

CODE OF CONDUCT FOR ADMINISTRATORS

1. Administrators and their Responsibilities

The Administrators should:

- a. Bear in mind that they have to manage the university as per rules and regulations laid down by the competent authorities.
- b. Adhere to the policies framed by the competent authorities.
- c. Manage the affairs of the university in a manner consistent with the dignity of field of education.
- d. Ensure that ambience, infrastructure, employment, resources, etc. are conducive to the teaching-learning process.
- e. Adopt fair, legal, ethical and legitimate practices in the process of admission of the students.
- f. Refrain from malpractices in the process of recruitment of academic and non-academic employees in the university.
- g. Follow all the provisions in the agreement made with the university and other statutory authorities.
- h. Ensure that there is no discrimination amongst students and employees on the basis of caste, creed, religion and language.
- i. Bear in mind that they are managing the university to serve the noble cause of education and not for any commercial purpose.
- j. Ensure that staff-student ratio prescribed by the competent authority is maintained.
- k. Maintain non-teaching staff as per staffing pattern prescribed by competent authorities.
- l. Select and appoint the candidates for the posts of teachers by following the procedure prescribed by the university grant commission, New Delhi and other competent authorities.
- m. Select and appoint the candidates for the non-teaching posts as per rules laid down by the competent authority.
- n. Equip the laboratories with the required number of equipment and materials.
- o. Ensure that the library of the university is replete with books and tools of technology.
- p. Make all possible endeavours to impart education replete with quality.
- q. Make provision of funds for meeting all the expenditures of the university.
- r. Ensure that amount towards the scholarship for the student concerned is received from the Government and released to the students soon after the receipt of the same.

- s. Make lodging and boarding need based arrangements for the students who come from rural area at minimum cost.
- t. Make efforts to get funds for projects, conferences, seminars etc. from government and non-government sources.
- u. Motivate and support the teachers for research and development of projects.
- v. Establish university-industry relationship and attempt to create work culture amongst the students.
- w. Allow the teachers to participate in seminars, national and international conferences, workshops etc. hosted by other universities and organizations.
- x. Maintain transparency in all the affairs of the university.
- y. Take the decision regarding increase/decrease in Intake capacity/closure etc. and take action accordingly.

2. Administrators and Employees:

Administrators should:

- a. Respect the right and dignity of employees.
- b. Deal justly and impartially with employees regardless of their religion, caste, economic, social and physical characteristics.
- c. Recognize the difference in aptitude and capabilities among the employees and entrust the work accordingly.
- d. Be affectionate to the employees and not behave in vindictive manner towards any of them for any reason.
- e. Assess the performance and maintain confidential reports every year.
- f. Disallow the employees to involve themselves in political activity in the university campus and in the matters related to the university.
- g. Grant leave to the employees as per the leave policy prescribed by the university.
- h. Check that employees do not take undue advantage of provisions in the leave policy.
- i. Refrain from involving the employees in any political activity undertaken by them.
- j. Ensure that the employees do not provide any defamatory information about the university to the press and social media.
- k. Punish the employee who is found guilty of defamation of the university as per rules laid down in the matter.
- l. Entertain the grievance of any employee who has come through the head of the institution.

- m. Ensure that the employees of the university do not undertake any other employment.
- n. Guard zealously that all the policies made by the university are adhered to by the employees.
- o. Represent the foundation society in various committees of the university constituted as per rules laid down by competent authorities.
- p. Ensure that all formalities are completed as per the schedule given in competent authorities every year.
- q. Bear in mind that the relationship between the administrators and the teachers is not a relationship of master and servant but it is a matter of status.

3. Administrators and Students:

Administrators should:

- a. Bear in mind that all the activities in the university are student centric.
- b. Refrain from entertaining the grievances of the students who do not come through the head of the institution.
- c. Ensure that there is harmony amongst students.
- d. Attend the functions in the university whenever necessary and invited.
- e. Provide necessary help to students in their academic pursuits and activities.

4. Administrators and Guardians and Society:

Administrators should:

- a. Deal with guardians with utmost courtesy.
- b. Guide the guardians, whenever necessary, properly.
- c. Evince social awareness and in case of any social problem and natural calamity make the university resources available to the society.