

KONERU LAKSHMAIAH EDUCATION FOUNDATION

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Handbook On
Code of Conduct

Academic Year: 2020-21

I) Code of Conduct for KLEF Students

A. PREAMBLE

The student code of conduct [*Code*] is established to foster and protect the core values of the KLEF University to foster the scholarly and civic development of the University's students in a safe and secure learning environment and to protect the people, properties and processes that support the University and its mission. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows pursuit of these objectives in an environment that is both safe and free of invidious disruption. The code of conduct is necessary to mark the boundaries of this needed order.

B. APPLICABILITY

The *Code* is applicable to all students, which includes all persons taking programmes at various constituent institutes of the University, either fulltime or part-time, pursuing undergraduate, post graduate, professional or doctoral studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered as “students”. The Code applies to all locations of the University.

C. JURISDICTION

The *Code* applies to the on-campus conduct of all students at all the locations/ campus of the University.

1. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;
2. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
3. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
4. Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health or safety of members of the university community; or
5. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.

Students continue to be subject to the laws of the land while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

D. RESPONSIBILITIES OF STUDENTS

Students are members of the University community and citizens of the state. They are responsible to the society as a citizen and responsible to the academic community as a student.

Admission to the university carries the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons.

A student should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

E. STUDENT COMMITMENT

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) He/she shall be regular and must complete his/her studies in the Institute.
- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to the written consent of the concerned authorities of the University.
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess and any other fees dues. If a student had joined the Institute on a scholarship, the said grant shall be revoked.
- d) Shall abide by the measures enforced by the University whenever pre-defined misconduct is committed by the students.

F. STUDENT PARTICIPATION IN GOVERNANCE – Code of Conduct

As students are members of the University, they have a substantial interest in the governance of the University. The involvement of the student in governance in both administrative and academic areas is essential. The students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student participation is encouraged and must be strengthened through the involvement of students in all levels.

The following code of conduct needs to be exhibited by the students while participating in the administrative and academic bodies meetings.

1. Be in time to the meeting
2. Provide information related to any mishappenings
3. Observe the behavior of other members in the meeting and correct self behavior.
4. Follow-up with the concerned if a corrective action to be taken resolved by the committees/cells/forums in which the students are also members.

G.DISCIPLINARY MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The following actions are considered as misconduct:

1. **Academic Misconduct:** Academic Misconduct means copying, malpractice, cheating in assignments or examinations.
 - i) **Cheating:** Cheating includes, but is not limited to:
 - a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
 - b) Allowing or facilitating copying, or writing a report or impersonating in exams.
 - c) Using unauthorized material, copying, collaborating when not authorized, and purchasing / borrowing papers / material from various sources.
 - d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
 - e) Creating sources, or citations that do not exist
 - f) Altering previously evaluated and re-submitting the work for re-evaluation
 - g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.
 - ii) **Plagiarism:** Referring/using of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
 - b. Reproducing previously published data, illustrations, figures, images, or someone else's data, etc.
 - c. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
 - d. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
 - e. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
 - f. Paraphrasing or changing an author's words or style without citation.
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2. **Disruptive Conduct** - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities in university premises or in connection with any university-sponsored event or activity;
 3. **Discrimination** - Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University.
 4. **Falsification** - Falsification means will-fully providing University offices or officials with false, misleading, or incomplete information; forging or altering official University records or documents or conspiring with or inducing others to forge University records.
 5. **Refusal to Identify** - Refusal to identify or falsely identifying one's self when requested by an authorized University official.
 6. **Illegal or Unauthorized Possession or Use of Weapons** - Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

7. **Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking** – KLEF University strongly supports the goals of "Drug Free Campuses". It is the policy of KLEF that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of University that smoking is prohibited in all the campus.
8. **Unauthorized Access and Use** - Unauthorized access means accessing or providing access for unauthorized persons to University property, facilities, services, or information systems keys, access cards, or access codes.
9. **Act of Violence, Threatening, Harassing, or Assaultive Conduct** - Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, threatening, harassing, or assaultive behavior.
10. **Theft, Property Damage, and Vandalism** - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.
11. **Recording of Images without Knowledge** - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is strictly prohibited.
12. **Causing Disrepute to other students** – Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students / faculty of the University.
13. **Failure to comply with university or any other authority** - Failure to comply with legitimate directives of authorized university officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.
14. **Ragging** – Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.
15. **Not following the prescribed dress code:** University has a prescribed dress code for boys and girls. Every student shall follow this. Not following the prescribed dress code is considered as misconduct.
16. **Involving in agitations:** Students shall not involve/participate in any agitation. Involving/participating in any type of agitation is considered as misconduct.

