

K.K University

Berauti, Nepura, Bihar Sharif, Nalanda, 803115, Bihar



K.K University Employee Code of Conduct Policy, 2023

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K.K University Employee Code of Conduct Policy, 2023

This Policy will be known as K.K University Employee Code of Conduct Policy, 2023 and will be effective from the date of notification by the University. This Policy shall supersede all Policies made earlier in these regard.

1. Introduction

The Code of Conduct outlines the standard of behaviour expected from teaching and non-teaching employees of the University. It is designed to assist the employees to understand their responsibilities and obligations and provide guidance on expected behaviour in the workplace. Employees appointed at the University are expected to maintain the highest standards of professionalism, ethical behaviour, and integrity in their interactions with officers of the University, students, colleagues, and the visitors. The University expects all employees to comply with all applicable laws and regulations, as well as the University's policies and procedures. All these are being incorporated in the form of K.K University Employee Code of Conduct Policy, 2023.

2. Applicability

This Policy shall apply to all Employees of the University including the following:

- 2.1 Persons holding an honorary, visiting or adjunct appointment with the University
- 2.2 Engaged on daily rates of wages.
- 2.3 Engaged as Apprentices and Trainees.
- 2.4 Contractors/Sub Contractors or equivalent are expected to comply with the Code as a condition of their engagement with the University

3. Definitions

- 3.1 **'University'** means K.K University.
- 3.2 **'Competent Authority'** means the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice Chancellor, the Registrar or any other authority so designated by these Policy.
- 3.3 **'Staff' or 'Employee'** means all persons who have been appointed/engaged by the University to perform some jobs or tasks
- 3.4 **"Academic Staff"** means the person engaged in academic activities viz. Demonstrator/Laboratory Technician/Tutor/Lecturer/Assistant Professor/Associate Professor/Professor etc.

4. Fair, Safe and Ethical Environment

An ethical environment relies upon individuals having responsibility for their own professional behaviour. The University has a responsibility to provide a safe, encouraging and supportive work environment that recognises and values employee diversity, abilities and contributions. All employees are entitled to be treated with respect and work in an environment free from discrimination, harassment, bullying, violence (or threats of violence) or vilification. Equally, an individual employee also have a responsibility to act with integrity, honesty, transparency and impartiality in their dealings with colleagues, students and members of the wider

community. The employees are also expected to perform their duties in a safe and competent manner, avoid inappropriate behaviours or the misuse of alcohol or drugs and also ensure that students and children of the residential staffs are safe and secure on campus.

5. General Code of Conduct for all Employees

- 5.1 To adhere to the scheduled hours of work assigned and must be present at their designated place of work during these hours
- 5.2 To perform any duties associated with their position diligently, impartially and conscientiously, to the best of their ability
- 5.3 Treat students and other colleagues with courtesy and sensitivity to their rights
- 5.4 Collaborate and work together in a respectful and professional manner. This includes communicating effectively, sharing knowledge and skills, and supporting each other to achieve common goals
- 5.5 Maintain adequate records to support any decisions made
- 5.6 To use University resources responsibly and for their intended purposes. This includes using University equipment, materials, and facilities in a manner that does not violate any University policies
- 5.7 To use University resources solely for University-related purposes, unless explicit permission has been granted by the appropriate University authority for non-University or private use
- 5.8 To not access or transfer any inappropriate material through University information and communication technology resources like official mails, telephones (including mobile phone issued by the University) etc.
- 5.9 The purchase of goods and services for the University must be based on competitive considerations of quality, price, service and benefit to the University and approval of the Competent Authority
- 5.10 Maintain the integrity, confidentiality and privacy of University records. Such records to have an access only until the tenure of the employability.
- 5.11 Avoid undertaking any activity that could potentially compromise the performance of their duties
- 5.12 Avoid plagiarism or any other form of academic dishonesty, and report any unethical behaviour they observe to the Competent Authority
- 5.13 To support the University's sustainability efforts, including but not limited to reducing waste, conserving resources, and promoting sustainable practices in their work and personal lives
- 5.14 To adhere to the dress code and the ones that are provided with the uniform should wear their uniforms
- 5.15 To be instrumental in creating a work and study environment where all members of the University community are able to participate fully, find a sense of belonging, and have opportunity to engage meaningfully with the broader community
- 5.16 To express their opinions freely and openly during professional meetings, seminars, conferences, and other related events. This is important in promoting the exchange of ideas and knowledge and contributing to the advancement of their respective fields
- 5.17 Participate in extension, co-curricular and extracurricular activities including community services to encourage teamwork
- 5.18 To seek approval from the Competent Authority through their Reporting Official/Immediate Supervisor for outside activities (not assigned by the University) undertaken during normal working hours and/or if these activities could conflict with their employment at the University



