



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಅಕ್ಕಮಹಾದೇವಿ ಮಹಿಳಾ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ವಿಜಯಪುರ
(ಹಿಂದಿನ ಪದನಾಮ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮಹಿಳಾ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ವಿಜಯಪುರ)

Karnataka State Akkamahadevi Women's University, Vijayapura
(Formerly known as "Karnataka State Women's University, Vijayapura")

NAAC II CYCLE – SSR: Criteria 7:

7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Handbook of Code of Conduct

**KARNATAKA STATE AKKAMAHADEVI WOMEN UNIVERSITY,
(FORMERLY KNOWN AS KARNATAKA STATE WOMEN UNIVERSITY,
VIJAYAPURA)**

TORAVI, VIJAYAPURA, KARNATAKA, INDIA



CODE OF CONDUCT : A HAND BOOK

**(CODE OF CONDUCT, PROFESSIONAL ETHICS FOR THE STUDENTS,
TEACHING STAFF & NON TEACHING STAFF)**

PREPARED BY

INTERNAL QUALITY ASSURANCE CELL (I.Q.A.C.)

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1. PREAMBLE

This Handbook recommends the standard procedures and practices of Karnataka State Akkamahadevi Women University, Vijayapura for students, teachers, administrators and other staff. Everyone should abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions. This document on 'Code of Conduct' has been compiled to a broad view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic, co-curricular activities, and for the fulfilment of social responsibilities at designated levels. All are expected to be aware with this Code, which can be also regularly reviewed on the official website of the Institute. The code of conduct defines the values of an organisation and provides to all students and 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. 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.

In cognizance of the level of the responsibility essentially involved in education system, all the concerned stakeholders including governing body, students, and staff need to accept and hold on to the highest ethical standards in the teaching and learning process. These practices or corrective measures in action will help the administration to identify any kind of breach of code of conduct and immediately adopt necessary corrective steps for restoring the desired professional ethics and human values.

This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the university. The document is made available in both the forms- soft and hard copies. All the stakeholders are expected to be well conversant with the Code of conduct and academic ethics, which can also be reviewed on the official website of the University. The University's endeavour by means of enforcing this Code is to pioneer and administer the student and staff discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes their growth through individual and collective responsibility.

2. INTRODUCTION AND PURPOSE

Introduction

All members of the University, students, teaching and non-teaching faculties are responsible for the maintenance of high ethical standards of this university, and of the broader community in which it functions. The University values integrity, diversity, respect, freedom of inquiry and expression, trust, honesty and fairness and strives to integrate these values into its education, research, health care and business practices.

Purpose

The Code is a shared statement of commitments to uphold the professional, ethical and legal standards followed for the daily and long-term decisions and actions taken up by the University. All must be aware of and abide by the relevant policies, standards, laws and regulations that guide respective work. Each and everyone is individually accountable for the actions for upholding these standards of behaviour and for compliance with all applicable laws, regulations and policies.

The University works with a clear Vision and Mission

Vision:

- Empowerment of women through education

Mission:

- To provide quality education and impart professional and vocational skills to enable women to be self reliant and meet the challenges of the changing socio-economic needs.
- To promote personality development and leadership qualities with a balanced outlook towards society.
- To help women enrich their knowledge and reap the benefits of knowledge power.

Objectives:

- To ensure holistic education treasuring cultural heritage, core values of personal integrity,

professional skills, awareness about the socio-economic, scientific and cultural developments at all levels in order to enable women lead personally and professionally fulfilling lives.

- To equip women with necessary qualities to play an equal role in decision making in matters of importance to herself, family and society.
- To promote advanced research in science social sciences, arts and humanities' especially on topics of regional importance.
- To contribute towards socio-economic transformation of women in need through formal and non-formal education and training, outreach programs and facilitate strengthening of mass education and primary education programmes.

Goals:

- To Bridge gender gaps
- Help communities and women from rural and backward areas join main stream
- To enable and motivate communities and women to play an effective and constructive role in the society at all levels.