- 17. Contracts** - Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.
- 18. Abuse of Electronic Communication** - Using University or personal telecommunications, data-communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws.
- 19. Media Contact** - Students are expressly prohibited from speaking on behalf of, or for, University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility or event without the express written permission of the Office of University Communications.
- 20. Organization and Event Registration** – A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.
- 21. Presenting False Testimony** - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.
- 22. Violation of University rules** - Violation of other published university regulations, policies, or rules, or violations of law. These university regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, miscues of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

H. Grievance Redressal:

- f* The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.
- f* The Registrar/ Office Superintendent would convene a meeting of members within ten days of receiving the complaint.
- f* Where the Director is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.
- f* The decision taken would be communicated to the student within 3 further working days.
- f* Further the student can appeal to the University Grievance Committee (appellate authorities) within 5 working days.

I. PUNISHMENT AND PENALTIES

One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct:

1. Warning: A written letter of reprimand resulting from a student's misconduct.
2. Suspension: Suspension is a sanction that terminates the student's enrollment at the university for a specified period of time.

3. Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations.
5. Restriction of Privileges - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programmes, university events for a defined period of time.
6. Withholding Degree. Withholding of degree means the withholding degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Dismissal: Dismissal is a sanction which permanently separates a student from the university without opportunity to re-enrol in the future.
8. Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions

II) Code of conduct for KLEF University Teachers

INTRODUCTION

KLEF is striving for academic excellence, and progress of Engineering, Law, Pharmacy, Arts and Sciences. Education, research and extension have been conducted in conformity with our national needs and priorities and ensure that our mission, objectives, talents make befitting contributions to international endeavour on societal needs.

TEACHERS AND THEIR RIGHTS

Teachers should enjoy full civic rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

THE CODE OF CONDUCT

1. **TEACHERS AND THEIR RESPONSIBILITIES:** Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals 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.

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 organisations and strive to improve education and profession through them.
- vi. Perform their duties in the form of teaching, tutorial, practical and seminar 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 in 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.
- ix. Follow dress code prescribed by the University.
- x. Communicate in English.
- xi. Punctual to their classes.

2 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. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific 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. Help students to develop an understanding of our national heritage and national goals.
- x. Refrain from inciting students against other students, colleagues or administration.

3. 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.

4. TEACHERS AND AUTHORITIES

Teachers should

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest.
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- iv. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with 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.

5. TEACHERS AND NON-TEACHING STAFF

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

6. TEACHERS AND GUARDIANS

Teachers should

i) Try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of 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.

7. TEACHERS AND SOCIETY

Teachers should

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

MISCONDUCT on the part of a University teacher

- i. Wilful failure to perform the academic duties assigned to him/her in accordance with the Act, Statutes and Ordinances.
- ii. Victimization of and discrimination against students, colleagues and other staff.
- iii. Inciting of students against other students, colleagues, the university administration and its employees. A teacher, however, shall have the right to express his/her opinion and ventilate differences on matters of principled in meetings, seminars or formal assemblies of students.
- iv. Raising question of caste, creed, religion, race or sex in his/her relationships with students, colleagues and other staff, with a view to furthering one's prospects.
- v. Refusal to carry out the decisions of competent authorities/bodies and officers of the University in due exercise of their functions, made in accordance with the Act, statutes and Ordinances. A teacher shall, however, have the right to express his/her difference of opinion with the policies and decisions of the authorities and officers of the University

III) Code of Conduct for Members of Board of Management, KLEF(Deemed to be University)

The Code of Conduct for Members of the Board of Management of KLEF university for the Advancement of Learning (the “Code”) applies to all members of the Board of Management of KLEF University and to all members of committees established by the KLEF University, whether or not the members of such committees are Board of Management("Member" or "Members").

