



# ALAGAPPA UNIVERSITY

A State University Accredited with A+ Grade by NAAC (CGPA: 3.64) in the Third Cycle

KARAIKUDI – 630 003, Tamil Nadu, India



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## CRITERION -VII

### INSTITUTIONAL VALUES AND BEST PRACTICES



#### 7.1 Institutional Values and Social Responsibilities

# **ALAGAPPA UNIVERSITY, KARAIKUDI**

## **Code of Conduct**

The set of practices that outlines the general norms, rules, and responsibilities of an individual or an organization are termed as the Code of Conduct. The University's Code of Conduct has been developed to express and sustain a standard of behaviour that supports and enables the University's commitment to being a safe, inclusive, equitable and respectful community. All members of the University community are expected to maintain a standard of conduct that will enable the University to achieve its aspirations, by embracing the values.

The Code of Conduct seeks to protect academic freedom and to ensure that debate occurs in a constructive and respectful manner, both supporting academic critical debate and giving rise to new and novel thinking and ideas. The Code of Conduct is applicable to the entire University community (Faculty members, Administrative staff and Students) in day-to-day interactions between individuals.

The Code of Conduct sets out clear guidelines for constructive and positive working relationships, and all other kinds of professional relationships, within the University Community. These guidelines aim to assist with the implementation of the Code of Conduct, increase understanding of the issues, support academic critical debate, enable members of the University community to identify and resolve matters of misconduct, improve conduct within the University community.

Integrity, honesty, and fairness are values that the University strives to incorporate into its teaching, research, and other activities. This Code of Conduct serves as a public declaration of the shared commitment to uphold the ethical, professional, and legal standards that guide in the daily and long-term decisions and actions.

### **1. Code of Conduct for Administrators**

University service is a noble service, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.

- The Officials shall not hold financial interests that conflict with the conscientious performance of duty.
- The Officials shall not engage in financial transactions using nonpublic University information or allow the improper use of such information to further any private interest.
- An Official shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the University or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- The Officials shall put forth honest effort in the performance of their duties.
- The Officials shall make no unauthorized commitments or promises of any kind purporting to bind the University.
- The Officials shall not use public office for private gain.

- The Officials shall act impartially and not give preferential treatment to any private organization or individual.
- The Officials shall protect and conserve University property and shall not use it for other than authorized activities.
- The Officials shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official University duties and responsibilities.
- The Officials shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- The Officials shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as State, or local taxes that are imposed by law.
- The Officials shall adhere to all laws and regulations that provide equal opportunity for all Citizens regardless of race, color, religion, sex, national origin, age, or handicap.
- The Officials shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order.

## **2. Code of Conduct for Teachers**

### **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 students and the society at large. Therefore, every teacher should see that there is no incompatibility 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 and communicative by temperament and amiable in disposition.

Teachers should

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Seek to make professional growth continuous through study and research
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge
- Maintain active membership of professional organisations and strive to improve education and profession through them.
- Perform the duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research

- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the University such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.

### **Teachers and Students**

Teachers should

- Respect the rights and dignity of the student in expressing his/her opinion
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason
- Pay attention to only the attainment of the student in the assessment of merit
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- Aid students to develop an understanding of our national heritage and national goals
- Refrain from inciting students against other students, colleagues or administration.

### **Teachers and Colleagues**

Teachers should

- Treat other members of the profession in the same manner as they themselves wish to be treated
- Speak respectfully of other teachers and render assistance for professional betterment
- Refrain from making unsubstantiated allegations against colleagues to higher authorities

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

### **Teachers and Authorities**

Teachers should

- 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
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession
- Adhere to the terms of contract
- Give and expect due notice before a change of position takes place
- 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.

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

Teachers should

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- Help in the functioning of staff councils covering both teachers and non-teaching staff.

### **Teachers and Guardians**

Teachers should

- 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.

## **Teachers and Society**

Teachers should

- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- Work to improve education in the community and strengthen the community's moral and intellectual life
- 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
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
- 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.

