

**MANDSAUR UNIVERSITY, MANDSAUR**



# Code of Conduct



## **VISION**

Harness the power of education to play a transformational role in the development of the nation. To nurture intellectual capital with a vision and purpose to create leaders of change.

## **MISSION**

Emerge as a leading center of academic excellence involving research and consultancy while adopting innovative strategies of industrial integration to create value-driven, responsible, and future-ready professionals, entrepreneurs, and innovators.



### **MU Advantage**

At Mandsaur University the student will quickly develop the ability to think imaginatively, independently, and critically. MU shows you how to absorb new information and then apply your knowledge to practical problems and new situations, skills that are vital in our rapidly changing world. Studying for a degree is also a journey of personal growth and a great way of meeting new people who think the same way you do.

Mandsaur University education leads to an increase in earning capacity, a broader range of opportunities, and a more rewarding career. Most employers target university graduates in their recruitment campaigns. Employers prefer Mandsaur University graduates because a higher educational qualification generally demonstrates the skills and qualities valued by them.

Mandsaur University education is a great way to implement your desire for a career change. Higher education gives you the confidence to change tracks from what you have been doing all these years. It provides you with the necessary skills and knowledge to kick-start a new and rewarding career. Mandsaur University also provides the option of flexible study to help fit higher education with existing work commitments.

Mandsaur University gives an advantage and opportunities for personal growth by exposing us to a rich cultural and social milieu. University allows students to meet and interact with people from different social, cultural, and financial backgrounds. You learn new ways of learning things as well as learn a lot of new things. You have control over how and when you study at the same time you also have the responsibility to make the most of this opportunity. Mandsaur university education teaches the need to work with dedication and commitment in addition to the traditional skills of essay writing, research, group discussions, etc. Above all this, there is the social education of growing up and learning to live and work with others.



In the words of Albert Einstein, — 'Education is what remains after one has forgotten everything he learned in school.' True to his words, a Mandsaur university education is what remains with us and helps us make a living. All the same, it is not just a means to earn a living but also a means to better living.

**GOALS AND AMBITIONS:**

Recognize and achieve goals and ambitions, especially in response to challenges (goals and ambitions)

**SELF CONFIDENCE:**

Enhance self-confidence and belief through the practice of enterprising skills and behaviors (self-confidence)

**PERSEVERANCE:**

Demonstrate perseverance, resilience, and determination to achieve goals, especially within challenging situations (perseverance)

**INTERNAL LOCUS OF CONTROL:**

Recognize that they are in control of their destiny (internal locus of control) and use this understanding effectively within enterprising situations

**ACTION ORIENTATION:**

Take action and learn both from actions and active experimentation (action orientation)

**INNOVATION AND CREATIVITY:**

Innovate and offer creative solutions to challenging and complex problems (innovation and creativity).



## General Policies in the University

- 1. Mandsaur University pro-actively strives for *Gender Justice, Equity, and Equal Access* on all its campuses. Mandsaur University is committed to creating and maintaining a place of work and study in which students, teachers, and non-teaching staff can work together in an environment free of violence, harassment, intimidation, or exploitation. The disciplinary actions under this section shall be taken following the UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012. Mandsaur University will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible.**
- 2. *Sexual harassment*-** Mandsaur University has zero-tolerance for any act which falls under the category of sexual harassment. Mandsaur University provides a physical, social, and psychological environment to prevent and raise awareness on any forms of sexual harassment or gender-based violence. The University has developed redressal mechanisms in case any such incident occurs. The University maintains a proper mechanism for filing complaints and follow-up procedures. In case of any such incidents, the University shall follow the UGC "Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions" guidelines, 2015, and also follow the rules and regulations on sexual harassment by the University.
- 3. *Violence and discrimination*-** Harmful activities of any form towards other members of the fraternity shall be avoided. Violence towards other members will not be tolerated. Students and staff of Mandsaur University shall not hurt others, physically or verbally within and outside the campus-based on their religion, caste, race, color, socio-economic status, language, community, region, nationality, ethnicity, age, gender, sexual orientation, tradition, culture, marital status, mental/physical disability, medical condition, etc.



**4. Communal harmony-** Students and staff shall assume responsibility for maintaining a healthy and harmonious environment within all campuses of the University. Communal harmony shall be maintained in all the campuses and any events/activities disrupting communal harmony, including communal violence are strictly prohibited.

**5. Ragging-**Mandsaur University campus must be kept ragging free. Any incident of ragging will be dealt with seriously. In case a ragging incident occurs, the University shall take action following the University, University Grants Commission (UGC), and the Government guidelines. The definition of ragging will be according to the guidelines put forward by the UGC. To prevent ragging, an anti-ragging cell is constituted by the University.