The Code is a mechanism for managing conflicts of interest, whether real or perceived, and for providing guidance to Members in the performance of their functions in an independent and objective manner, serving the University’s best interests and the accomplishment of its mission. The Code also promotes public confidence in the University’s commitment to integrity, impartiality and transparency in governance.

1. General Duties and Obligations of the Members during Their Term in Office

During their term of office, the Members:

- 1.1** Shall carry out their functions with integrity, independence, and good faith, and shall act in the best interests of the University.
- 1.2** Shall act responsibly and fairly with the care, diligence, loyalty, and prudence of a reasonable individual.
- 1.3** Shall carry out their functions in such a way as to maintain confidence in the University.
- 1.4** Shall make every reasonable effort to avoid real or perceived conflicts of interest.
- 1.5** Shall respect the confidentiality of information received in the performance of their duties as well as the confidentiality of the deliberations in which they participate.

2. Specific Duties of Members During Their Term of Office

Without limiting the generality of any of the foregoing, but subject to provision 2.5, the members, during their term of office:

- 2.1** Shall not assist any person or any organization in its dealings with the University when such intervention may result in real or perceived preferential treatment to that person or organization by the University.

2.2 Shall not use, for their personal benefit or advantage, or for the benefit or advantage of any family member, or any other person or organization, any information acquired in the exercise of their office that is not otherwise generally available to the public.

2.3 Shall not use, directly or indirectly, any facilities or services of the University, nor allow them to be used, for purposes other than expressly approved by the University; and

3. Duties and Obligations of Members after Leaving Office

After leaving office, the Members:

3.1 Shall respect the confidentiality of information received in the performance of their duties, as well as the confidentiality of the deliberations in which they participated

3.2 For a period of two years, shall not make use of any information obtained in their capacity as a Member that is not generally available to the public, in order to derive there from a benefit or advantage for themselves or that of any family member, or any other person or organization.

3.3 For a period of two years, shall not give advice nor act in the name of or on behalf of someone else in negotiations with or in regard to contracts with the University.

4. Management of Conflicts of Interest

4.1 Members are expected to have primary responsibility in the identification and management of their own conflicts of interest.

4.2 In order to manage one's conflict, a Member must endeavor to identify what is, or could be, a real or perceived conflict of interest. The Registrar shall serve as a resource person to all Members in helping to identify conflicts of interest.

5. Compliance

Where a situation of real or perceived conflict of interest arises, the Member shall follow the steps outlined below.

5.1 Disclosure of Conflict of Interest

5.1.1 Where a situation of real or perceived conflict of interest not declared in the Declaration arises, Members shall make a full written disclosure of the conflict to the Registrar as soon he/she is aware of it, or verbally to the Chair of the meeting where the conflict arises. The disclosure of a conflict of interest will be retained by the Registrar and communicated to the Board Chair and the Nominating and Governance Committee. The disclosure and resolution of any conflict of interest will be recorded in the minutes of the body in question.

5.2 Withdrawal from Deliberations and Abstention from Voting

A Member shall resolve the conflict in the best interests of the University by abstaining from voting and, at the Member's discretion or at the request of the Chair, withdrawing from the Board's or Committee's deliberations for which the Member has a conflict of interest. In the event that a Member is uncertain whether a situation constitutes a real or perceived conflict of interest, the Member is expected to voluntarily recuse herself/himself until such determination is made.

5.3 Resignation as Member

Any Member may, of her/his own accord or at the suggestion of the Chair of the Board or the Chair of the Committee to which the Member belongs, resign her/his position as a Member if her/his role as a member of a body, firm, or organization doing business with the University serves as a real or perceived source of continuing conflict of interest in a substantial and ongoing way such as to impede her/his role as a Member.

6. Breach of code of conduct

Where an allegation of conduct in breach of this Code is reported (by a Member about her/himself or another Member) every effort will be made to resolve the matter informally in collaboration with the Registrar. If however there are reasonable grounds to believe that a Member has breached the standard of conduct as set out in this Code and no such informal resolution is possible, a Committee shall be struck constituted to inquire into such allegations, composed of three (3) members, chosen by the Nominating and Governance Committee in consultation with the Chair of the Board, the Chancellor and the Principal. The Registrar shall serve as Secretary to the Ethics Committee.