## **3. Code of Conduct for Administrative Staff**

Administrative staff shall

- Ensure all administrative support to develop and sustain the academic culture to think independently, critically, inclusively and creatively
- Be dedicated and be contributing regularly to the academic and personal growth of students by rendering appropriate services throughout the duration of their academic programme in the University
- Show respectful and affectionate attitude towards teachers, students and colleagues
- Recognise the primacy of the role in supporting the academic and research activities in the University
- Create atmosphere enabling to work closely, in association with and supporting the academic and research activities in the University
- Cooperate whole-heartedly with the authorities in the fulfillment of mission and visions of the University by performing the respective roles in a professional manner
- Avoid unethical practices even on the grounds that it is 'customary' and never compromise integrity for expediency
- Take all reasonable steps to make sure that things are communicated appropriately and effectively with all service users in polite and considerate manner.

## **Response to Governmental or Other Investigations**

The University is committed to cooperating with government investigators as required by law. If an employee receives a subpoena, search warrant or other similar document, before taking any action, the employee must immediately contact the Office of Officer or the Office of the Registrar. The Office of the General Counsel is responsible for authorizing the release or copying of any University records or documents. If a government investigator, agent, or auditor comes to the University, an employee should contact his/her supervisor and the appropriate University office before discussing University business with such investigator, agent, or auditor. If the appropriate office is unknown, the supervisor should contact the Office of the Registrar.

## **Code of Conduct: Monitoring Committee**

In order to ensure compliance with and understanding of the Code of Conduct, resolve any incidents or doubts regarding its interpretation, and ensure that it is applied fairly in the event of complaints, a Code of Conduct Monitoring Committee shall be created by the Vice-Chancellor. If any of the Code of Conduct Monitoring Committee members have a conflict of interest in dealing with a specific matter, said member must be removed from all proceedings related to the matter in question.

## **Code of Conduct: Misconduct and Disciplinary measures**

In case of any misconduct, the University shall implement disciplinary measures based on the type and grade of the seriousness of the misconduct. The degree of misconduct shall determine the appropriate level at which the action shall be taken. Misconduct identified by a teacher or employee of the University may be brought to their superiors for immediate action. The University authorities shall take action based on existing rules that are mandated by the University Grants Commission (UGC) / Tamil Nadu Government Servants Conduct Rules / Alagappa University Acts and Statutes and other rules and regulations applicable to the University.

## **4. Code of Conduct for Students**

This Code of Conduct prepared for students highlights the best practices to be adopted by the students and also the worst practices to be avoided by them as well.

### **University Student Life**

The main reason for going to University is to get an academic qualification, improving personality, acquiring advanced knowledge and skills that are required for work and life. A Student's life during the stay at the University is circled attending classes, practicing at the laboratories, gathering information in the library, studying in their study room, getting involved in co-curricular and extra-curricular activities, and sometimes roaming with their friends to have fun during holidays. Student life at the University is considered one of the most memorable years of one's life. It is entirely different from school or college life. The student life in University exposes him/her to new experiences and things that are not familiar with earlier.

## **Academic integrity**

Established in the year 1985, Alagappa University values its academic integrity and is committed to fostering an intellectual and ethical environment based on the underlying principles of it. Honesty, accountability, and awareness of ethical standards for learning, assessments, cultural exchange, social interactions, research, and Code of Ethics and Conduct for Students are all the components that encompass academic integrity. The University upholds the belief that in all aspects of academics, the ideas, as well as contributions of all stakeholders, must be duly acknowledged and appreciated. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every student must ethically treat all other students, respecting their integrity and right to pursue their educational goals without any intrusion.

## **Proactive role in learning**

Students learn from experts in diverse areas (in the disciplines under the faculties of Arts, Science, Education and Management) and advent the passion thereby tailor their academic and career explorations. Learning at this reputed University doesn't restrict the student to classroom learning alone, but to have the chance to learn aspects of different opportunities.

## **Get engaged**

The University facilitates greater learning not only via books but through various learning opportunities that are devised to enrich student life. Students should engage outside of the classroom to improve hobbies and connect with personnel from diverse educational and cultural backgrounds. Students should make use of the learning resources available in the campus and improve both personally and academically.

