



Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya



CODE OF CONDUCT HANDBOOK



Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya
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Code of Conduct Handbook

Code of conduct is a compilation of rules and regulations that state the acceptable and expected behavior by all stakeholders. It defines the VALUES of an organisation and provides to all employees the boundaries of their behaviour relative to their duties to the organisation. 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.

1. Objective of Code of Conduct

The Code of Conduct defines the Values of the University and provides all the stakeholders guidelines for their responses in relation to their responsibilities and duties in the University. The objective of the Code of Conduct is to clarify the university's mission, values and principles and align them with the expected professional conduct. Code of Conduct, when written becomes the standard against which performance of all stakeholders can be measured. It becomes the reference point to all concerned persons when taking day to day decisions.

2. Code of Conduct for the Vice-Chancellor (VC)

The Vice-Chancellor is the academic head and the principal executive officer of the University and shall in the absence of the Chancellor and Pro-Chancellor, preside at any convocation of the University and confer degrees, diploma or other academic distinctions upon persons entitled to receive them. Additionally, he/she shall,

1. Be Responsible for overall progress of the University.
2. Be held responsible for the decline of Academic Standards if that really happens.
3. Be a member ex-officio and Chairman of the Syndicate, the Academic Council and the Finance Committee and shall be entitled to be present at and to address any meeting of any authority of the University but shall not be entitled to vote there at unless he is a member of the authority concerned.
4. Ensure that the provisions of the Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya act and the Statutes are observed and carried out and he/she may exercise all powers necessary for this purpose.
5. Convene meeting of the Syndicate, the Academic Council and the Finance Committee.
6. Delegate powers as deemed fit to any other faculty or staff of the University in his absence.
7. Take action on any matter and shall by order take such action as he may deem necessary,
 - a) However, shall, as soon as may be there after report the action taken to the officer or authority of body who or which would have ordinarily dealt with the matter provided that no such

order shall be passed unless the person likely to be affected, has been given a reasonable opportunity of being heard.

- b) When action taken by the Vice-Chancellor under the above section affects any person in the service of the University, such person shall be entitled an appeal to the Syndicate within thirty days form the date on which he has notice of such action. The Vice-Chancellor shall give effect to the order passed by the Syndicate on such appeal.
8. Exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
 9. Adhere to the principles of Selflessness, Accountability, Leadership, Objectivity, Openness in order to maintain standards in Public Life.
 10. Uphold values of integrity, honesty, respect, innovation, excellence, service, hospitality, freedom of thought and expression.
 11. Exercise prudence in using resources and safeguards the financial health and assets of the University during decision making.
 12. Not act for profiting at the University's expense; and shall not misuse his/her position or authority.
 13. Ensure compliance with principles of good governance and practices.
 14. Operate in a fair, transparent, open, orderly and impartial manner in keeping with the interests of the University.

3. Code of Conduct for Faculty

1. Carry out the prescribed academic and administrative activities as decided by the Syndicate or any other authority of the University.
2. Not discriminate against a student on the basis of race, religion, caste, language, sex, political affiliation or any other arbitrary reason. They shall not incite students/colleagues against other students or other faculty, colleagues or administration staff of the University.
3. Not remain absent from duty without proper sanction of leave except in the case of emergency.
4. Not indulge in unethical publication that could damage the reputation and progress of the University.
5. Refrain from undertaking any other employment such as providing private tuitions, for monetary benefits conducting coaching classes without proper approval of authorities that are likely to interfere with their professional responsibilities.
6. May undertake consultancy in accordance with the terms and conditions as outlined in the relevant statute/Ordinance as amended from time to time.
7. 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 and college examinations, including supervision, invigilation and evaluation.
8. Assist the authorities for improving University's functioning and administration in accordance with the with dignity of the profession.

9. Comply with the conditions of contract and provide due notice before any change of position.
10. 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.
11. Must follow the Human Resources Policy, Travel Policy, Leave Policy, Research Policy, Social Media Policy and instructions issued by the University authorities from time to time.

4. Code of Conduct for the Registrar,

The Registrar Shall:

1. Execute all the orders of syndicate and Vice Chancellor
2. Be the custodian of the records, the common seal and such properties of the Universities as the Syndicate shall commit to his/her charge.
3. Have power to take disciplinary action against such of the employees excluding teachers and the academic staff as may be specified in the orders of the Syndicate and to suspend them pending inquiry, to administer warnings to them or to impose on them penalty of censure or with holding of increments after due show cause notice.
4. Issue all notices convening meetings of the Syndicate, the Academic Council, the Faculties, the Boards of Studies and of any Committee appointed by the authorities of the University.
5. To keep the minute of all the proceedings of the meetings of the Syndicate, Academic Council, the Faculties, the Boards of Studies and of any committee appointed by the authorities of the University.
6. Conduct the official correspondence of the Syndicate.
7. Supply to the Chancellor and to the State Government copies of the agenda of the meetings of the Authorities of the University as soon as they are issued and the minutes of the meeting within a month of holding of the meeting.
8. Exercise such other powers and perform such other duties as may be prescribed in the statutes or as may be required from time to time, by the Syndicate or the Vice Chancellor.

