

Code of Conduct

A code of conduct is a set of principles and expectations that guide the behaviour. It is not just a set of rules. It is a document that conveys values and principles.

Need of Code of Conduct

A code of conduct is vital for any organization as it establishes core values, sets boundaries for behaviour, and aligns actions with the organization's mission. It serves as a guide for ethical decision-making, promotes accountability, and fosters a culture of integrity. Additionally, it provides a benchmark for performance evaluation and empowers employees and students to address ethical dilemmas effectively. Ultimately, a well-written code of conduct ensures consistency, transparency, and ethical awareness throughout the organization. This code of conduct and ethics are being followed in Tantia University for the students, teaching and non-teaching staff, administrators and other stakeholders and aligns with the mission of the University.

Code of Conduct for Teachers

At Tantia University, teachers play a vital role in shaping students' futures. The Code of Conduct for Teachers upholds the highest standards of integrity, professionalism, and respect, ensuring educators model exemplary behaviour. By adhering to these guidelines, teachers contribute to a supportive, inclusive, and dynamic academic community committed to excellence and the holistic development of every student.

- 1) Teaching Staff shall perform academic duties and work related to examinations assigned and shall be a role model for the students to improve the academic performance, develop their personalities and contribute to the social welfare.

- 2) Teaching Staff shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language, or sex for other reasons of an arbitrary or personal nature and shall not incite students/teaching staff against other students or other teaching staff, colleagues or administration/governing body of the college and TU.
- 3) Teaching Staff shall have freedom of thought and expression. Teaching Staff shall not misuse the facilities or forum of the college/ TU.
- 4) Teaching Staff shall not refuse to carry out the academic and administrative decisions taken by the TU.
- 5) Teaching Staff shall not make use of the resources and/or facilities of the Department/College/ TU /Governing Body for personal, commercial, political or religious purposes.
- 6) Teaching Staff shall not be partial in assessment of a student or deliberately over-mark, under-mark or victimize a student on any grounds.
- 7) Teaching Staff shall not conduct/participate in private coaching classes directly or indirectly or accept any private tuition.
- 8) Teaching Staff shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.
- 9) Teaching Staff shall not furnish incorrect information regarding qualifications, experience, age etc in respect of his appointment/promotion.
- 10) Teaching Staff should be familiar with the University policies, procedures, regulations and laws.
- 11) Collaborate respectfully and professionally with students, colleagues, administration, and other stakeholders to foster a positive and enriching educational environment.

Code of Conduct for Administrators

At Tantia University, administrators play a pivotal role in creating and sustaining an environment conducive to academic excellence and holistic development. The Code of Conduct for Administrators serves as a guiding framework, emphasizing the importance of integrity, accountability, and fairness in all administrative actions. This code ensures that administrators lead by example, fostering transparency, collaboration, and respect among all university stakeholders. By adhering to these principles, our administrators will enhance the university's mission to provide a supportive, efficient, and dynamic educational environment that benefits the entire academic community.

This code of conduct includes a list of administrators as follows.

- President
- Pro President
- Registrar
- Chief Finance Officer
- Controller of Examinations

Code of Conduct for President

- 1) The President shall ensure faithful observance of the provisions of the University Act, statutes, and ordinances, and shall possess all necessary powers, without prejudice to the Chancellor's authority.

- 2) The President is responsible for maintaining discipline within the University.
- 3) The President has the authority to convene meetings of university authorities and committees where they serve as the Chairman.
- 4) The President has the right to attend and speak at meetings of any other university authority or body. However, they are not entitled to vote unless they are a member of that body.
- 5) The President may delegate powers as deemed necessary to other staff or faculty members of the University.
- 6) The President shall exercise specialized powers and perform functions as specified by the ordinances.
- 7) The President shall adhere to the principles of selflessness, objectivity, accountability, openness, and leadership to maintain standards in public life.
- 8) The President shall uphold the values accepted by the University, including integrity, honesty, respect, innovation, excellence, service, hospitality, and freedom of thought and expression.
- 9) The President's actions shall promote and protect the good reputation of the University. Decisions made in conjunction with the Chancellor must benefit the University, its students, staff, and stakeholders, and safeguard its financial health.
- 10) The President shall ensure the effective and efficient use of resources, maintain the University's solvency, and safeguard its assets.
- 11) The President shall act prudently, with reasonable care, skill, and diligence, promoting the interests of the University and complying with all legal responsibilities.
- 12) The President shall act selflessly, with objectivity, and accountability, adhering to the purpose of the University.