## **Enhance learning curve**

The learning curve is the rate of one's progress in gaining new skills or academic accolades. To enhance the learning curve, (i) share information on backgrounds and academic interests with each other, (ii) prepare together as an opportune for classes or assessments, (iii) expand the knowledge base by studying in groups, (iv) request and accept feedback and appreciation of each other's work.

## **Encourage social learning**

The learning that takes place as a sole result of direct observation of people and their behaviour under various social contexts is termed as social learning. The University urges the students to use various forms of social learning such as small group exercises, on-the-job mentoring, and Code of Ethics and Conduct for Students learning networks, whether formal or informal, bounce questions and ideas of one another, and create learning experiences that foster memorability.

## **Learn towards a Goal**

A goal represents a person's ambition or aim or desired result. Academically mere learning without a goal is worthless. Having a goal demands constant focus on learning and knowing their outcomes as well as a goal keeps one highly motivated and keeps one on right track for success.

## **Acquire key competencies**

The ability to skillfully achieve an outcome is termed as competency. The foundational or fundamental learning skills and their application is the key competency that is expected of a student at the university. For instance, to complete a dissertation / project to meet the learning outcome for demonstrating critical thinking, then a student will need to be able to effectively do research, validate his/her research, prepare and present the findings, etc.

## **Acquire 21st century skills**

The 21<sup>st</sup> century and the current millennium is an era of competition. Growing human resource potential is seen throughout the world. Students of the University are expected to acquire knowledge of modern tools, techniques, skills, and competencies and showcase their capabilities and talents everywhere. There are several critical areas of 21<sup>st</sup> century skills. Some of them are collaboration and team work, creativity and imagination, critical thinking, problem-solving, flexibility and adaptability, global and cultural awareness, information literacy, leadership, code of ethics and conduct for students, civic literacy and citizenship, effective oral and written communication, Social responsibility and ethics, technology literacy initiative.

During the stay at the University, the students are expected to concentrate on learning skills, literacy skills, and life skills. Learning skills is the mental process required to adapt and improve upon a modern work environment. The literacy skills are those that help students to discern facts, publishing outlets, and the underneath technology and determine trust-worthy and factual information. Life skills are intangible elements of everyday life that focuses on personal and professional qualities. Learning is more effective and fun when it happens to take place in a team setup. Good learning is hence more collaborative and social than being in a sense of competition and isolation. Working in a team, sharing ideas, and responding to others improves thinking and deepens understanding. The 21<sup>st</sup> century skills deem content knowledge, literacy, proficiencies more important than technological expertise, which gears up an individual to meet challenges of the day.

## **Physical and mental health**

Many a time, students give low priority to their health. Every student should follow the principles of DREAM (Diet, Relaxation, Exercise, Attitude, Motivation). Students are advised to sleep well, exercise, and eat healthily. The University encourages students to speak up about mental health issues. The University, as well as society in general, realize that mental health issues are becoming increasingly prominent among students. Students are therefore urged to feel no shame in admitting if having a tough time and ask for help.

## **Attendance**

Students are to attend University and admit to scheduled classes regularly. This enhances one's opportunity to succeed in academics.

## **Study time**

A learning method in which highly condensed learning content is repeated several times with appropriate breaks during which other physical activities are performed is 'Spaced Learning'. The University encourages students to use 'Spaced Learning' that potentiate more long-lasting learning. Spaced learning involves considering the amount of study time and spread it over across a much longer period within the maximum limit.

## **Self-testing**

Self-testing, a test that can be administered to oneself, is a study strategy that the University advises the students to use for effective learning. It involves retrieving knowledge. This is a strong and proven learning technique. One can test self by trying to explaining it aloud to self or to someone prepared to listen or get friends to quiz.

## **Note-taking**

Note-taking is a process of reviewing, connecting, and synthesizing content and concepts delivered in the classroom or self-study. It is meant to help a student stay actively engaged in the lecture session, as well as during reading.

## **Maintain punctuality**

Students are expected to be on time for classes, seminars, and conferences, special lectures organized within the campuses.