7. Sanctions

Should a Member be found to have failed to comply with the duties and obligations stipulated in the present Code, the Chair of the Board of Management shall have the power to issue a warning, to suspend the said Member for a period of time, or, in serious cases, to ask the Member to resign.

8. Dissemination of this Code and Reporting

8.1 The Registrar shall provide a copy of this Code to each Member in conjunction with the distribution of the annual Declaration; and shall promote, disseminate, and implement this Code.

8.2 The Registrar shall report annually to the Nominating and Governance Committee on the promotion, dissemination and implementation of the Code and on any cases necessitating the striking of an Ethics Committee.

IV) KLEF-code of conduct for officers of the administration covering Vice- Chancellor, Pro Vice Chancellor, Registrar, Principals, Deans and Directors.

Introduction and Purpose

A. Introduction

As members of KLEF University community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The University values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.

B. Purpose

In that spirit, this Code (the "Code") is a shared statement of the University's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. All the members must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide the members in dispensing their work. All members are accountable for their individual actions and as members of the university all are collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws and policies.

C. Violations

Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Raising such concerns is a service to the University and does not jeopardize one's position or employment. Confirmed violations will result in appropriate disciplinary action up to and including termination from employment or other relationships with the University. In some circumstances, civil and criminal charges and penalties may apply.

1. Equity and Justice

People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community all members can access opportunities that allow their full participation in that community.

2. Equity of access to employment and programs

The University is committed to provide an environment of equal opportunity, free from discrimination, for existing and prospective staff and students in pursuit of their academic and professional goals and the realisation of their potential to contribute to the achievement of University's mission. This objective is supported by an employment philosophy of providing job security through ongoing employment where possible, and encouraging flexible work practices that accommodate a range of needs in a diverse workforce.

3. Achievement Relative to Opportunity

The members are committed to fair assessment of employees and a workplace culture that values and supports life balance in order to attract, develop and retain highest quality staff.

4. Harassment

The members of KLEF are committed to maintain an environment where students and staff are valued, respected and able to realise their full potential. Harassment and discrimination of any form such as sexism, racism or bullying has no place in such a culture. All forms of harassment and discrimination are serious issues that undermine morale and can adversely affect the ability of staff and students to feel included within the University. Such behaviour is unacceptable and all complaints will be dealt with fairly and promptly.

5. Discrimination

Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favourably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.

Indirect discrimination occurs when an apparently neutral requirement, condition or rule unfairly impacts on people with a particular attribute or characteristic (e.g. disability, gender or race) compared to people without that attribute, and the rule or requirement is not reasonable in the circumstances. For example, providing a service on the first floor of a building where the only access is by stairs could, in some circumstances, be considered indirect discrimination against a person with impaired mobility.

It is the responsibility of all officers to take steps to prevent incidents of unlawful discrimination on campus.

6. Prevention and Resolution of Campus Ragging/Bullying

The University acknowledges that all employees and students have the right to work and study in an environment free from bullying. The University has a duty of care to all members of its community and violence, aggression and bullying are unacceptable.

A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimised, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the University. In order to maintain objectivity for investigation and litigation purposes, the 'reasonable person' test applies – workplace bullying is predicated on a pattern of behaviour that a reasonable person in the circumstances would view as victimising, humiliating, undermining or threatening.

7. Disability Harassment

Disability harassment is any verbal, physical or written act taken in relation to a person with a disability that is reasonably likely to humiliate, offend or distress the person, or an associate of the person with a disability, such as a relative or carer. The members shall not resort to such harassment. In case found guilty punitive actions may be taken.

8. Racial Harassment

Racial harassment is any verbal, physical or written act based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or those related to, or closely associated with, that person

9. Sexual Harassment

Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person. It does not include mutual attraction, consensual romantic involvement or friendship. Inappropriate conduct can be in the form of words or actions, including circulating or displaying written or pictorial material that is sexually offensive or belittling in any form, including print, email, text messaging and, where specifically directed toward a person, on social networking websites.

Sexual harassment involving a physically violent and/or coercive component such as physical molestation or assault, persistent following or stalking, indecent exposure, and obscene communications in any media, may be considered sexual assault and possibly a criminal offence.

