to full salary for the period of suspension.
- (iii) During the period of suspension, the employee may not leave the station, except with the written permission from KRMU and will be liable to be called at any time and / or on any day in connection with his / her case.
- (iv) KRMU has the right to suspend an employee who is accused in a court of law for any criminal offence.
- (v) Withholding of increments for any specific period with or without cumulative effect.
- (vi) Demotion to a junior post, lower grade, lower pay scale.
- (vii) Discharge or dismissal from service
- (viii) The University may dismiss, discharge, or terminate the services of any employee without following the procedure for handling reported misconducts, if the employee has been given the punishment of imprisonment by

a court of law.

- (ix) If the employee is dismissed as a result of the enquiry or as a result of imprisonment by court of law, the dismissal will have effect from the day on which the order of dismissal is passed by the appointed committee/competent authority.

### **17.5 Reporting Concerns**

- (a) Each employee must report actual or potential deviation from the guidelines in this document or applicable laws to the School Head / Functional Head or the Vice-Chancellor.
- (b) All such reports of deviation shall be treated as being confidential.
- (c) Additionally, complete protection shall be provided to the complainant against any possible retaliation by any person.

## **18. INTRODUCTION OF HUMAN VALUES & PROFESSIONAL ETHICS**

Engineering is changing science into valuable products for human comfort. Ethics is the ability as well as responsibility of an engineer to judge his decisions from the context of the general wellbeing of the society. It is the study of moral issues that confront it is the study of moral issues that stand up to engineers and engineering organizations when some essential choices are taken. Engineering research and practice necessitates that the errand being performed considers all the advantages and disadvantages of a specific activity and its execution. Teaching engineering ethics in academic institutions is embraced to a great extent through many case studies for creating awareness interactively among engineering students of all disciplines. By studying engineering ethics, the students develop awareness and are able to take their decisions on moral and ethical grounds.

Ethical standards in engineering are influenced by many factors:

1. Engineering as an experimentation for the good of mankind is a notable factor involving farreaching consequence,
2. Ethical dilemmas make engineering decisions relatively difficult to make.
3. Risk and safety of citizens as a social responsibility is a prime concern of an engineer.
4. Technological advancement can be very demanding on the engineering skill in the global context.
5. Moral values and responsible conduct will play a crucial role in decision making.

The study of engineering ethics within an engineering program helps students prepare for their professional lives. A specific advantage for engineering students who learn about ethics is that they develop clarity in their understanding and thought about ethical issues and the practice in which they arise. The study of ethics helps students to develop widely applicable skills in communication, reasoning and reflection. These skills enhance students' abilities and help them engage with other aspects of the engineering program such as group work and work placements.

### **Objectives: Human Values & Professional Ethics**

The prime objective of knowing and prescribing to Human Values are as follows:

1. To understand the moral values that ought to guide the engineering profession,
2. To create an awareness on Engineering Ethics and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

The prime objectives of the Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in engineering like plagiarism and patenting)
2. Convincing moral reasoning (comprehending, assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious the alternative responses to issues and being receptive to creative solutions)
5. Moral communication, to express and support one's views to others.

### **Morally Desirable and Responsible Conduct**

1. Moral reasonableness i.e., willing and able to be morally responsible.
2. Moral hope i.e., believes in using rational dialogue for resolving moral conflicts.
3. Respect for persons, which means showing concern for the well-being of others, besides oneself.
4. Tolerance of diversity i.e., respect for ethnic and religious differences, and acceptance of reasonable differences in moral perspectives.

## 19. HUMAN VALUES

**Morals:** Morals are the worthy ideals or principles that one follows to distinguish the right from the wrong. These ideals or virtues are considered worthy in building up the character of an individual. They were edited, changed or modified rulers (dynasty) according with the development of knowledge in engineering and technology time to time. Moral Value refers to good virtues such as honesty, integrity, truthfulness, compassion, helpfulness, love, respectfulness, hard work, etc. Morality is concerned with principles and practices of morals such as: (a) what ought or ought not to be done in a given situation? (b) What is right or wrong about the handling of a situation? And (c) What is good or bad about the people, policies, and ideals involved?