## **Improve work habits**

The University urges the students to cultivate and exhibit good work habits and improve upon them. Few such habits are being prepared for class and being participative in them, meet performance standards, have necessary class materials, complete classwork and assignments on time, being ever prepared for quizzes, tests, assignments, and examinations.

## **Respect for self and others**

The repute of the University relies heavily on how all its stakeholders function. Students are an integral part of the University and are expected to uphold the University's repute. Students must conduct themselves with honesty and dignity, all the while showcasing respect and courtesy to others. The use of appropriate usage of language, actions, and attire are some factors that uphold decorum and potentiate human dignity.

## **Respect for authority**

The University expects that the students comply with all Government and University rules and regulations. Students should respond respectfully to all queries and clarifications about their candidature, records, and data of other academic and administrative aspects.

## **Respect for property**

Students are expected to treat all property belonging to the University and others with care. Students can make use of sports facility. Students can visit Alagappa Alumni garden, Herbal garden, Tamil culture museum, Alagappar Museum. Any acts of damage to the property are not acceptable and are punishable.

## **Have freedom from fear**

Students are expected to contribute to a safe learning environment that is free from fear. Any Acts of violence, use of weapons, and contraband means are never acceptable and are punishable with criminal proceedings.

## **Use of Library**

Students of the University library are required to enter their names and sign the register provided at the entrance of the library. University Central Library is equipped with Radio Frequency Identification system (RFID). Students can borrow book(s) using student ID card and return books and get receipt through automatic system. The Librarian reserves the right to deny the issuance or renewal of library materials. For the benefit of students, Faculty-wise library is also available. Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one. Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table. Students should return all the borrowed items from the library and clear all dues, before leaving the University (take No Due Certificate at the end of study period).

## **Use of Wi-Fi & Internet**

Wi-Fi is available at different locations in the campus. Research students should submit form for registration and get user ID and Password. Internet facility is available at Department(s) and students should sign in the register and use. Students shall not carry any storage device without prior permission from authorized personnel. Select research article(s) can be downloaded only through due authentication.

## **Conduct in laboratories and classes**

Students are to report for the required laboratory and lecture sessions on time. Students are required to wear lab uniforms or follow dress code if prescribed by the department. Care should be taken by the students to prevent accidents in the labs. All laboratory equipment / machinery / computer systems / appliances / chemicals need to be handled with care by the students. Students must intimate the faculty or lab in-charge of any breakages or malfunctioning of equipment immediately and as soon as it is noticed. Any damage caused to equipment / machinery / computer

systems / appliances / chemicals will be recovered by the University from the concerned student(s). Students should adhere to the instructions given by the faculty during the lab class. Students are required to report to the lab sessions with record note books and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behaviour such as unnecessary talking in the lab is strictly prohibited. All materials used in the lab are the property of the University and should not be taken out of the lab except under the permission of faculty in-charge / Head of the Department. Students absenting themselves from the laboratory session cannot claim to be permitted to re-do the experiments as a matter of right. The decision of the Head of the Department will be final in this case.

### **Prevent academic misconducts**

Academic misconduct is defined as a violation of the University's standards of academic integrity whether these violations are intentional or unintentional.

#### **Prevent Misconduct-1: Ragging**

Ragging is a menace and is also a crime. The country and the University have a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions 2009'. The UGC Regulations have been framed because of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Universities all over India, and the students are requested NOT to indulge in activities of Ragging.

**Ragging-Prohibition, Prevention and Punishment:** The University Grants Commission vide its letter No F.1-16/2007 (CPP-II) dated June 17, 2009, has reiterated the ban on ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging. Ragging constitutes one or more of the acts; (a) any conduct by any student(s) whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student, (b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension there of in any other student, (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment that adversely affect the physique or psyche of such a student, (d) any act by a senior student that prevents or disrupts or disturbs the regular academic activity of any student, (e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students, (f) any act of financial extortion or forceful expenditure burden put on a student by other students, (g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person, (h) any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student, (i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing

off power, authority, or superiority by a student over any other student. Students should always prevent this misconduct.