10. Academic Freedom

Academic freedom is recognised and protected by this University as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a University core value.

11. Lawful Obedience

All members of the University must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with University policies.

12. Confidentiality

Staff members who have access to official University documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the University should also undertake to maintain privacy of oral communications where that has been requested.

13. Personal and Professional Responsibility

a. Fraud and Corruption

The University Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at KLEF, clarifies the responsibilities of all University staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.

b. Ethical Conduct of Research

The University expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the University and other relevant funding bodies. Ethical clearances must be gained where appropriate.

c. Conflicts of Interest

A conflict of interest includes any circumstance, whether actual or perceived, arising from conflict between the performance of public duty and private or personal interests. It arises where there is a reasonable expectation of direct or indirect benefit or loss for an individual employee with a particular personal interest that could be influenced in favour of that interest, in the performance of their duties. The benefit or loss may be financial or non-financial.

d. Employment of Close Relatives

The employment of relatives is only acceptable when the appointment is made in line with University policy regarding appointment of new employees. Prior approval must be sought from the Dean, or Registrar where a staff member is required to directly supervise a relative. A member of staff should not take any direct part in the selection process for an appointment for which a family member is a candidate. The relationship to which this policy applies includes those of parent and child, siblings, wife and husband, including de-facto relationships and same sex partners.

e. Outside Employment and Private Practice

Professional and consultative work carried out by members of staff in their area of expertise may be of benefit to the University, the individual and the community, provided certain conditions are met. Professional and consultative work should be related to the work of the University and should not conflict with the interests of the University. Consulting is a privilege not a right and requires approval by the Registrar.

f. Gifts or Benefits

Staff members should not solicit, encourage or accept gifts or benefits if it could be reasonably seen as an inducement to act in a particular way, or to place a staff member under an obligation that may either directly or indirectly compromise or influence them in their official capacity. In particular, University employees should indicate to the prospective givers that gifts cannot be accepted from those with whom the University has, or potentially has, commercial dealings.

14. Standards of Integrity and Quality

KLEF recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the University. KLEF (Deemed to be University) must strive at all times to maintain the highest standards of quality and integrity.

In addition, each individual is required to conduct University business transactions with utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated because it is "customary" outside of KLEF or that it serves other worthy goals. Expediency should never compromise integrity.

15. Financial Reporting

All University accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies must be accurate, clear and complete. All entries in the University books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

16. Compliance with Laws

Members of the University community must transact University business in compliance with applicable laws, regulations, and University policy and procedure. Managers and supervisors are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy. Refer all unresolved questions and/or interpretation of laws and regulations to the Office of the Registrar. University-wide policy documents can be found [here](#).

a. Contractual Obligations

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of KLEF University to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate University official can enter into agreements on behalf of the University.

b. Environmental Health & Safety, including Workplace Health and Safety Members of the University community must be committed to protecting health and safety of its members by providing safe workplaces. The University will provide information and training about health and safety hazards, and safeguards. Community members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.

c. Non-University Professional Standards

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession (such as advocates, certified public accountants, and medical doctors). Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards to guide their members. Those belonging to such organizations are expected to adhere to University policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and University policy, he/she should contact the Office of the Registrar.

17. Use of University Resources

University resources must be reserved for business purposes on behalf of the University. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee's duties. University resources include, but are not limited to, the use of University systems (e.g., telephone systems, data communication and networking services) and the KLEF domain for electronic communication forums; the use of University equipment (e.g., computers and peripherals, University vehicles); the use of procurement tools such as purchasing cards and petty cash; and, the time and effort of staff, students and others at KLEF.

18. Reporting Suspected Violations

a. Reporting to Management

Members of the KLEF community should report suspected violations of applicable laws, regulations, government contract and grant requirements or this Code. This reporting should normally be made initially through standard management channels, beginning with the immediate officer. If for any reason it is not appropriate to report suspected violations to the immediate officer (e.g., the suspected violation is by the officer) individuals may go to a higher level of management within their school or department.

b. Other Reporting

All violations of laws or regulations should be reported internally to the Office of the Registrar. Any suspected violations of rules regarding Central Government funds may be reported to the Office of the Registrar.

