SRI SRI UNIVERSITY
LEARN • LEAD • SERVE

(Established as per UGC Private University Act 2003 and Approved by the Govt. of Odisha)

Code of Conduct for Employees

Introduction

This code prescribes guidelines for the standards of conduct expected of University employees in the course of discharge of their duties and generally also within and outside the University.

Definitions

Campus – includes all University property and all activities under the general control of the University.

Confidential Information – information, whether in oral or written form, which is not in the public domain, and which is reasonably regarded by the University as being confidential. It includes, but is not limited to, the following:

a. The University's financial affairs.

b. Detailed information, evaluative material, arrangements, records, mailing lists, employment or contractual agreements relating to students, staff members, suppliers and third parties.

c. Confidential business, liabilities, revenues, profits and technical information.

d. Strategic information relating to marketing, advertising, plans or any other aspect of University business.

e. Computer software and data.

f. Passwords, pass/swipe cards, PIN numbers or any other security information used to access the University's systems, software, premises or any other University facility.

g. Information about any actual or pending litigation or dispute to which the University may be a party, including any case or complaint involving a current or former employee.

h. Business methods and management systems.

i. Know-how not generally known to the public.

j. Any information or documents classified by the University Authorities as confidential.

Employee – For the purposes of this document, the term 'Employee' includes:

- Individuals who are paid (in whatsoever form and/or manner) by Sri Sri University when they are working for the University:
- When required by contract, consultants, vendors, and contractors while they are doing business with the University;
- Individuals who perform services for the University as volunteers.

Workplace – any physical location in which work-related activities are performed under the control of the University.

Code: Sri Sri University believes in conducting its affairs in a fair and transparent manner by adopting the highest standards of professionalism, honesty, integrity, and ethical behaviour. All employees of Sri Sri University are expected to strictly adhere to this Code of Conduct.

Scope : This Code applies to all employees.

Responsibilities of Employees

1. Employees should comply with the provisions of the Act, Statutes, Ordinances, University Regulations, Rules or other directions or, orders issued thereunder from time to time by the University.
2. Employees should strictly adhere to the terms of employment/engagement with the University.
3. Employees should act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the University and the welfare of colleagues, students and the University community.
4. In performing their duties, Employees should:

- maintain and develop knowledge and understanding of their area of expertise and/or professional field;
- exercise their best professional and ethical judgement to make decisions without bias and using the information available to them;
- treat students, members of the public, and other staff members with respect, impartiality, courtesy and sensitivity;
- maintain a cooperative and collaborative approach to working relationships;
- respect and encourage equity and diversity;
- be able to raise and address the often complex professional and ethical issues which may face them in their work;
- perform their duties diligently and conscientiously, and comply with all lawful and reasonable instructions;
- act fairly and reasonably, by carrying out work with integrity and objectivity;
- respect the confidentiality of confidential information entrusted to them in the course of their work for, or on behalf of, the University;
- ensure efficient and effective use of University resources, making improvements wherever possible and reducing waste;

- act within the spirit of the University strategic direction, policies and procedures; and ensure that their participation in non-University activities does not conflict significantly with their work for, or on behalf of, the University.

- carry out the legitimate academic and administrative decisions taken by the authorities of the University pertaining to his/her sphere of responsibilities or duties.

5. In performing their duties, Employees should not act against the interests of the University.
6. New employees have to mandatorily attend the Happiness Programme. The employee has to make a small contribution towards this programme which goes towards the Seva Project initiated by the Art of Living Organisation.

7. Unless otherwise authorized in writing, Employees (Employees who are employed in any capacity for a salary/fee/remuneration by the University) are prohibited from:

- directly or indirectly,
  (i) operating or assisting or working for any coaching/tuition staff;
  (ii) giving tuitions to students
  (iii) collecting any fee or remuneration of charges from students which have not been approved by the University. They, however, are permitted to take up consultancy under terms and conditions as outlined in the regulations of the university.

- being involved in a decision to appoint or employ a relative;
- conducting business on behalf of the University with a relative or relative's firm/company; □ indulging in any kind of corrupt and/or unfair practices.
- being involved in any public consultation process on behalf of the University where they are personally involved in the same process on behalf of themselves or another entity; and

8. **Sexual Harassment** will be treated as Serious Misconduct: Harassment is unwanted conduct that occurs with the purpose or effect of violating the dignity of an individual or creates an intimidating, hostile, degrading, humiliating or offensive environment. It can be carried out by an individual or group of individuals.

   Reporting and Redressal:

   The aggrieved person has to make a complaint in writing to the Internal Complaints Committee (ICC) who will conduct an appropriate inquiry and make recommendations for action to the competent authority within the prescribed timeframe. Based on the ICC's recommendations, appropriate action of Fine / Warning / Suspension / Termination or any other action deemed fit shall be initiated by the competent authority.

