

## **CHRIST (Deemed to be University), Bangalore**

### **Regulation for Student Code of Conduct**

#### **Policy**

CHRIST (Deemed to be University) is founded on its Mission to be "a nurturing ground for an individual's holistic development to make an effective contribution to the society in a dynamic environment." The University is deeply committed to uphold its Value Systems and strives hard to imbibe in its students the institutional Core Values of Moral Uprightness, Love of Fellow Beings and Social Responsibility apart from developing excellence in their academic pursuits. The Students as beneficiary stakeholders of the University are expected to conduct themselves in a worthy manner in due recognition of the prescribed Code of Conduct which shall include the General Code of Conduct, Code of Academic Integrity, the Code of Conduct for using the University Resources and Code of Conduct under University Regulations. The prescribed Code of Conduct shall be as provided in the Regulation for Student Code of Conduct, which shall be duly displayed in the website of the University as well as in the Student Hand Book provided to all the students.

#### **Regulation**

The Regulation for Student Code of Conduct shall be applicable to and binding on all the students of the University across all its Campuses, irrespective of their level of study. The Student Counsellors and the Class teachers shall be responsible to monitor the students for effective observance of the Regulation. Any serious disobedience or repeated non-observance of the prescribed Code of Conduct, as may be reported, shall be deemed to be a misconduct liable for initiating appropriate disciplinary action against the concerned student/s in the manner specified by the University. Students who are found guilty of serious misconduct or whose presence is detrimental to the order and discipline at the Campus are liable to be expelled.

#### **1. General Code of Conduct**

- a) Students should maintain decorum, discipline and harmony at all times, both inside and outside the Campus and shall not do or act in any manner that will disrepute the University.
- b) Students while in the Campus are expected to have decent and modest attire and must follow the special dress code if any as may be specified by their faculty of study.
  - i. The normal dress code for the students shall be formal trousers and shirts for boys and salwar kameez with dupatta for girls. Exceptions may be permitted on particular occasions.
  - ii. Students wearing tights, leggings, t-shirts, tight and/or revealing clothes will not be allowed in the Campus.
  - iii. Students must maintain decent hair styles and strictly avoid body piercing, tattooing, long or coloured hair etc.
- c) Students must respect their teachers; greet them when they meet them in or out of the University campus.
- d) Students should be seated in their respective classrooms at the stroke of the bell and must maintain calmness while waiting for the teacher.
- e) Students must rise when the teacher enters the classroom, remain standing till they are directed to sit, or till the teacher takes his/her seat.
- f) When the attendance roll is called, every student must rise and answer to his/her name or register number.
- g) Students shall not use Mobile phones inside the class rooms/office locations or in its adjunct areas including corridors/stair cases and shall keep their Mobile phones in 'switched off' condition while inside the Classroom, Library or in any of the University offices



- h) Loitering of students in the corridors of the University buildings or sitting on the steps of the staircase or on the steps of the portico of the University during lecture or free hours is not permitted. Students are expected to make use of the library during free periods.
- i) Students while in the Campus must wear their identity tag to be on display to the security or to any other authority concerned at all times. The Identity Card/Tag issued by the University is not transferable and must be kept in safe custody of the students.
- j) Gathering or crowding at the main gate or in front of any of the offices of the University is not permitted and hence must be avoided.
- k) Students while using the Lifts must follow the queue system, should not overcrowd and should as far as possible give priority of entry for Staff and physically handicapped fellow students.
- l) Students driving their vehicles inside the campus for entry or exit must maintain moderate speed and should not cause any injury or accident to the passers-by or to the fellow students.
- m) Students while inside the Campus shall not possess or carry any dangerous material, such as explosives, crackers, inflammable liquids etc. or banned substances such as cigarettes, tobacco products, drugs or such other substances.
- n) Students must strictly follow the instructions or orders that may be issued by the University from time to time.

## **2. Code of Academic Integrity**

CHRIST (Deemed to be University) emphasizes on 'academic integrity' in respect of any writings, assignments or research work produced by its students. All such academic productions must be one's own original and should neither be copied nor translated from any other source and presented as original work. Any reference made to third party publications in the work produced must be duly acknowledged in accordance with the guidelines that may be provided by the Department of study. Any breach of Academic Integrity including plagiarism shall result in rejection of the work produced apart from other punitive actions.