- 13) The President shall ensure compliance with good governance practices and principles.
- 14) The President shall not act for personal gain at the University's expense or in sectional interests. They shall not misuse their position or authority.
- 15) The President shall conduct operations in an orderly, fair, open, and transparent manner.

Code of Conduct for Pro President

- 1) The Pro President shall ensure faithful observance of the provisions of the University Act, statutes, and ordinances, while also respecting the authority of the Chancellor.
- 2) The Pro President shares responsibility for maintaining discipline within the University, working collaboratively with other university officials.
- 3) The Pro President may convene meetings of university authorities and committees where they serve as the Chairman, facilitating effective decision-making processes.
- 4) The Pro President has the right to attend and speak at meetings of any other university authority or body. However, they are not entitled to vote unless they are a member of that body.
- 5) The Pro President may delegate powers as necessary to other staff or faculty members of the University, ensuring efficient operations.
- 6) The Pro President shall exercise specialized powers and perform functions as specified by the ordinances, contributing to the University's strategic objectives.
- 7) The Pro President shall adhere to the principles of selflessness, objectivity, accountability, openness, and leadership to maintain standards in public life.

- 8) The Pro President shall uphold the values accepted by the University, including integrity, honesty, respect, innovation, excellence, service, hospitality, and freedom of thought and expression.
- 9) The Pro President's actions shall promote and protect the good reputation of the University, ensuring decisions made align with the University's mission and values.
- 10) The Pro President shall ensure the effective and efficient use of resources, contributing to the University's financial sustainability and safeguarding its assets.
- 11) The Pro President shall act prudently, with reasonable care, skill, and diligence, promoting the interests of the University and complying with all legal responsibilities.
- 12) The Pro President shall act selflessly, with objectivity, and accountability, always prioritizing the purpose and mission of the University.
- 13) The Pro President shall ensure compliance with good governance practices and principles, fostering transparency and accountability.
- 14) The Pro President shall not act for personal gain at the University's expense or in sectional interests, refraining from the misuse of their position or authority.
- 15) The Pro President shall conduct operations in an orderly, fair, open, and transparent manner, promoting a culture of integrity and fairness within the University community.

Code of Conduct for Registrar

- 1) The Registrar shall have disciplinary control over all employees of the University.

- 2) The Registrar is empowered to take disciplinary action, including dismissal, removal, reduction in rank, or reversion of employees. This authority extends to suspending employees during inquiries.
- 3) The Registrar shall be responsible for the proper custody of recorded documents and the common seal of the University.
- 4) The Registrar shall serve as the Ex-officio Secretary of the Governing Body, Board of Management, Board of Studies, Academic Council, and Selection Committees for staff appointments, without voting rights.
- 5) The Registrar is obligated to provide the authorities with necessary information and documents for their business transactions.
- 6) The Registrar shall perform other duties as required by authorities from time to time, without entitlement to vote.
- 7) The Registrar shall:
 - a) Act as the custodian of university property as entrusted.
 - b) Conduct official correspondence on behalf of university authorities.
 - c) Issue notices for convening meetings of University authorities, committees, and sub-committees.
 - d) The Registrar shall adhere to the principles of selflessness, objectivity, accountability, openness, and leadership to maintain standards in public life.
 - e) The Registrar shall uphold the values accepted by the University, including integrity, honesty, respect, innovation, excellence, service, hospitality, and freedom of thought and expression.