9. The Registrar shall adhere to the following principles to maintain standards in Public Life.
 - a. Selflessness
 - b. Rationality
 - c. Accountability
 - d. Openness
 - e. Leadership

10. The Registrar shall uphold values accepted by the University as listed below
 - a. Integrity
 - b. Honesty
 - c. Respect
 - d. Innovation
 - e. Excellence
 - f. Service
 - g. Freedom of Thought and Expression

5. Code of Conduct for Finance Officer

The Finance Officer shall,

5. Be the ex-officio Secretary of the Finance Committee, but shall not be deemed to be member of the Committee.
6. Exercise general supervision over the funds of the University and shall advice the University as regards its financial policy; he shall be responsible for inflow of funds into University either through grants from Government or Public or by and such other means, and
 - a. Exercise such other powers and perform such other functions as may be prescribed, and execute the orders of Syndicate and Vice chancellor.
 - b. Provided that the Finance Officer shall not incur any expenditure of make any investment exceeding such amount as may be prescribed without the previous approval of the Syndicate.
7. Subject to the control of the Syndicate, the Finance Officer, Shall
 - a. Hold and manage the property and investments of the University including trust and endowed property.
 - b. Ensure that the limits fixed by the Syndicate, for recurring and non-recurring expenditure for a year are not exceeded and all the money is expended for the purpose for which it is granted or allotted.
 - c. Be responsible for the preparation of Financial Estimates and the Budget of the University and for their presentation to the Syndicate.
 - d. Keep a constant watch on the cash and bank balance and of investments.
 - e. Watch the progress of the collection of revenue and on the methods of collection to be employed.
 - f. Ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and stock-checking is

conducted on equipment and other consumable materials in all offices and other places maintained by the University.

- g. Bring to the notice of the Vice-Chancellor any un-authorized expenditure of other financial irregularity and suggest appropriate action to be taken against persons at fault; and
 - h. Call from any office of other place maintained by the university information or returns that he may consider necessary for the performance of his duties.
8. The receipts of the Finance Officer or of the person or persons duly authorized in this behalf by the Syndicate for any money payable to the University shall be sufficient discharge for payment of such money.
9. Adhere to the following principles to maintain standards in public Life.
- Selflessness
 - Objectivity
 - Responsibility
 - Openness
 - Leadership
6. Uphold values accepted by the University are listed below:
- Integrity
 - Honesty
 - Dedication
 - Creation
 - Excellence
 - Service
 - Hospitality
 - Freedom of Thought and Expression

6. Code of Conduct for Students

1. This Code shall apply to the conduct of students within the University premises as well as any off-campus conduct that has or may have serious implications for the University in terms of its reputation or objectives.
2. Students must sign an affidavit accepting this Code at the time of admission and give an undertaking that they shall be regular and must complete their studies in the Department/ Faculty.
3. In the event, a student is compelled to discontinue studies for any valid reason, such a student may be relieved from the University subject to the written consent of the Deans.
4. 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.
5. All students must behave appropriately, uphold academic integrity, respect other's rights, safeguard university's properties and safety of others.
6. Students must refrain from indulging in any forms of misconduct either on-campus or off-campus, which can affect University's reputation or interests. Examples of misconduct included but not limited to:
 - a. Any discriminatory (Physical or verbal) actions that are based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, sexual orientation, marital or family status, physical or mental disability etc.

- b. Damaging or destroying University infrastructure, property or any other equipment belonging to the University or faculty members or students.
- c. Engaging in disruptive activity either in the classroom or in any event organized by the University.
- d. Non-compliance of University regulations such as producing the identity card issued by the University on demand.
- e. Organizing meeting or processions without permission from the University.
- f. Accepting membership of anti-social elements or terrorist groups that are banned by the University/Government of India.
- g. Unauthorized possession, smoking or consumption of banned drugs or harmful chemicals, on the premises of the University.
- h. Consumption, distribution, possession, sale of alcohol in the University premises or littering the same with empty bottles.
- i. Driving rashly or parking in a no parking zone or parkin in non-designated areas.
- j. Non-disclosure of any pre-existing health condition, physical or psychological that may affect academic progress or cause disruption to others.
- k. Causing disruption to the functioning of the University by inciting others and participating in riots, creating noise or in any kind of scuffle.
- l. Engaging in indecent or inappropriate conduct that affects the peace and tranquility of the University.

7. Code of Conduct for Controller of Examinations

1. Conduct Examinations and make all other arrangements thereof and be responsible for the due execution of all process connected therewith.
2. Adhere to the following principles to maintain standards in public Life:
 - Selflessness
 - Objectivity
 - Accountability
 - Openness
 - Leadership
 - Rationality
3. Uphold values accepted by the University are listed below:
 - Integrity
 - Honesty
 - Innovation
 - Excellence
 - Freedom of Thought and expression