9. University Letterhead: Employees should exercise caution when using the University's letterhead. If writing in the capacity of an individual rather than on behalf of the University, a University letterhead must not be used.

10. Social media policy and communication policy of the university should be strictly followed by the employees.

11. The use of Sri Sri University's name and logo in advertising by collaborating with any institutions without authorisation from the Vice-Chancellor/Director Operations is prohibited and should be subject to legal action.

12. Zero Tolerance of consumption of non-vegetarian food or alcohol, cigarette, tobacco, gutka or any type of intoxicant on the campus. Strict action will be initiated.

In addition to the above, the following acts and omissions shall also be treated as **Misconduct** for which Disciplinary action can be initiated.

(a) willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior,

(b) Theft, fraud or dishonesty in connection with the university's business or property,

(c) Willful damage to or loss of employer's goods or property,

(d) Taking or giving bribes or any illegal gratification,

(e) Habitual absence without leave or absence without leave for more than 10 days, (Please discuss & confirm with ER)

(f) Habitual late attendance,

(g) Habitual breach of any law applicable to the establishment,

(h) Any act of violence, riotous or disorderly behaviour in the university or any act subversive of discipline

(i) Carrying out political or religious propaganda within the premises of the university

(j) Habitual negligence or neglect of work and dereliction of duty,

(k) Striking work or inciting others to strike work in contravention of the provisions of any law, or rule having the force of law.

(l) Use of forced labour, child labour, modern slavery or human trafficking,

(m) Discrimination on the basis of caste / creed / sex / religion / age / appearance / ethnicity / colour / physical or mental ability / marital status, unless a position's reasonable demands require distinction,

(l) Violation of university policies and procedures or applicable laws

(m) Direct others to violate university policies and procedures or applicable laws

(n) Aware of a violation or potential violation and fail to report it

(o) Fail to effectively monitor the actions of the people you manage

(p) Retaliate against someone for reporting a concern in good faith or for participating in an investigation of such a report

Any act which violates the civil or criminal law of the country will be reported to the concerned authorities and action will be taken as prescribed by them. The university shall fully cooperate in any investigation or audit carried out by the concerned authorities and abide by all provisions of the law.

Code of Professional Ethics for Teachers

Besides observing the above code of conduct, teaching staff should also observe the Code of Professional Ethics for Teachers by Notification of University Grants Commission.

(i) The basic purpose of education is to create knowledge, skill and awareness of our glorious national heritage and achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the preamble to our constitution.

(ii) Higher education has to produce leaders of society and economy in all areas of activities with a commitment to the aforesaid ideals.

(iii) Higher education should strive for academic excellence and progress of arts and science, education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

12. Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is compatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient, 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 classroom teaching, tutorials, practical and seminar work conscientiously and with dedication;

(vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;

(viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;

(ix) Cooperate and assist in carrying out functions relating to the educational responsibilities of the University such as assisting in appraising applications for admissions, advising and counselling students as well as assisting the conduct of University examinations, including supervision, invigilation and evaluation; and

(x) Participate in extension, co-curricular and extra-curricular activities including community service.

(xi) Show normal courtesy, decency and decorum in their individual and collective behaviour or communication with the University authorities which in their turn, should be reciprocated in appropriate manner.

13. Teachers and 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 differences 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 the welfare of the community;

(v) Inculcate among students' scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;

(vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

(vii) Pay attention to only the attainments of students in the assessment of merit;

(viii) Make themselves available to the students even beyond their class hours and help and guide them 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 the administration.

14. 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;

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

15. 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 interests;

(ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;

(v) Cooperate with the authorities for the betterment of the institutions, keeping in view the interest and in conformity with the dignity of the profession;

(vi) Adhere to the conditions of contract;

(vii) Give and expect due notice before a change or 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 responsibilities for completion of academic schedule.

16. Teachers and non-Teaching Staff

Teachers should

(i) Treat the non-teaching staff as colleagues and equal partners in a cooperative understanding within every educational institution; and

(ii) Help in the function of joint staff-councils covering both teachers and the non-teaching staff.

17. Teachers and Guardians

Teachers should

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

18. 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 in activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups, but actively work for national integration.

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This is Part of Appointment Letter

FORM OF ACKNOWLEDGMENT OF RECEIPT OF CODE OF CONDUCT

I have received and read the University's Code of Conduct. I understand the standards and policies contained in the University Code of Conduct. I further agree to follow the values of the University in all that I do and comply with the University Code of Conduct.

Employee Name	Signature
Employee No	Date

Please sign and return this form to the Human Resources Department.

For Sri Sri University

HR Department

SRI SRI UNIVERSITY * CUTTACK *

For Sri Sri University

Executive Registrar