3. CODE OF CONDUCT FOR STUDENTS

Students enrolled with the University are expected to maintain good behavior and discipline on the campus and also during off-campus visits such as fieldtrips, educational tours, internships etc. Students must be aware that any instance/s of misconduct will call for severe action by the authorities. University has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behavior of the students. The purpose of this code of conduct is to make the Students, Teachers, Departments/Cells /Committees familiar about the rules and regulations of the institute to progress towards the achievement of the mission and vision of the University.

1. Conduct

The code depicted underneath shall apply to all sorts of conduct of students within the University premises and their off-campus mannerism which may have serious consequences or adverse impact on the Institute’s interests or reputation.

- (i) The student shall be regular in the classes and must complete her studies.
- (ii) In case, the student is forced to discontinue studies for any legitimate reason, she may be relieved from the Institution subject to the written consent of the Authority.
- (iii) If the student is relieved from the University, the student shall be required to clear pending hostel / mess dues and the fees of the Institute if any. and if the student had joined the Institute on a scholarship, the said grant shall be revoked. All students must uphold academic integrity. They should be respectful to all persons, to their rights and duties, to the University property and to the safety of others. All students must deter from indulging in any and all forms of misconduct including partaking in any off-campus activity, which may affect the Institute’s interests and reputation substantially.
- (iv) While on campus, students shall, at all times have their Identity Cards well displayed. They should be able to produce it before any teaching / administrative staff as and when the need arises.
- (v) A student who do not have minimum required attendance of 75% of the actual lectures/tutorials/practicals conducted in each term or do not show satisfactory progress in

terminals/preliminary/ Test Series examination will not be eligible for college/University examinations.

1. Students must be appropriately dressed on the campus. They should keep their attire formal and sport a presentable and decent look.
2. Students must exercise a sense of belongingness with their institution. They should respect the college property and abstain from causing any damage to the infrastructural facilities provided to them. They are strongly advised not to scribble on the desks and deface the benches and walls.
3. Students should also beware of electrical installations and not damage the electrical gadgets and fittings in the classrooms, laboratories and other locations on the campus.

The various forms of Misconduct, the Students are expected to avoid include:

1. Any act of physical or verbal discrimination based on an individual's gender identity, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability etc.
2. Any kind of disruptive activity in the class room or in an event sponsored by the University.
3. Damaging or destroying intentionally the Institute's property or property of other students and/or Faculty members and other staffs.
4. Inability to produce the identity card, issued by the University, or refusing to produce it on demand by campus security personnel or during the examination.
5. Participating in activities such as organizing meetings and processions without permission from the Institution, accepting membership of any groups banned by the University or by the State or Central Government, carrying or using any kind of weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy, use of harmful chemicals and banned drugs, smoking within the campus or possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute, parking a vehicle (Four wheeler / Two wheeler / Bicycle etc.) in a no parking zone or in the area earmarked for other than the students, rash driving on the campus that may cause any inconvenience to others, not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student, exhibiting disruptive attitude at

the time of Students' body elections or during any activity of the Institute.

6. Engaging in disorderly or indecent conduct creating unreasonable noise, shoving, inciting or participating in a riotous or group disruption at the Institute.
7. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the higher authorities of the institution
8. Students are not permitted to record either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
9. Students are not permitted to provide audio and video clippings of any activity in the campus to print and/or electronic media without prior permission from the authority.
10. Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the University.
11. Causing damage to or destruction of any property of the Institute or any property of others at the premises would invite punishment. A committee will be there to look after any possible breach of the aforesaid codes of conduct by a student. The University higher authority committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

The principles of academic integrity require that a student:

1. Properly acknowledges and cites use of the ideas, results, material or words of others.
2. Properly acknowledges all contributors to a given piece of work.
3. Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
4. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
5. Treats all other students in an ethical manner, respecting their integrity and right to

pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

Violations of this policy include, but are not limited to:

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- (a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- (b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- (c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other nontextual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- (d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- (e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- (f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating includes, but is not limited to:

- (a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- (b) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- (c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- (d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

- (e) Creating sources, or citations that do not exist
- (f) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet. Individual and Collective Responsibility: The responsibility varies with the role one plays.

