

Handbook of Code of Conduct



राष्ट्रहिताय संस्कृतम्

Kavikulaguru Kalidas Sanskrit Vishwavidyalaya, Ramtek

(Accredited by NAAC with B⁺⁺ Grade)

This is to certify that this Handbook contains 01 to 28 pages.

e. S. Vijayakumari

Registrar
K. K. Sanskrit University
Ramtek, Dist. Nagpur

Code of Conduct

Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior. It defines the VALUES of an organization and provides to all employees the boundaries of their behavior relative to their duties to the organization. A well-written code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

Code of Conduct for the Students

1. This Code shall apply to all kinds of conduct of students that: occurs on the Faculty premises including in University-sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.
 - I. 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 Department/Faculty.
 - 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 Deans
 - c. As a result of such relieving, the student shall be required to clear pending hostel/mess dues and if a student had joined the Faculty/Department of the University on a scholarship, the said grant shall be revoked.
 - II. University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
 - III. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:
 - IV. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc
 - V. Intentionally damaging or destroying University property or property of other students and/or faculty members
 - VI. Any disruptive activity in a classroom or in an event sponsored by the University
 - VII. Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

VIII. Participating in activities including :

- Organizing meetings and processions without permission from the University.
 - Accepting membership of religious or terrorist groups banned by the University/Government of India
 - Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - Unauthorized possession or use of harmful chemicals and banned drugs
 - Smoking on the campus of the University
 - Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
 - Parking a vehicle in a no parking zone or an area earmarked for parking another type of vehicles
 - Rash driving on the campus that may cause any inconvenience to others
 - Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
 - Theft or unauthorized access to other resources
 - Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
2. Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.
 3. Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission
 4. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
 5. Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.
 6. Theft or abuse of the University computers and other electronic resources such as computer

and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of University property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

7. Damage to, or destruction of, any property of the University, or any property of others on the University premises.
8. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
9. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

If there is a case against a student for a possible breach of the code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student as per provisions of University Ordinance.