## **3. Code of Conduct for using the University Resources**

The University Resources from the perspective of the students will mean and include the entire Campus and the facilities provided therein such as Class Rooms including its fixtures and fittings, Audio/Video Systems, Laboratories, Library, Information Technology (IT) Resources, Gym, Canteens/Cafeteria, Hostels/Residences and Halls, Auditorium, Lifts etc. Students while using any of the University Resources must demonstrate a sense of ownership and shall diligently observe the usage guidelines prescribed in respect of each of the said Resources. The Student shall neither misuse nor cause any deliberate damage to any of the University Resources. Some of the illustrative Code of Conduct specified in this regard shall include:

- a) Students shall not deface any part of the Campus (including the walls, windows, doors, floors or other spaces within or outside the buildings, lifts, gym etc.) with any writings, pastings, drawings, and colouring or by any other means whatsoever.
- b) Students shall not carry or consume any food, eatables or beverages within any of the University facilities including Classrooms, Gym, Auditoriums or Offices.
- c) Students are responsible to switch off the ACs, Fans, Lights and other Classroom amenities while not in use.
- d) Students while using the Library/Knowledge Centre must follow the queue and maintain strict silence. The library reading area should be used only for reading and /or for reference purpose only. Any book or reading material taken for reference must be replaced after use at the same place from where it was taken.
- e) Students while using the IT Resources of the University must follow the 'IT Code of Conduct for End Users' issued by the Office of Information Technology.
- f) Students residing in the University Student Halls should strictly follow the specified timings for entry/exit and shall not entertain any fellow students or outsiders in their Room without express consent of the Warden.



#### 4. Code of Conduct under University Regulations

The Students are bound by and obliged to follow the instructions contained in various Regulations of the University as may be applicable. Students are supposed to be aware of the relevant Regulations and take care not to get involved in any of the misconduct stated therein. Some of the notable Regulations of the University in this regard shall include (a) Regulation on Examination Code of Conduct for Students (b) Regulation for Prevention and Control of Ragging (Revised) 2019 (c) Regulation for Prevention and Control of Substance Abuse and (d) Regulation for Prevention, Prohibition and Redressal of Sexual Harassment

#### 5. Monitoring Committee for Code of Conduct

In addition to the proximate monitoring of Code of Conduct specified in the preamble of this Regulation, to ensure institutional governance of the Code there shall be a Committee in every Campus of the University for monitoring the conduct of the Students with reference to the prescribed Code of Conduct.

- a) The Committee shall consist of five members including the Chairperson who shall be the Director (Student Affairs) in the Central Campus and the Campus Director/Dean in other Campuses.
- b) The Committee members shall consist of two Senior Teachers, a Senior Student Counsellor nominated by the Chairperson and a Student Representative nominated by the Student Council. The nominated Student Counsellor shall also be the Secretary of the Committee.
- c) All the nominated members shall have a tenure of two years at a time and shall not be re-nominated in continuity.
- d) The Committee shall meet as many times it may deem necessary but at least twice in a year.
- e) The functions of the Committee shall include:
  - i. Monitoring the compliance of Code of Conduct by conducting periodic/random observation and by visit of /discussion with the Departments and Centres.
  - ii. Interpreting the Regulations deriving the Code, assessing its pros and cons and suggesting measures for its improvement and/or compliance.
  - iii. Obtaining feedback from the Heads of the Departments and Centres on Code of Conduct compliances - Gathering data on levels of compliance with the Code and disclosing the specific related indicators.
  - iv. Periodic review and modification of the prescribed Code of Conduct based on the feedback and applicable statutory provisions
  - v. Creating awareness/knowledge dissemination about the Code of Conduct and significance of its compliance by conducting training programmes, seminars etc.
  - vi. Establishing channels of communication through the University website, to ensure that any student can seek or provide information regarding compliance with Code of Conduct including difficulties or impracticality thereof.
  - vii. Considering and resolving complaints about any particular Code of Conduct duly ensuring the confidentiality of complaints processed at all times.
  - viii. Ensuring the accuracy and fairness of any proceedings commenced, as well as the rights of the students allegedly involved in possible breaches.
  - ix. Evaluating overall compliance of Code of Conduct with reference to different aspects of the Regulation and evolve future plan of action.
  - x. Preparing an annual report of its actions, making the recommendations it deems appropriate to the Vice Chancellor