Any suspected violations of the rules or regulations of the Central Government, state government and the University may be reported.

c. Confidentiality

Such reports may be made confidentially, and even anonymously, although the more information given, the easier it is to investigate the reports. Raising such concerns is a service to the University and does not in itself jeopardize employment.

d. Cooperation

All employees are expected to cooperate fully in the investigation of any misconduct.

V) Code of Conduct for KLEF Employees

The term employee includes non-teaching staff and other staff which come under this purview. The following code of conduct applies to all of the employees mentioned above:

1. General Rules:

- a. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging. No employee shall behave in a manner unbecoming of an employee of an educational Institution.
- b. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- c. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviour should be commendable.
- d. Unless otherwise stated specially in terms of appointment, every employee is a whole-time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
- e. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- f. The employee shall not absent himself/herself from his/her duties without prior permission from the head of the Institution. Prior permission of the competent authority is necessary for availing even casual leave or special casual leave. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing. In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to the satisfaction of the University authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave or special casual leave shall apply for leave before actually proceeding on leave, to the university authorities.
- g. No employee shall leave the station except with the prior permission from competent authority, even during leave or vacation. Wilful absence from duty will be treated as "dies non" for the purpose of increment, leave etc.,
- h. Whenever leaving the station, an employee should inform the Head of the Department to which he/she is attached, providing the address where he/she will be while on leave.
- i. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than his/her best judgment except when he/she was acting under the direction of his/her superior, in writing wherever practicable and where it is not practicable to obtain the direction in writing, he/she shall obtain written confirmation of the direction as soon as possible thereafter.

- j. Conducting or participating or supporting or instigating any faculty staff/students/others directly or indirectly on any religion/ caste/ racial/tribe/sex/ untouchability based activities, is strictly prohibited on the part of any employee either in the University premises or elsewhere. Faculty/staff found guilty can be terminated from services of the University
- k. Criticizing or acting against or not implementing the approved University policy shall be treated as gross misconduct and faculty/staff found guilty can be terminated from services.
- l. An employee cannot refuse to receive any communication of any type from his/her controlling officer or a competent authority.
- m. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the competent authority may determine.
- n. No University employee shall engage himself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct.
- o. A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the competent authority.
- p. No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every employee shall be permitted to apply for an outside post twice in a year even though he/she may be holding a permanent post.

2. Taking part in politics and election:

- a. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.
- b. No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body or local authority.
 - i. Provided that an employee of the University qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he shall give no indication of the manner in which he/she proposes to vote or has voted.

3. Connection with Press or Radio or News Papers or any mass communication media:

- a. No employee shall, except with the prior sanction of the competent authority, own wholly or in part or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
- b. No employee shall, except with the prior sanction of the competent authority or any other authority empowered by duties, participate in a radio broad-cast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

4. Evidence before Committee or any other authority:

- a. Save as provided in sub-rule (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- b. Where any sanction has been accorded under sub-rule (1) no employee while
- c. giving such evidence shall criticize the policy or any action of the University
- d. Nothing in this rule shall apply to
 - i. Evidence given in any enquiry before an authority appointed by the University or
 - ii. Evidence given in any judicial enquiry; or
 - iii. Evidence given at any departmental enquiry ordered by the University authorities.

5. Un-authorized communication of information: No employee shall, except in accordance with any general or special order of the competent authority, or in the performance in good faith of the duties assigned to him communicate, directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

6. Gifts: No employee shall, except with the prior sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept, from any person any gift of more than trifling value.

- a. Providing that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends, or presented to such persons on occasion such as wedding, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of trifling value should be reported to the University.

7. Private employment or trade and investment:

- a. No employee shall, except with the previous sanction of the management, negotiate or undertake any other employment or work or engage directly or indirectly in any trade or business.