**Anti-Ragging Committee:** The Anti-Ragging Committee, constituted by the University will examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. A student found guilty by the committee will attract one or more of the punishments, as imposed by the Anti-Ragging Committee: (a) suspension from attending classes and academic privileges, (b) withholding / withdrawing scholarship / fellowship and other benefits, (c) debarring from appearing in any test / examination or other evaluation processes, (d) withholding results, (e) debarring from undertaking any collaborative work or attending national or international conferences / symposia / meetings to present research work, (f) suspension / expulsion from the hostels and mess, (g) cancellation of admission, (h) expulsion from the University and consequent debarring from admission to any other institution for a specified period, (i) in cases where the persons committing or abetting the act of ragging are not identified, the University shall resort to collective punishment. The Anti-Ragging Committee of the University shall take an appropriate decision, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.

**Affidavit by students and parents:** Each student and his/her parent or guardian shall have to furnish an affidavit along with the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the existing rule/norm.

**FIR:** If need be, given the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the University with the local police authorities. The guidelines lay down that on receipt of any information concerning any reported incident of ragging, the Head of the Department/Unit shall immediately determine, if a case under the penal laws is made out and if so, through member(s) of the Anti-Ragging Committee, proceed to file a First Information Report (FIR), within twenty-four hours of receipt of such information.

### **Prevent Misconduct-2: Sexual harassment**

Sexual harassment is gender-based verbal or physical conduct (male-female, female-male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

Acts amounting to Sexual Harassment: (a) unwanted physical contact / standing too close / ogling / suggestive gestures, (b) a demand or request for sexual favours / unwelcome comments / sexual epithets, (c) exposing the victim to pornographic material: audio or visual or both, (d) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

A person can be charged as guilty of sexual harassment if any unwelcome sexually determined behaviour is committed through any of the ways: (a) comments, (b) remarks, (c) jokes, (d) letters, (e) phone calls, (f) emails, (g) chats on any electronic medium like WhatsApp, Twitter, Facebook, etc., (h) gestures, (i) showing of pornography clipping, (j) lurid stares, (k) physical contact,

(l) molestation, (m) stalking, (n) sounds or display of a derogatory nature, (o) any other understandable medium. Students should always prevent this misconduct.

**Redressal Process:** Any student who feels and is being sexually harassed may submit a complaint of the alleged incident to the Registrar or any member(s) of the Anti-sexual Harassment Committee in writing within 10 days of the occurrence of the incident. The committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

#### **Prevent Misconduct-3: Domestic violence**

Domestic violence is a pattern of abusive behaviour in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Students should always prevent this misconduct.

#### **Prevent Misconduct-4: Stalking**

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Students should always prevent this misconduct.

#### **Prevent Misconduct-5: Use of alcohol and other drugs**

The unlawful possession, use, purchase, or distribution of alcohol on University premises is strictly prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia, or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed, is prohibited inside the campus. Students should always prevent this misconduct.

#### **Prevent Misconduct-6: Assault, endangerment, or infliction of physical harm**

Physical restraint, assault, or any other act of violence, or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Conduct, whether reckless or intentional, that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized. Students should always prevent this misconduct.

#### **Prevent Misconduct-7: Anti-Government banners, chalkings, and posters**

Banners, chalkings, and posters are subject to reasonable requirements on their display and may be removed when a violation of Government policies are committed. Any act of displaying a poster or banner containing matter of Anti-Government, Anti-Indian and pro-militant organizations and any content degrading the sovereignty of Indian Constitution and against the Indian patriotism, displayed by a student within the University individually or in groups, alone or in the name of justification rallies, will be considered as severe offense and will be subjected to sedition cases by the Police Department. Students should always prevent this misconduct.

### **Prevent Misconduct-8: Bullying, intimidation, and stalking**

Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause or any reasonable person should know would cause physical or substantial emotional harm to another person or group. Bullying conduct may not only hurt individuals targeted, but also others who observe the conduct. Bullying is prohibited.

Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Intimidation is prohibited.