RULES AND REGULATIONS FOR STUDENTS IN THE LABORATORY

1. Students should wear apron in the laboratory.
2. Students should maintain observation book (with graph papers), record (as suggested by the staff member) for each lab.
3. Students should note the observations, complete all calculations and get it verified by the staff member. Any incomplete work should be completed and get verified by the staff member well before the next practical class.
4. Students should complete the record work of the experiment and submit it in the next class without fail only after the staff member verifies the calculations. Students will not be permitted to the laboratory without record.
6. Student should maintain absolute silence in the laboratory.
7. Violation of the above rules may attract disciplinary action.

RULES AND REGULATIONS REGARDING TERM / END EXAMINATIONS

1. Student should maintain silence in the examination hall.
2. Students should carry identity card for mid-term exam and Hall ticket and Identity Card for end examinations.
3. There is no grace period for entering into the exam hall after the commencement of exam both for end examinations and the midterm examinations.
4. Students should fill in all the particulars on the main answer books. Students are required to write their permanent registered number in the space provided on the main answer sheet only and nowhere else
5. Students are strictly prohibited from writing their registered number on the drawing sheet, failing which their answer sheet shall not be valued.
6. Carrying mobile phones during examinations is strictly prohibited. Any mobile phone

found in possession of the student will be confiscated and also a malpractice case will be booked.

7. Any malpractice noticed in the exam halls will be viewed seriously. The performance of the students will be cancelled and they will be awarded zero marks in all the subjects. Students are strongly advised not to resort to malpractice in their own interest.
8. Students should not move in the corridors of the examination halls before the commencement and after completion of exam.
9. Students are required to go through the instructions on the Main Answer Book.
10. However, the student will be allowed to enter into the exam hall 15 minutes before the commencement of exam

CODE OF CONDUCT OF LIBRARY FOR THE STUDENTS

1. Students, Research scholars, Teachers, non-teaching staff of Karnataka State Akkamahadevi Women's University, Dharwad and other registered members (Alumni, Women) and visitors with prior permission are allowed to use the library.
2. Users should always carry Identity cards to the library.
3. Personal belongings should be kept at the property counter. However, they are advised not to leave cash, jewellery and other costly materials in the bags. The library and the University is not responsible for any kind of loss.
4. Personal books are not allowed in the library
5. Do not disturb the order of the books on the shelves.
6. Leave books on the Reading Tables after use.
7. Do not sprinkle ink on the floor of the library.
8. Chewing and Spitting of Tobacco product, Pan masala and smoking is prohibited.
9. Eatables are not allowed in the library.
10. Mobile Phones, Calculators, laptops are allowed but should be used only academic purposes only
11. Reference books and Periodicals are not issued outside the library premises.
12. Maintain Silence in the Library especially in the Reading Hall. Talking in loud voice, or whispering including attending mobile calls is strictly prohibited.

13. Mute your mobile when you are inside the library
14. Readers' should not write in, mark or otherwise disfigure/damage books, furniture, etc.
15. Misplacing of books is strictly prohibited. If found are liable to be punished
16. If members are found violating any of these shall be liable for punishments. The decision of the University authorities is final and abiding.

Research Ethics:

- **Adoption of UGC guidelines/state GOs/ court judgments**

All the guidelines of UGC and orders from the State Government were adopted.

- **Safe disposal of chemicals/radioactive materials/biological waste from student and research labs/Research centre/Archives/Museums**

Biological waste disposal is maintained properly. Vermi-compost and Bio-gas units are functioning well in the University.

- **Measures to prevent plagiarism**

URKUND software is used for plagiarism check.

4. CODE OF CONDUCT FOR TEACHERS

This code of conduct should serve as a guiding principle about ethical and professional conduct for teachers. This code understands limitations of teachers which are beyond control of teachers and this code emphasizes dissemination of duties as per the code of conduct within these constraints and to the best ability of a teacher. All the teachers are subject to the guidelines provided in the Karnataka Government Service Rules (Director of Higher Education) and the UGC for University teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his / her ideals. A teacher, entrusted with social responsibility should be the embodiment of the basic ethical values like care, trust, integrity, respect etc.