  
6/03/2019  
**Registrar**  
**CHRIST (Deemed to be University)**  
**Bengaluru - 560 029**





## **CHRIST (Deemed to be University), Bangalore**

### **Regulation for Staff Code of Conduct**

#### **Policy**

CHRIST (Deemed to be University) is founded on its Mission to be "a nurturing ground for an individual's holistic development to make an effective contribution to the society in a dynamic environment." The University is deeply committed to uphold its Value Systems and strives hard to imbibe in its Faculty and General Staff (jointly referred to as Staff) the institutional Core Values of Moral Uprightness, Love of Fellow Beings and Social Responsibility apart from developing excellence in their academic and administrative roles. The Staff as significant contributing stakeholders of the University are expected to conduct themselves in a worthy manner in due recognition of the prescribed Code of Conduct which shall include the Code of Professional Ethics for University and College Teachers adopted by the UGC in addition to the General Code of Conduct, Code of Academic and Professional Integrity, Code of Conduct for using the University Resources and Code of Conduct under University Regulations, as stipulated by the University. The prescribed Code of Conduct shall be as provided in the Regulation for Staff Code of Conduct, which shall be duly displayed in the website of the University as well as in the Staff Handbook provided to all the Faculty and General Staff members.

#### **Regulation**

The Regulation for Staff Code of Conduct shall be applicable to and binding on all the Staff of the University across all its Campuses, irrespective of their hierarchical position, designation, title, grade or tenure. The observance of the Regulation by the Staff shall be reviewed as part of their Appraisal Process by the concerned Authority. Any serious disobedience or repeated non-observance of the prescribed Code of Conduct, as may be monitored by the Reporting Authority concerned, shall be deemed to be a misconduct liable for initiating appropriate disciplinary action against the Faculty/General Staff concerned in the manner specified by the University. The Staff who are found guilty of serious misconduct or whose presence is detrimental to the integrity or reputation of the University are liable to be dismissed from Service.

#### **1. Code of Professional Ethics for University Teachers (UGC)**

The UGC in its Regulation for Minimum Qualification of Teachers and Measures for Maintenance of Standards in Higher Education issued at different times has, in Clause 17 thereof, provides for 'Professional Ethics' to be followed by the University/College Teachers. The faculty members of the University shall follow the prescribed Professional Ethics in letter and spirit in their role responsibilities. The UGC Code is provided as Annexure A to this Regulation.

#### **2. General Code of Conduct**

The General Code of Conduct as specified hereunder shall be applicable to all Staff of the University. The Staff of the University in their respective roles shall conduct themselves in a responsible and diligent manner to be demonstrative for the students and visitors of the University and shall do well to follow the Do's and Don'ts stated herein.

- a) Greet your colleagues and respond to greetings
- b) No smoking or use of tobacco within the Campus
- c) Maintain proper attire and pleasant disposition
- d) Sign in and sign out as per rules of the University
- e) Do not accept/engage any assignments/consultancy/service with other institutions without the express consent of the University
- f) Disclose personal interest, if any, in any transactions/dealings with the University
- g) Do not canvass, influence, or otherwise interfere with admission of students to the University or act in a way which may affect the effective functioning of the departments/centres



- h) Do not seek favour or ex-gratia services from students/ suppliers/ contacts of the University.
- i) Do not use the name of the University in any personal matters
- j) Do not sign any letter on behalf of the University, unless authorized
- k) Encourage discussion, avoid arguments
- l) Avoid gossip and loose talks
- m) Raise personal viewpoints only at appropriate forums
- n) Promptly communicate using the University email
- o) Respond to communications within reasonable time
- p) Maintain confidentiality of classified information
- q) Do not discuss outside one's authority
- r) Follow the reporting protocol on all official matters
- s) Do not make any racial/gender/caste biased comments
- t) Cultivate harmony and team spirit within the departments/University
- u) Participate in and contribute to the Vision and Mission of the University
- v) University letterhead is to be used only for official letters/certificates, by persons authorized for the purpose

### **3. Code of Academic and Professional Integrity**

The Code of Academic and Professional Integrity refers to the sincerity and truthfulness in undertaking and delivering one's job responsibilities as specified in the relevant/applicable Regulations of the University. It shall also imply the originality of creative work done whether as departmental presentations, lecture notes, journal articles or research papers. Every Staff member is supposed to be aware of the governing Regulations and shall function in accordance with the directions contained therein and any failure in performance or shirking of responsibility shall be deemed a misconduct and will be dealt with accordingly.