**Values:** Human value is defined as “a principle that promotes well-being or prevents harm. The various people responsible for inculcating and evolving human values are parents, religious leaders & gurus in daily life and teachers at the institute’s level. Human values can assure a happy and harmonious human society. At Bharat Institute of Engineering and Technology, we cultivate and inculcate these values in the students and staff through teaching and conducting various value basedactivities.

### Types of Values

Values related to Right Conduct are:

**(a) Self-help Skills:** Care of possessions, diet, hygiene, modesty, posture, self-reliance, and tidyappearance.

**(b) Social Skills:** Good behavior, good manners, good relationships, helpfulness, No wastage, and good environment.

**(c) Ethical Skills:** Code of conduct, courage, dependability, duty, efficiency ingenuity, initiative,perseverance, punctuality, resourcefulness, respect for all, and responsibility.

**Peace:** Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self-acceptance, self-confidence, self-control, self-discipline, self-esteem, self-respect, sense control, tolerance, and understanding.

**Truth:** Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self- analysis, sincerity, sprit of enquiry, synthesis, trust, truthfulness, and determination.

**Love:** Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust.

Non-Violence

**(a) Psychological:** Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love

**(b) Social:** Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

**Integrity:** Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's peace of mind, and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Moral integrity is defined as a virtue, which reflects a consistency of one's attitudes, emotions, and conduct in relation to justified moral values. Integrity comes in many forms, but honesty and dependability are two traits that are expected in most workplace situations. Without responsible behavior, distrust can make a work environment tense and uncomfortable. A strong work ethic shows co-workers and clients that you're reliable and take your responsibilities seriously. Polite communication, respectable behavior and fiscal responsibility also help you stand out as a trustworthy employee.

**Follow Institutional Policies:** Abiding by institution policies is a powerful way to demonstrate integrity. Cutting corners and neglecting to follow workplace regulations can lead to mistakes, problems and even dangerous situations.

**Service Learning:** Service-learning seeks to engage individuals in activities that combine both community service and academic learning. Because service-learning programs are typically rooted in formal courses (core academic, elective, or vocational), the service activities are usually based on particular curricular concepts that are being taught. Service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Service-learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community.

**Service-Learning Program Provides Educational Experiences:** Under which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with school and community. The engineering student analyzing and executing a socially-relevant project is another example of service learning. The service learning is a methodology falling under the category of experiential education. It is one of the forms of experiential learning and community service opportunities.

It is distinguished in the following ways:

1. Connection to curriculum: Integrating the learning into a service project is a key to successful service learning. Academic ties should be clear and built upon existing disciplinary skills.
2. Learner's voice: Beyond being actively engaged in the project, trainees have the opportunity to select, design, implement, and evaluate their service activity.
3. Reflection: Structured opportunities are created to think, talk, and write about the service experience. The balance of reflection and action allows the trainee to be constantly aware of the impact of their work.
4. Partners in the community: Partnership with community agencies are used to identify genuine needs, provide mentorship, and contribute input such as labor and expertise towards completing the project.

## **Service-Learning Benefits**

### **Service-Learning benefits students by:**

- Linking theory to practice
- Deepening understanding of course materials
- Enhancing the sense of civic responsibility through civic engagement
- Allowing students to explore possible career paths
- Stressing the importance of improving the human condition
- Developing relevant career-related skills
- Providing experience in group work and interpersonal communication
- Promoting interaction with people from diverse backgrounds
- Instilling a sense of empowerment that enhances self-esteem

### **Service-Learning benefits faculty by:**

- Providing exciting new ways to teach familiar material
- Offering professional development challenges
- Faculty in meaningful interactions with the community at large
- Encouraging faculty to form close, interactive, mentoring relationships with students
- Reminding faculty of the direct consequences of their teaching for society
- Connecting faculty across academic disciplines through a shared approach to teaching and learning process.