Teachers Professional conducts and duties:

1. Whoever adopts teaching as a profession assumes the obligation to conduct herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practices.
2. All Teachers must be punctual, sincere and regular in their approach and devote their time and their best efforts for the progress of the Institute.
3. Teachers should cooperate with the head of the Institute/Department and colleagues for curricular, co-curricular and extracurricular activities.
4. The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
5. The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
6. Teacher's efforts should be dedicated towards enhancing the overall quality of the education.
7. The teacher should engage in research and development activities by working on research projects.

8. The teacher should increase the use of ICT tools to enrich the teaching –learning process.
9. The teacher should interact with industries with an aim to intensify industry institute interaction.
10. They should seek to make professional growth continuous through study and research.
11. They should express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
12. They should maintain active membership of professional organizations and strive to improve education and profession through them.
13. They should perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
14. Accept as a professional the individual responsibility of reporting to the concerned authorities in an appropriate manner all matters that are considered to be prejudicial to the interests of the students and the development of the institute.
15. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
16. Staff members shall attend Faculty Development Programmes to enhance knowledge as per their subjects, convenience and as per requirement of career advancement.

Professional Development and Practices

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself / herself in his / her field and other related ones in order to enrich himself / herself and the student community as well. He / she must also acquaint himself / herself with recent methodologies and other applications.
- (ii) A teacher should, alongside teaching, pursue research and innovation to contribute in the continuous progress and development of a subject.
- (iii) A teacher should regularly participate in Seminars and Workshops etc. of his / her own interest for continuous professional development.
- (iv) Developing new teaching strategies and implementation of those in the academic system should be an integral part of the professional duties of a teacher.
- (v) A teacher will have to carry out the Institution's educational responsibilities such as curriculum, co-curriculum and also participate in extra-curricular activities of the university as in sports, extension activities, cultural programmes etc. This will generate a holistic development and a congenial relationship with the students.

Teachers and Students

1. Mentor-mentee System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
2. Teachers shall monitor the performance and attendance of a respective group of students assigned to them.
3. Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
4. A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student on any grounds. Also staff should submit the information on time.
5. No faculty members shall act in any manner that violates the decorum or morality within the campus.
6. Respect the right and dignity of the student in expressing his/her opinion;
7. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
8. Be available to the students even beyond their class hours and help and guide them without remuneration or reward.
9. Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
10. Refrain from inciting students against other students, colleagues or administration.
11. All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
12. All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other staff members, and visitors at the University. The University has a zero-tolerance policy towards sexual harassment.

Teacher and Parents

1. Deal justly and impartially regardless of parents' social, economic, regional and religious background.

2. Provide information regularly to parents regarding the attainments and shortfalls of the wards.
3. Be responsible and interact positively with parents.

Teacher and Colleagues

1. Guide and help junior colleagues and those in training and induction in all possible ways.
2. Avoid making derogatory statements about colleagues.
3. Treat the colleagues with equality and respect.

Teachers and Non-teaching staff

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institutions.
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

Teacher and Society/ Nation

1. Behave in the society by preserving moral and ethical values
2. Should not engage in any act that will spoil the image of the teaching profession and the institute
3. Render possible assistance to the development of the Society and use knowledge and skill for enhancement of human welfare.

Teacher and Professional Organizations

Maintain active membership in professional organizations through active participations and strive hard to attain the objectives and goals of such organizations.

Teachers Code of Conduct with respect to Research

1. Teachers are encouraged to write subject reference books. Also, they are encouraged to publish their original research findings in reputed Journals and present papers in conferences/symposiums/seminars.
2. Staff members are encouraged to take up Research projects provided they refrain from plagiarism.
3. Finding of his/her research should be published in quality journals recognized by Scopus/Web of Science Index International / Indian Journals, Magazines and Periodicals.

Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

RESEARCH POLICY

Preamble:

The present Research Policy aims to help Karnataka State Women's University, Bijapur (hereafter KSWUB) achieve excellence in research and contribute to societal upliftment. The policy will be implemented by Directorate of Planning, Monitoring and Evaluation Board (PMEB) of KSWUB.