- b. If an employee wishes to contest for an elective office, he/she shall resign from the services of the University before filing the nomination.
- c. Canvassing by employee in support of the business or insurance agency or commission agency and the like owned or managed by his/her spouse or any other members of his/her family shall be deemed to be a breach of this rule.
- d. Every employee shall report to the management if any member of his/her family is engaged in any trade or business or in an Insurance agency/ commission agency.
- e. No employee shall, without the previous sanction of the management, except in the discharge of his duties, take part in the promotion, registration or management of any banking or other company or any other law for the time being in force or any co-operative society or commercial undertaking.
- f. No employee shall accept any fee for any work done by him/her for any public body or any private persons without the general or special sanction of the management.
- g. No employee shall speculate in any stock, share or other investment.
- h. No employee shall make or permit any member of his family or any person acting on his behalf to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- i. The decision of the management shall be final in respect of any question arising under these rules.

8. Lending & Borrowing :

a. No employee shall lend money at interest to any person nor shall borrow money from any person with whom he/she is likely to have official dealings.

b. Insolvency, habitual indebtedness and Criminal Proceedings:

i. An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a part of his/her salary is continuously being attached, he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University.

II. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.

III. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the university unless he/she has obtained written permission to that effect from the competent authority.

9. Vindication of acts and character of employees:

- a. No employee shall, except with the prior intimation of the competent authority, have recourse to any Court of Law or to the press or mass media for the Vindication of any official act which has been the subject matter of adverse criticism.
- b. Provided nothing in this rule shall be deemed to prohibit an employee from Vindicating his/her private character or any act done by him/her in his/her private capacity.
- c. Marriages: No employee who has a spouse living shall contract another marriage notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her.

10. Attendance at Meeting:

- a. An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees.
- b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to the Chairman of the Committee or to the Registrar stating the reason for his/her absence.

11. Representations:

- a. Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel, and shall not forward, advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than two months.
- b. No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or any other matter.

12. MISCONDUCT:

Without prejudice to the generality of the term 'misconduct', the following acts of omission in addition to those laid down as above and commission shall be treated as misconduct:

- a. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- b. Acting in a manner prejudicial to the interests of the Institution.
- c. Wilful insubordination or disobedience, whether or not in combination with others, of his/her superior
- d. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.

- e. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- f. Habitual late or irregular attendance and habitual absenteeism.
- g. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- h. Damage to any property of the Institution or interference or tampering with any safety devices installed in or about the premises of the university . Disregard to the safety measures and instructions in regard of property, equipment and work
- i. Involvement in theft, fraud, breach of trust, dishonesty, misappropriation of funds, damage to the property or work of any nature of the university or another employee.
- j. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institution or outside such premises where such behaviour is related to or connected with the employment.
- k. Gambling or smoking within the premises of the institution.
- l. Collection without the permission of the competent authority of any money within the premises of the Institution.
- m. Sleeping while on duty.
- n. Commission of any act, which amounts to a criminal offence involving moral turpitude.
- o. Absence from the employee's appointed place of work without permission or sufficient cause.
- p. Taking up any service or setting up of any institution etc., by any employee on leave.
- q. Purchasing or selling properties, machinery, stores, etc. in the name of the University or institutions maintained by it, without express permission in writing from the competent authority.
- r. Use of high tenor, indecent language or undue arguing with superiors
- s. Submission of application for employment to any other agency outside the institution without permission from the competent authority.
- t. Submission of a false representation to any outside institution/agency/office against the officers of the University or the University Management.
- u. Submission or propagating any false information about university /any authority/employee either inside the University or outside.

- v. Submission of any representation/claim to any higher authority without routing through proper channel for seeking any redressal or any grievance.
- w. Commission of any act subversive of discipline or of good behaviour.
- x. Abetment of or attempt of any act which amounts to misconduct.
- y. Prohibition of sexual harassment of working women:
 - i) No employee shall indulge in any act of sexual harassment at the work place.
 - ii) Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment at such work place.

13 . Explanation: For the purpose of this rule “Sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise as:

- a. Physical contact and advances;
- b. Demand or request for sexual favours;
- c. Sexually coloured remarks;
- d. Showing any pornography; or
- e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Note: The above instances of misconduct are illustrative in nature, and not an exhaustive.

14. Consumption of intoxicating drinks and drugs:

- a. An employee of the University shall not consume any intoxicating drinks and drugs in the University premises.
- b. An employee shall not attend to duties after consuming any intoxicating drinks and drugs.
- c. An employee shall not be under the influence of any intoxicating drink or drug during the course of his/her and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such a drink or drug.

15. Interpretation: The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.