## **Code of Conduct**

All students, teachers, and non-teaching staff shall follow and abide by the rules and regulations of Mandsaur University. They shall act according to the vision and mission of Mandsaur University, and abide by the statute, ordinances, policies, acts, and regulations of Mandsaur University. The students and staff shall uphold the reputability of the University inside and outside the University.

The University recognizes and values diversity in the social, regional, and intellectual backgrounds of its students, teachers, and non-teaching staff. The University will impartially address the requirements and grievances of all its stakeholders. University shall offer any academic and non-academic resources, under its jurisdiction, to students and teachers to develop a scientific outlook and attain maximum academic excellence. Considering the aforementioned themes the University put forward the following code of conduct for the students and staff of Mandsaur University.

The students and staff of Mandsaur University have every right to peacefully express/communicate their opinion and views on matters of their interests/concerning the general working of the University/ national and global issues. Peaceful academic dissent both within and outside the classroom is a fundamental right of teachers and students.

Teachers of the University shall also perform their duty to promote professional growth by engaging in knowledge production and dissemination.

Non-teaching staff is part of the administrative and governmental services of the University. The services of this section of employees are highly valued for the smooth functioning of the University. The University recognizes all civil rights of the non-teaching staff and is obliged to employ them for providing better services to the targeted population.



### **Why Code of Conduct is important?**

It defines the VALUES of an organization and provides to all employees the boundaries of their behavior relative to their duties to the organization. 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.





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### **Code of Conduct for Teachers**

1. A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language, sex, or other reason of arbitrary or personal nature and shall not incite students/ teachers against other students or other teachers, colleagues, or administration/Governing body of the University.
2. A teacher shall not remain absent from duty without the proper sanction of leave except in case of emergency.
3. Disclosure of or leaking to any person/agency outside Mandsaur University or otherwise, any confidential information in regard to the working or procedure of the establishment which may come to the knowledge of the Faculty Member during the course of his employment, to any outsider or to the competitors of the Institute.
4. Applying for job or appearing at an interview outside the institute without written permission or proper channel, or taking up any parallel job, part time or full time or conducting tuitions for an individual or group of students.
5. Giving interviews to any media, and/or subscribing any written material about the institute and its students writing and/or publishing any book/pamphlet/material, without written permission of the authorities.
6. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities that such offices may demand.
7. Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with the dignity of the profession.
8. Threatening abusing, assaulting or misbehaving with or in the presence of any superior or co-worker or not showing respects to particularly lady Faculty Members.
9. Accepting bribe or illegal gratification whatsoever for showing undue favor in discharge of his/her official duties.
10. Neglect of work and not efficiently discharging duties. Principal and



committee nominated will be the sole judge.

11. 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 the academic schedule.
12. Must follow the HR Policy, Travel Policy, Leave Policy, Research Policy, Social Media Policy, and instructions issued by the University authorities from time to time.
13. Absence from work without permission, for any duration.



## **Code of Conduct for Students**

1. This Code shall apply to all kinds of conduct of students that occur on the University premises and any off-campus conduct that has or may have serious consequences or adverse impact on the University's interests or reputation.
  - At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking
2. That, He/she shall be regular and must complete his/her studies in the University. Students must have a compulsory attendance of 75%. On medical grounds or for any legitimate reason the students with a minimum of 60% shall be qualified for appearing in the final examinations after submission of the valid certificate along with a fine considered by the university administration as per policy.
3. That, in the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the University subject to the written consent of the Registrar.
4. As a result of such relief, the student shall be required to clear pending hostel/mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.
5. That every student will maintain proper discipline, integrity, and dignity in the University Campus and will behave appropriately with the Officers, Authorities, Faculty Members, Staff Members, and other students of the University.
6. That in case any student causes any damage/breakage fully or partially to any property, article, equipment, apparatus which belongs to the University, by mistake or deliberately, the University will have all the rights to recover the damages caused by him/her and impose a monetary fine on him/her, and in case of non-payment, University may cancel his/her admission or may take any legal action against him/her.
7. That during the entire duration of his/her course he/she will not enroll himself/herself for any other Regular Course in any other



University/College/Institution.