Objectives:

This policy provides an overarching framework for all research and scholarly inquiries carried out at the KSWUB. The objectives of policy are as follows:

1. To promote research and innovation,
2. To ensure integrity, quality and ethics in research,
3. To incentivize the enhancement of intellectual capital, and
4. To facilitate national and international research collaborations and partnerships
5. To encourage consultancy and industry-academe collaboration

Promotion of Research and Innovation:

The KSWUB grants freedom to its students and faculty, (I) to carry out research in their chosen field, (II) to approach any funding agency to seek support for their research work, and (III) to report their findings and conclusions freely. However, the KSWUB reserves the right to (a) scrutinize the research proposal and the findings, and (b) make it available for constructive criticism of peers. KSWUB also expects that researchers shall not violate established professional ethics, norms pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The University shall strive to create a conducive environment for research. The University to the extent feasible, support all research to be undertaken, by allocating the space, facilities and other resources for research programmes based on the scholarly and educational merits of

the proposed research. It shall also provide development opportunities to researchers for writing research proposals and reports, publications, patent filing, etc.

Identification of Thrust Areas:

Although the researchers have the freedom to choose their own topics of research, it is highly desirable to make research socially relevant. The University expects the different departments to have a thrust area of research, with a view to be focused in their efforts.

Seed Money for Research:

To initiate research activities of its young faculty members University provides a startup grant. The University shall also provide administrative and financial assistance to submit and defend research projects funded by external agencies.

Research Projects:

A faculty member can submit a research project to any government or non-government agency. Every research proposal has to be submitted for KSWUB's approval through the PMEB which will maintain an up-to-date record of all submitted as well as sanctioned research projects. The University may monitor the progress, maintain its accounts and submit the utilization certificate in time to the funding agency for all funded research projects. University encourages students and faculty members to report findings from a research project either as a publication or patent.

Publication of Papers in Journals:

Faculty members shall be expected to publish their research in refereed national and international journals/UGC Care List journals. Except in case of Indian languages, it is expected that the journals are indexed in SCOPUS (Elsevier) and/or Web of Knowledge(Clarivate Analytics). In order to improve quality of research publications, University shall provide incentive for all such publications that appear in SCOPUS (Elsevier) and/or Web of Knowledge (Clarivate Analytics) indexed journal.

Consultancy and sponsored research:

Karnataka State Women's University encourages its faculty to take up sponsored research and consultancy assignments and projects. All consultancy activities will be governed by guidelines/statutes as updated from time to time. Any intellectual property arising out of sponsored research will be owned jointly by the University and the sponsor.

Patent and IPR:

The University encourages its research community to file for patents arising out of their work. The application for filing patent will have to be submitted to KSWUB's Intellectual Property Assessment Committee for a scrutiny.

Expenses for filing patent, sharing of revenue in case a patent is commercialized shall be done as per provisions. The University shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time.

Collaborative National & International Research:

University encourages its faculty members to conduct collaborative research with their peers from reputed national and international Universities and Institutions. The University may also sign Memorandum of Understanding (MOU) with prominent Universities and Research Institutions, for conducting joint research in the areas of common interest.

Research Misconduct:

Research misconduct is defined as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting results of research. Research misconduct does not include an honest error or difference of opinion, authorship dispute that do not involve plagiarism, and violations of other policies of the University. The University believes that the occurrence of misconduct is a threat to the basic principles of research. The University shall put in place a mechanism for taking action on all allegations of misconduct, and shall ensure that the procedures for the inquiry, investigation and adjudication of any misconduct are well defined and just for all parties involved.

5. CODE OF CONDUCT FOR HEAD OF DEPARTMENT

The Chairperson/ Head of the Department shall act as per the provisions of KSU Act 2000

1. The workload (teaching and departmental) of all the staff should be assigned by the Head of the Department.
2. The Head of the Department should ensure that the workload of the teacher should not be less than 20 hours a week.
3. The teaching load should be allotted by the Head of the Department after taking into account the faculty member's subject of expertise.
4. The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
5. The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Registrar.
6. The Head of the department should encourage Faculty Members to update their knowledge by organizing or attending seminars / workshops / conference and write proposals to funding agencies for research projects.
7. The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences listed in CARE list of UGC and those with good Citation Index.
8. The Head of the Department should arrange for feedback responses from the students and the parents on quality-related department processes.
9. The Head of the Department should write confidential reports for all staff members of his/her department and submit it to the Registrar every year.