Stalking is engaging in a course of conduct, repeated acts, or communication toward another person, including the unauthorized following, which demonstrates either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress. Anyone who attempts to use bullying, intimidation, or stalking to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation will be in violation of retaliation as described and will be subject to disciplinary action. Students should always prevent this misconduct.

### **Prevent Misconduct-9: Discrimination including harassment**

Discrimination, including harassment, based on a caste class is defined as unreasonable, unwelcome conduct, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other legally protected classification, that objectively and subjectively harms the person by severely, persistently, and/or pervasively which denies the person equal access to educational opportunities, residence and community life in the University campus. Students should always prevent this misconduct.

### **Prevent Misconduct-10: Disorderly conduct**

Students have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, including by demonstrations and other means. These freedoms of expression do not impinge on the rights of other members of the community or the orderly and/or essential operations of the University. Disorderly conduct is also related to excessive noise, which interferes with classes, offices, hostel neighbours, or other campus academic activities. Students should always prevent this misconduct.

### **Prevent Misconduct-11: False representation**

A student may not knowingly provide false information or make a misrepresentation to any of the University offices. Also, forgery, alteration, or unauthorized possession or use of University documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited and subject to disciplinary action. Students should always prevent this misconduct.

## **Prevent Misconduct-12: Hazing**

Hazing includes, but is not limited to, any behaviour and/or acts of servitude that are designed or intended to humiliate, degrade, embarrass, harass, or ridicule an individual, or that which a reasonable person would deem harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, as an actual or perceived condition of new or continued affiliation with any organization, and/or team. The University prohibits any form of hazing, whether the activities occur on or off property owned or operated by it. Students should always prevent this misconduct.

## **Prevent Misconduct-13: Housing violations**

Students are expected to familiarize themselves with the policies, rules, and regulations concerning conduct in the hostels. Students should always prevent this misconduct.

## **Prevent Misconduct-14: Retaliation**

The University will not tolerate any act of retaliation. Retaliation against any person or group who makes a complaint / cooperates with an investigation, or participates in a resolution process is a violation of the code of conduct. Students should always prevent this misconduct.

## **Prevent Misconduct-15: Smoking**

The University Campus is non-smoking area. Smoking is prohibited in all indoor spaces throughout the campus, including meeting rooms, lounges, offices, and hostels. Students should always prevent this misconduct.

## **Prevent Misconduct-16: Theft, vandalism, or property damage**

Theft, negligent, intentional, or accidental damage to personal or University property is prohibited, as is the possession of the stolen property. For any damage that occurs during a student event in a space for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organizations may be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action. Students should always prevent this misconduct.

## **Prevent Misconduct-17: Unauthorized entry or access**

Unauthorized entry into or presence within the campus buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is prohibited. Climbing on any fence or compound wall of the buildings or through building roofs is not allowed. Tampering with locks of buildings, unauthorized possession or use of office / lab / gate keys, and alteration or duplication of such keys is against the code of conduct. Students should always prevent this misconduct.

### **Prevent Misconduct-18: Unauthorized use of University facilities or services**

The unauthorized use of property, including but not limited to buildings, spaces, and grounds; documents and records; or furnishings, equipment, and materials, is a violation of the code of conduct and will be subjected to disciplinary action. Students should always prevent this misconduct.

### **Prevent Misconduct-19: Weapons and fireworks**

No student may possess or use a firearm. Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on the campuses. Items such as knives that could be viewed as weapons are forbidden, to be used only for cutting fruits. Students should always prevent this misconduct.

### **Prevent Misconduct-20: Violation of Local, State, or Central Govt. Law**

Any violation of local, state, federal, or international law committed by a student will lead to legal and disciplinary actions. Students should always prevent this misconduct.

### **Prevent Misconduct-21: Meetings, fund collection, report to press**

Students are not allowed to convene any kind of meeting in the campus, indulge in any fund collection without the permission of the HoD / Chairperson / Dean / Registrar. Neither must they circulate / display any kind of notice among students without the permission of respective Officers. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Registrar. Students should always prevent this misconduct.