Code of Conduct for Chief Finance and Account Officer

- 1) The Chief Finance Officer (CFO) is granted full access to all records and documents of the University deemed necessary for the performance of their duties.
- 2) They may request the production of any such records or documents from relevant departments or offices within the University.
- 3) The CFO shall exercise comprehensive oversight over the University's funds, ensuring their proper management and utilization.
- 4) They shall provide expert advice and recommendations to the University regarding financial policy formulation and implementation.
- 5) The CFO shall perform any additional financial functions as prescribed by the statutes or ordinances governing the University.
- 6) The CFO is responsible for the prudent management of the University's property and investments, including endowed property, to optimize returns and safeguard assets.
- 7) They shall oversee the accurate preparation of annual accounts and budgets, ensuring compliance with relevant accounting standards and regulations.
- 8) The CFO shall maintain a vigilant watch over the state of cash, loan repayments, advances, bank balances, and investments, taking proactive measures to mitigate risks.
- 9) They shall monitor revenue collection processes and provide strategic advice on enhancing collection methods to maximize revenue generation.
- 10) Ensuring that registers of land, buildings, furniture, equipment, and other stocks are regularly updated, and conducting thorough stock checks to prevent discrepancies.

- 11) The CFO shall promptly report any unauthorized expenditures or financial irregularities to the President and recommend appropriate disciplinary action against those involved.
- 12) They have the authority to requisition any necessary information or returns from any office or department to facilitate the performance of their duties.
- 13) The Chief Finance Officer shall
 - a) Act in the best interest of the University and its stakeholders, prioritizing collective welfare over personal gain.
 - b) Make impartial and unbiased decisions based on factual analysis and sound judgment, without succumbing to personal biases or external influences.
 - c) Assume responsibility for their actions and decisions and be answerable to the University's governing bodies and the public for the stewardship of financial resources.
 - d) Conduct financial affairs transparently, providing timely and accurate information to stakeholders and fostering a culture of accountability and trust.
 - e) Demonstrate visionary leadership in financial management, inspiring confidence and guiding the University towards sustainable financial growth and stability.
 - f) Uphold the highest standards of honesty, integrity, and ethical conduct in all financial dealings, maintaining the trust and confidence of the University community.
 - g) Communicate truthfully and transparently in all financial matters, fostering an environment of integrity and trust.
 - h) Treat all individuals with dignity, fairness, and respect, valuing diversity and promoting inclusivity within the University.

- i) Encourage and embrace innovative approaches to financial management, driving continuous improvement and adaptation to changing circumstances.
- j) Strive for excellence in financial management practices, seeking continuous improvement and efficiency in the allocation and utilization of resources.
- k) Serve the University community with dedication and commitment, aligning financial strategies and decisions with the broader mission and goals of the institution.
- l) Foster a welcoming and supportive environment within the finance function, promoting collaboration, teamwork, and mutual respect.
- m) Safeguard the principles of academic freedom and intellectual discourse, ensuring that financial decisions do not impede the free exchange of ideas within the University community.

Code of Conduct for Controller of Examinations

- 1) The Controller of Examinations (CoE) is entrusted with the responsibility of conducting all examinations and making necessary arrangements for their smooth execution.
- 2) They shall oversee the entire examination process, including scheduling, invigilation, evaluation, and result declaration, ensuring fairness, integrity, and adherence to established protocols.
- 3) In the event that the CoE is unable to perform the duties, or the position is vacant, a qualified individual, not below the rank of an Associate Professor, shall be appointed by the President to fulfill the duties of the CoE temporarily.
- 4) The CoE shall work in order to publish the results and further measures on time.

- 5) The CoE shall uphold the following principles to maintain standards in public life:
- 6) Act in the best interest of the students and the institution, prioritizing their welfare over personal interests.
- 7) Perform duties impartially and without bias, ensuring fairness and equity in all aspects of examination administration.
- 8) Take responsibility for the proper execution of examination processes, ensuring transparency and accuracy in assessment and grading.
- 9) Conduct examination activities transparently, providing clear communication and access to information to all stakeholders.
- 10) Demonstrate leadership in the administration of examinations, guiding staff and students with integrity and professionalism.
- 11) Maintain the highest standards of integrity and ethical conduct in all examination-related activities, guarding against any form of cheating, plagiarism, or misconduct.
- 12) Ensure honesty and truthfulness in the administration and evaluation of examinations, preserving the credibility and reputation of the University.
- 13) Treat all students, faculty, and staff with respect and dignity, fostering a supportive and inclusive environment conducive to learning and academic excellence.
- 14) Embrace innovation in examination methodologies and technologies, continuously seeking improvements to enhance the assessment process and promote student success.
- 15) Strive for excellence in examination administration, maintaining accuracy, reliability, and validity in assessment practices.
- 16) Serve the academic community with dedication and commitment, facilitating a fair, efficient, and student-centered examination process.