- 5.19 To create a fair, respectful, inclusive and safe University environment, where diversity is valued and where unlawful discrimination, violence (or threats of violence), bullying, harassment and victimisation in any form are considered unacceptable.
- 5.20 Avoid consumption of intoxicating drinks & drugs inside the University campus
- 5.21 To NOT to indulge in acts of sexual harassment and/or requests for sexual favour or physical conduct of sexual nature to an individual inside the University campus.
- 5.22 No employees shall display or distribute derogatory posters, photographs, drawings etc. inside the University campus
- 5.23 To resolve conflicts and disagreements in a professional and respectful manner. This includes seeking to understand different perspectives, listening actively, and finding mutually acceptable solutions.
- 5.24 The conflict of interest arises when a staff member has private interests that could influence or appear to influence judgements made during the course of their professional duty. Employees to ensure that there are no real or apparent conflicts of interest while making decisions and providing advice
- 5.25 Employees must not solicit gifts or benefits that might in any way compromise or influence them in their capacity as employee of the University
- 5.26 Should a employee have a financial interest in a company that is in a position to influence a contract for business between that company and the University, this interest should be declared to the Competent Authority of the University before acting for the University in matters with the company
- 5.27 Employees are expected to use social media responsibly and in a manner that does not reflect poorly on the University. This includes avoiding any behaviour that could be seen as discriminatory, harassing, or disrespectful.
- 5.28 All employees are required to report any suspected violations of this policy, as well as any concerns related to safety, health, or well-being of the University community to their supervisor, department head, or the appropriate office designated by the University
- 5.29 To refrain themselves from any act which is against the mission, vision and core values of the University
- 5.30 Comply and adhere to this Code.

6. Code of Conduct for Academic Staff

- 6.1 Academic Staffs are expected to comply with and implement the academic and administrative decisions made by the authorities of the University that are relevant to their sphere of responsibility and duties
- 6.2 Academic Staffs shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/Academic Staff against other students or other Academic Staff, colleagues or administration of the University
- 6.3 Academic Staffs shall refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the University
- 6.4 Academic Staffs are expected to actively cooperate with the authorities of the University for the overall improvement and advancement of the institution. This cooperation should be carried out while considering the best interests of the University and in accordance with the professional dignity associated with the teaching profession
- 6.5 Academic Staff should refrain from taking leave unless it is absolutely necessary and unavoidable. They should make every effort to minimize the need for leave and



- provide prior intimation whenever possible, taking into consideration their specific responsibilities for the completion of the academic schedule.
- 6.6 Academic Staffs are expected to plan and implement effective classroom management practices
 - 6.7 Academic Staffs are expected to design and implement effective strategies to develop self-responsible/ independent learners by performing their duties in the form of teaching, tutorial, practical, academic and seminar work conscientiously and with complete dedication to develop expertise in their domain
 - 6.8 It is expected that the Academic Staffs should respect the right and dignity of the students in expressing their opinion
 - 6.9 Academic Staffs should make themselves available to the students willingly even beyond their class hours and help and guide students without any remuneration or reward
 - 6.10 Academic staffs should acknowledge the diversity in aptitude and capabilities among students and make efforts to address their individual needs. They should also encourage students to enhance their achievements, develop their personalities, and actively contribute to the welfare of the community
 - 6.11 Academic staff should foster a scientific outlook and temperament in students, as well as instill values such as respect for physical labour, ideals of democracy, patriotism, peace, and environmental improvement
 - 6.12 Academic staff should demonstrate warmth and affection towards students, treating them with kindness and respect. It is crucial for academic staff to avoid behaving in a vindictive manner towards any student, regardless of the circumstances.
 - 6.13 In situations where disciplinary action or correction is necessary, academic staff should employ a compassionate and restorative approach. This involves addressing the behaviour or issue in a supportive manner, offering guidance, and providing opportunities for growth and improvement. Discipline should be approached with the intention of helping students learn from their mistakes and develop into responsible individuals.

7. Violation(s) of Code of Conduct

- 7.1 Any employee who violate this code of conduct may face disciplinary action, which can include counselling, retraining, suspension, or, in serious cases, termination of employment. The specific consequences will depend on the severity and nature of the violation, following a fair and transparent process.


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