### **Prevent Misconduct-22: Fire safety**

Fire regulations prohibit personal cooking appliances (hot plates, toaster ovens, or other items with open-heat elements), space heaters, candles, incense, other open-flame items, vapes, and halogen lamps. Open flames, including the burning of candles, incense, or other unauthorized objects, are not permitted in Hostels or any other unauthorized area of campus. Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment are prohibited. Students should always prevent this misconduct.

### **Prevent Misconduct-23: Evidence of academic misconduct**

Evidence of academic misconduct also includes plagiarism and cheating. Plagiarism means the use of material, ideas, figures, code, or data as one's own, without appropriately acknowledging the source. This may involve the submission of material, verbatim or paraphrase, that is authored by another person or published earlier by oneself. Examples of plagiarism include Reproducing, in whole or part, text/sentences from a report, book, project, publication, or the internet. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc. 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 project without proper attribution. Self-plagiarism constitutes copying verbatim from one's own earlier published

work in a journal or conference proceedings without appropriate citations. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement. Paraphrasing or changing an author's words or style without citation.

**Cheating:** Cheating includes, but is not limited to copying during examinations, and copying of homework assignments, term papers, theses, or manuscripts; Allowing or facilitating copying, or writing a report, or taking the examination for someone else; using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources; fabricating (making up) or falsifying (manipulating) data and reporting them in projects and publications; creating sources, or citations that do not exist; altering previously evaluated and re-submitting the work for re-evaluation; signing another student's name on an assignment, report, research paper, project, or attendance sheet. Students should always prevent this misconduct.

### **Failure to Comply with the code of conduct**

The University expects its students to comply with the code of conduct. Further, the University expects students held responsible for their violations which will lead to disciplinary actions and punishments imposed by the University Authorities. Any failure to comply with these codes will be subjected to disciplinary actions.

### **Disciplinary Measures**

Disciplinary Measures that may be imposed under the Code include but are not limited to (1) written warning or reprimand, (2) payment of costs or compensation for any loss, damage, or injury caused by the conduct, (3) issuance of an apology made publicly or privately, (4) loss of certain privileges, (5) restriction or prohibition of access to, or use of, University facilities, services, activities, or programs, (6) fines or loss of fees, (7) relocation or exclusion from residence, (8) suspension, (9) expulsion.

### **Submission of Complaints**

The students affected due to someone's misbehaviour shall be reported to the Head of Department / Unit or designated officer on campus, who in turn will take further steps to the superior authorities for taking actions on the matter.

### **Student participation in governance**

As students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be 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. Therefore, all students who are a part of the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this code and appended policies.

All Students are requested to be well conversant with this Code of Conduct, which can be also viewed on the official website of the University.

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## References

1. UGC D.O.No 1-4/87 (PS-CELL), dated 17.02.1989.
  2. Government of Tamil Nadu, Higher Education (H1) Department, G.O. (Ms) No.5, dated 11.01.2021 (Sl.No.17.0: Code of Professional Ethics).
  3. <https://www.tn.gov.in/rules/dept/22> (Tamil Nadu Government Servants Conduct Rules 1973, corrected up to 30.09.2021).
  4. University of Calicut: U.O.No. 19051/2021/Admn, dated 30.11.2021.
  5. University of Mysore: Code of ethics and conduct for students (IQAC document).
  6. Kalinga University: Code of conduct Handbook
  7. Stanford University: University code of conduct document
  8. University of Auckland: Code of conduct guidelines (updated document on 18.02.2020).
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## Ref: AU/IQAC/CC Committee/2023, Dt.21.02.2023.

A eight member committee has been constituted by the University with (1) Dr.H.Gurumallesh Prabu as Convener, (2) Dr.V.Manickavasagam as External member, (3) Dr.K.Manimekalai, (4) Dean-Students Affairs, (5) Dr.C.Sekar, (6) Dr.P.Sivakumar, (7) Dr.N.Rajakumar as members and (8) a student representative for framing the Code of Conduct for the Teachers, Administrators, other Staff and Students. Accordingly, the committee met and framed the draft document of Code of Conduct.

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