- 17) Provide a stress-free atmosphere during examinations, ensuring the comfort and well-being of all participants.
- 18) Safeguard the principles of academic freedom and intellectual inquiry, fostering an environment where diverse perspectives and ideas can flourish without censorship or repression.

General Code of Conduct for all Employees

- 1) Every employee of the university shall maintain absolute integrity, devotion to duty, and conduct themselves in a manner befitting their position.
- 2) Employees shall take all necessary steps to uphold integrity and devotion to duty, ensuring that their actions and decisions reflect their best judgment and do not evade responsibilities.
- 3) Employees shall conform to and abide by all provisions of the university's Code, Orders, Regulations, Rules, Directives, and Decisions.
- 4) They shall also observe and comply with all orders and instructions given by their superiors or designated authorities within the university.
- 5) No employee shall be associated with any political party or organization engaged in political activities.
- 6) Employees shall refrain from participating in political movements or activities that may compromise the neutrality of the university.
- 7) Employees shall not disclose official documents or information except as required by their duties or with proper authorization from the university.
- 8) Unauthorized sharing of information to individuals or entities not authorized to receive it is prohibited.
- 9) Employees shall not own or participate in the management of any press, media, or publication without prior approval from the university.

- 10) They shall refrain from making public statements or expressing opinions that may undermine the university's policies or actions.
- 11) Employees shall not solicit or accept gifts, benefits, or favours that may influence their impartiality or independence.
- 12) They shall avoid engaging in private trade or employment that may conflict with their official duties or bring disrepute to the university.
- 13) Employees shall refrain from any form of sexual harassment in the workplace and take necessary steps to prevent such behaviour.
- 14) Supervisors and administrators shall ensure a safe and respectful work environment for all employees and students.
- 15) Employees shall refrain from bringing external influences or political pressures into university matters.
- 16) They shall not engage in activities that may incite hatred or ill will among different communities or promote communal tensions.
- 17) Employees shall neither give nor take nor demand gifts or monetary contribution related to marriage, directly or indirectly.
- 18) Employees shall comply with all laws relating to the consumption of intoxicating drinks or drugs.
- 19) They shall refrain from consuming intoxicating drinks or drugs while on duty or appearing in public places under the influence of such substances.

Instructions for Visitors

General Instructions

- 1) Visitor Registration: Upon arrival, the visitor should get registered at the security office.
- 2) Respect the Environment: Help us protect our natural surroundings by not picking flowers or damaging plants.

- 3) Stay on Pathways: Preserve our landscaping by using designated walkways and avoiding grass and manicured areas.
- 4) No Littering: Dispose of waste in the provided recycling and trash bins.
- 5) Waste Management: Proper Recycling: Use recycling bins for paper, plastics, and glass. Make sure items are clean before disposal.
- 6) Waste Reduction: Limit the use of disposable items by using reusable water bottles, bags, and utensils.
- 7) Transportation: Eco-Friendly Travel: Choose walking, or e-vehicles while on campus.
- 8) Parking: Park only in the designated areas and avoid idling your vehicle to minimize emissions.
- 9) Water Conservation: Water Saving: Use water wisely and report any leaks or water wastage to campus authorities immediately.
- 10) Moderate Usage: Conserve water in restrooms and other facilities.

Energy Conservation

- 1) Turn Off Devices: Save energy by turning off lights, fans, etc. electronic devices when not in use.
- 2) Smoke-Free and Pollution-Free Campus
- 3) No Smoking: Smoking is strictly prohibited in the campus
- 4) Avoid Pollutants: Refrain from using harmful chemicals or pollutants that could damage the environment.