**Civic Virtue:** Civic virtues are the moral duties and rights, as a citizen of the village or the country or an integral part of the society and environment. An individual may exhibit civic virtues by voting, volunteering, and organizing welfare groups and meetings.

The duties are:

- To pay taxes to the local government and state, in time.

- To keep the surroundings clean and green.
- Not to pollute the water, land, and air by following hygiene and proper garbage disposal. For example, not to burn wood, tyres, plastic materials, spit in the open, even not to smoke in the open, and not to cause nuisance to the public, are some of the civic (duties) virtues.
- To follow the road safety rules.

### **Respect for Others**

This is a basic requirement for nurturing friendship, team work, and for the synergy it promotes and sustains. The principles enunciated in this regard are:

- Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have.
- Respect others' ideas (decisions), words, and labor (actions). One need not accept or approve or award them, but shall listen to them first. One can correct or warn, if they commit mistakes. Some people may wait and watch as fun, if one falls, claiming that they know others' mistakes before and know that they will fall! Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more efforts.
- Show goodwill on others. Love others. Allow others to grow. Basically, the goodwill reflects on the originator and multiplies itself on everybody. This will facilitate co-linearity, focus, coherence, and strength to achieve the goals.

### **Sharing**

Primarily, caring influences sharing. Sharing is a process that describes the transfer of knowledge (teaching, learning, and information), experience (training), commodities (material possession) and facilities with others. The transfer should be genuine, legal, positive, voluntary, and without any expectation in return. However, the proprietary information should not be shared with outsiders. Through this process of sharing, experience, expertise, wisdom and other benefits reach more people faster. Sharing is voluntary and it can't be driven by force, but motivated successfully through ethical principles. In short, sharing is charity. For the humanity, sharing is a culture. The happiness and wealth are multiplied and the crimes and sufferings are reduced, by

sharing. It paves the way for peace and obviates militancy. Philosophically, the sharing maximizes the happiness for all the human beings. In terms of psychology, the fear, divide, and distrust between the haves and have-nots disappear. Sharing not only paves the way to prosperity, early and easily, and sustains it. Economically speaking, benefits are maximized as there is no wastage or loss, and everybody gets one's needs fulfilled and satisfied. Commercially speaking, the profit is maximized. Technologically, the productivity and utilization are maximized by sharing.

## **Honesty**

Honesty is a virtue, and it is exhibited in two aspects namely,

- Truthfulness
- Trustworthiness.

Truthfulness is to face the responsibilities upon telling truth. One should keep one's word or promise. By admitting one's mistake committed (one needs courage to do that!), it is easy to fix them. Reliable engineering judgment, maintenance of truth, defending the truth, and communicating the truth, only when it does well to others, are some of the reflections of truthfulness. But trustworthiness is maintaining integrity and taking responsibility for personal performance. People abide by law and live by mutual trust. They play the right way to win, according to the laws or rules (legally and morally). They build trust through reliability and authenticity. They admit their own mistakes and confront unethical actions in others and take tough and principled stand, even if unpopular.

## **Courage**

Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks, namely

- Physical courage
- Social courage
- Intellectual courage.

In physical courage, the thrust is on the adequacy of the physical strength, including the muscle power and armaments. People with high adrenalin, may be prepared to face challenges for the mere thrill or driven by a decision to excel. The social courage

involves the decisions and actions to change the order, based on the conviction for or against certain social behaviors. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for the social cause. The intellectual courage is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. In professional ethics, courage is applicable to the employers, employees, public, and the press.