### **4. Code of Conduct for using the University Resources**

The University Resources from the perspective of Staff will mean and include the entire Campus and the facilities provided therein such as Staff Cabins/Rooms, Conference Halls, and Meeting Lounges including its fixtures and fittings, Library/Knowledge Centre, Research Labs, Information Technology (IT) Resources, Canteens/Cafeteria, Residences and Halls, Auditorium etc. Staff while using any of the University Resources must demonstrate a sense of ownership and shall diligently observe the usage guidelines prescribed in respect of each of the said Resources. The Staff shall neither misuse nor cause any deliberate damage to any of the University Resources.

### **5. Code of Conduct under University Regulations**

The Staff are bound by and obliged to follow the instructions contained in various Regulations of the University as may be applicable. All Faculty and General Staff are supposed to be conversant with the relevant Regulations applicable to their conduct and take care not to get involved in any of the misconduct resulting from its non-adherence. Some of the notable Regulations of the University in this regard shall include (a) Employment Regulations (b) Examination Regulation (Consolidated) 2019 (c) Regulation for Code of Research Conduct and Research Ethics (d) Regulation on Intellectual Property (e) Regulation for Consultancy (Amended) (f) Regulation for Information Technology (IT) and the Code of Conduct (g) Regulation for Human Resource Development Centre 2020 and (h) Regulation for Prevention, Prohibition and Redressal of Sexual Harassment.

### **6. Monitoring Committee for Code of Conduct**

In addition to the proximate monitoring of Code of Conduct specified in the preamble of this Regulation, to ensure institutional governance of the Code there shall be a Committee in every Campus of the University for monitoring the conduct of the Staff with reference to the prescribed Code of Conduct.

- a) The Committee shall consist of five members including the Chairperson who shall be the Registrar in the Central Campus and the Campus Director in other Campuses.



- b) The Committee members shall consist of the Personnel Officer/HR Coordinator and two Heads of Departments/Coordinators (one from teaching and one from non-teaching) and an Assistant Professor nominated by the Chairperson. The nominated Assistant Professor shall also be the Secretary of the Committee.
- c) All the nominated members shall have a tenure of two years at a time and shall not be re-nominated in continuity.
- d) The Committee shall meet as many times it may deem necessary but at least twice in a year.
- e) The functions of the Committee shall include:
  - i. Monitoring the compliance of Code of Conduct by conducting periodic/random observation and by visit of /discussion with the Department and Centres.
  - ii. Interpreting the Regulations deriving the Code, assessing its pros and cons and suggesting measures for its improvement and/or compliance.
  - iii. Obtaining feedback from the Heads of the Departments and Centres on Code of Conduct compliances - Gathering data on levels of compliance with the Code and disclosing the specific related indicators.
  - iv. Periodic review and modification of the prescribed Code of Conduct based on the feedback and applicable statutory provisions
  - v. Creating awareness/knowledge dissemination about the Code of Conduct and significance of its compliance by conducting training programmes, seminars etc.
  - vi. Establishing channels of communication through the University website, to ensure that any staff member can seek or provide information regarding compliance with Code of Conduct including difficulties or impracticality thereof.
  - vii. Considering and resolving complaints about any particular Code of Conduct duly ensuring the confidentiality of complaints processed at all times.
  - viii. Ensuring the accuracy and fairness of any proceedings commenced, as well as the rights of the staff allegedly involved in possible breaches.
  - ix. Evaluating overall compliance of Code of Conduct with reference to different aspects of the Regulation and evolve future plan of action.
  - x. Preparing an annual report of its actions, making the recommendations it deems appropriate to the Vice Chancellor

*Notified as on 06 March 2019*



**UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018**

**17.0. CODE OF PROFESSIONAL ETHICS**

**I. Teachers and Their Responsibilities**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should:**

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

**II. Teachers and the Students**

**Teachers should:**

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.



### **III. Teachers and Colleagues**

#### **Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. Teachers and Authorities:**

#### **Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **V. Teachers and Non-Teaching Staff**

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

### **VI. Teachers and Guardians**

#### **Teachers should:**

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **VII. Teachers and Society**

#### **Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;



- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

*Notified as on 06 March 2019*



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