6. CODE OF CONDUCT FOR SYNDICATE

The governing body of the University – The Syndicate is responsible for ensuring the effective management of the institution and for planning its future development.

1. The Syndicate should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of the stakeholders, including students, local communities, Government and others representing public interests.
2. The body is formed to monitor institutional performance and quality assurance arrangements which should be benchmarked against other institutions.
3. Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
4. The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. The governing body should actively monitor that the Institution implements the requirements of State Governments for reservations of seats and staff positions.
6. As a general principle of transparency of the governing body, there is appropriate access to information about the proceedings of the Governing body as per provisions of Right to Information Act 2005.
7. The Syndicate shall function in accordance with the provisions of KSU Act 2000

7. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. Administrative staff should look after student's admission and examination.
2. Administrative staff should be well versed in e- administration
3. Administrative staff should behave politely and compassionately with parents/guardians
4. Administrative staff should develop co-operative and friendly relationship with faculty members.
5. Administrative staff should perform all professional activities through proper channels.
6. Administrative staff should not involve in unethical practices.
7. Administrative staff should not remain absent from duties without prior permission.
8. Administrative staff should not engage directly or indirectly in any trade or business.

8. CODE OF CONDUCT FOR ALL EMPLOYEES

The university expects its Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties.

The code of conduct offers guidance to its employees on the standard of dignity and professional conduct. The code of conduct for teaching and non-teaching staff has been adopted from KSU Act 2000.

9. CODE OF CONDUCT/ NATURE OF WORK/DIRECTIONS/GUIDELINE FOR THE ALL HEAD OF THE TEACHING DEPARTMENTS OF THE UNIVERSITY

1. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
2. To prepare the Semester wise/ annual Time Table for the faculty/ Department.
3. To guide/direct the faculties of the department to prepare annual/semester wise/subject wise teaching plan and keep one copy of this plan with departmental file and submit one hard copy to the Principal/Chairman/Coordinator.
4. To manage the periods/Lectures and keep watching for smooth conducting.
5. Organise/take student feedback at the end of the every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.
6. Every departmental meeting should be organize under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities.
7. Any program or any activity should not be organized/ arranged by any department of the University, without permission/consent of the Principal/HOD/Chairman.
8. Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.

Institution roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the Institute, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department. Upon receipt of reports

of scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

10. ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee, as constituted by the Institute and headed by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by the Principal and the Convener shall regulate the affairs along with the members, the senior faculty of the Institute as its members.

11. ANTI-RAGGING SQUAD (The Discipline Committee)

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise visits in hostel and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

1. Suspension from attending classes and academic privileges.
2. Debarring from appearing in any test/ examination or other evaluation process.
3. Withholding results.
4. Suspension/ expulsion from the hostels and mess.
5. Cancellation of admission.
6. In cases where the persons committing or abetting the act of ragging are not identified,
7. The University shall resort to collective punishment.

The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging. An appeal against the any of the orders of punishment enumerated hereinabove shall lie to the Principal of the Institute.

12. SEXUAL HARASSMENT

The Policy of the Institute on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students at Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

Note: Besides above code of conduct/code of ethics/guidelines if any further information as per requirement will be time to time communicated to the concerning Coordinator/Director of the Department/Cell/Committee by the Head of the Institute.

Above all contents in this Handbook of Code of conduct/Code of Ethics/Guidelines for the students/teachers/Head of the Departments/Governing bodies/All Employees of Karnataka State Akkamahadevi Women's University have been suggested, approved and resolved by the Governing Body of Karnataka State Akkamahadevi Women's University.

All students/teachers/Head of the Departments/Governing bodies/ All Employees of various Departments shall abide by the above all Code of Conduct/ Code of Ethics for all of the above for professional betterment.