Look before you leap. One should perform Strengths, Weakness, Opportunities, and Threat (SWOT) analysis. Calculate (estimate) the risks, compare with one's strengths, and anticipate the end results, while taking decisions and before getting into action. Learning from the past helps. Past experience (one's own or borrowed!) and wisdom gained from self-study or others will prepare one to plan and act with self-confidence, succeed in achieving the desired ethical goals through ethical means. Opportunities and threat existing and likely to exist in future are also to be studied and measures to be planned. This anticipatory management will help anyone to face the future with courage.

### **Valuing Time**

Time is rare resource. Once it is spent, it is lost forever. It can't be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators have stressed the importance of time and valuing time. The proverbs, Time and tide wait for nobody and Procrastination is the thief of time amply illustrates this point.

## 20. PROFESSIONAL ETHICS

### Introduction

**Professionalism** is the conduct or qualities that characterize or mark a profession or professional; it implies quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

### Ten Golden Rules

- 1. Always strive for excellence** This is the first rule to achieving greatness in whatever endeavor you undertake this is the quality that makes you and your work stand-out. Excellence is a quality of service which is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.
- 2. Be trustworthy** In today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. In order to earn the trust of your bosses and colleagues, worth and integrity must be proven over time.
- 3. Be accountable** To be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and its consequences- good or bad.
- 4. Be courteous and respectful** Courteousness is being friendly, polite and well-mannered with a gracious consideration towards others. It makes social interactions in the workplace run smoothly, avoid conflicts and earn respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or inconsiderate action. Continued courteous interactions are required to maintain or increase the original respect gained.
- 5. Be honest, open and transparent** Honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness,

sincerity, openness in communication and generally operating in a way for others to see what actions are being performed.

**6. Be competent and improve continually** Competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills and behavior used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a pre-requisite in offering professional service at all times.

**7. Always be ethical** Ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”. This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.

**8. Always be honorable and act with integrity** Honorable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

**9. Be respectful of confidentiality** Confidentiality is respecting the set of rules or promise that restricts you from further and unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence — either from the organization or from colleagues- and it is important to be true to such confidences.

**10. Set good examples** Applying the foregoing rules helps you improve your professionalism within your organization but it is not complete until you impact knowledge on those around and below you. You must show and lead by good example. Being a professional is about living an exemplary life within and without the organization. Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of ethics and enjoy a wonderful, professional and prosperous career.

## Work Ethics

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get job, create wealth, earn salary), productivity (wealth, profit), safety (in workplace), health and hygiene (working conditions), privacy (raise family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti- pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of high degree of professionalism.

## Professional Values

- 1. Integrity:** Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well informed decisions. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.
- 2. Credibility & Responsibility:** The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.
- 3. Loyalty:** Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, their fellow citizens and to the nation.
- 4. Commitment:** Commitment means alignment to goals and adherence to ethical

principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

5. **Attitude:** It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.
6. **Valuing Time:** Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increase effectiveness, efficiency or productivity.
7. **Passion:** Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.

## **21. ACKNOWLEDGEMENT OF CODE OF CONDUCT**

All employees shall acknowledge receipt of this Code of Conduct or any modification there to, in the Acknowledgement Form (**Annexure 1**) and submit it to HR indicating that they have received, read, understood and agreed to comply with the policy.



**Annexure 1**

**CODE OF CONDUCT**

**ACKNOWLEDGEMENT FORM**

All the employees of K.R Mangalam University should read and adhere to the KRMU Code of Conduct, Professional Ethics and Human Values for employees which may be viewed at:  
<https://www.krmangalam.edu.in/>

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and understood the KRMU Code of Conduct Professional Ethics and Human Values for employees and will be responsible for obtaining future amendments and modifications thereto. I further acknowledge that I have read and understood all of my obligations, duties, and responsibilities under each principle and provision of the KRMU Code of Conduct, Professional Ethics and Human Values for employees under all future amendments and modifications thereto.

I understand that violations of the Code of Conduct, Professional Ethics and Human Values may result in disciplinary action including suspension/termination from the University.

I certify that this is a true and correct statement by my signature below:

**Employee ID:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_