8. That he/she will neither indulge in any illegal, unlawful, or criminal activity, ragging, malpractice, misconduct, fraud nor will get involved in the consumption of liquor, drugs, smoking, or any other kind of addiction in any manner in the University premises. In case he/she is found indulging in any of the above the University may take any legal action against him/her.
9. That he/she shall be liable to pay a late fine of Rs. 200/- for the period of every 15 days in case he/she fails to deposit his/her fees till stipulated the last date of payment of fee and in case of non-payment of a fee (whether full or partial) within 60 days after last date his/her admission will be liable to cancel.
10. That his/her absence from his/her scheduled classes of more than 30 days without information can lead to his/her name getting struck off and readmission will be granted only at the discretion of the University and he/she will be liable to pay Re-Admission fee of Rs. 5,000/-
11. That he/she would attend the University in prescribed University Uniform and carry and display his/her Identity Card issued by the University, every day, if unable to do so the University can initiate action as per rules and regulations.
12. That in case he/she is found traveling in the University Bus without due authorization and permission he/she shall be liable to pay the transport fee of the concerned route for the whole academic year.
13. That day scholar is not allowed to stay in the University hostel(s) without written permission and authorization of the warden and senior authorities of the University. In case he/she is found in the Hostel Premises, he/she will be liable to pay a fine as decided by the University.
14. That his/her participation in any Dharna / Pradarshan / Strike can lead to strict disciplinary action against him/her including his/her rustication from the University.
15. That he/she will park his/her vehicle(s) in the University parking entirely at his/her own risk and in case of any miss happening to it i.e. theft, damage, breakage, loss, etc. he/she will not claim any compensation from the University.
16. That during his/her future visits on any educational/industrial tour or



extracurricular activity, if he/she sustains an injury or suffers an accident, Mandsaur University will not be responsible for the same.

17. That he/she shall maintain proper discipline, peace and abide by the rules and circulars issued by the University time to time and in case of any default by him/her, the University can take action against him/her including cancellation of his/her admission and debarring his/her entry in the University Campus, Library, Sports Grounds, Mess, Canteen, Reception, Labs, Workshops, etc.



## **Code of Conduct for Vice-Chancellor**

The Vice-Chancellor Shall

- 1.** Ensure faithful observance of the provisions of the Act, the statutes and the ordinances and shall, without prejudice to the powers of the Chancellor, possess all such powers as may be necessary on that behalf;
- 2.** Be responsible for the maintenance of discipline in the University.
- 3.** Have the powers to convene, meetings of the authorities of the university & committee of which he is the Chairman.
- 4.** Have the right to attend & speak in meetings of any other Authority or body of the University but not entitled to vote unless he is a member of their Body.
- 5.** Delegate such powers as he may deem necessary to any other staff/faculty of the University.
- 6.** Exercise such powers & performs other function that may be specified by the ordinance.
- 7.** The Vice-Chancellor shall adhere to the following principles to maintain standards in Public Life.
  - Selflessness
  - Objectivity
  - Accountability
  - Openness
  - Leadership
  - The Vice-Chancellor shall uphold values accepted by the University as listed below
  - Integrity
  - Honesty
  - Respect
  - Innovation
  - Excellence
  - Service
  - Hospitality
  - Freedom of Thought and Expression



15. The actions of the Vice-Chancellor should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.
16. Decisions taken by him with the consent of the Chancellor must have the intention of the benefit of the University, its students, staff, and others with an interest in it, and must be taken to safeguard the University's financial health.
17. The Vice-Chancellor shall act for the effective and efficient use of resources, the solvency of the University, and for safeguarding its assets.
18. The Vice-Chancellor shall promote the interests of the University; act prudently with reasonable care, skill, and diligence; complying with all legal responsibilities imposed by law.
19. The Vice-Chancellor shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively, and staying accountable to the purpose.
20. The Vice-Chancellor shall ensure compliance with good governance practices and principles.
21. The Vice-Chancellor shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority vice-chancellor shall ensure compliance of good governance practice and principles.
22. The Vice-Chancellor shall conduct in an orderly, fair, open, and transparent manner.





## **Code of Conduct for Registrar**

1. The Registrar shall have disciplinary control over all employees of the University, including the following, namely-
  - a) Officers of the University;
  - b) Deputy Registrars and Assistant Registrars;
  - c) Teachers of the University;
2. The power to take disciplinary action under clause (1) shall include the power to order dismissal, removal, reduction in rank, or reversion of an employee referred to in said clause and shall also include the power to suspend such employee during the pendency or in contemplation of an inquiry.
3. The Registrar shall be responsible for the due custody of the record documents and the common seal of the University.
4. He shall be Ex-officio Secretary of the Governing Body, the Board of Management, and the Academic Council and of every Selection Committee for the appointment of teachers of the University without having any voting right.
5. He shall be bound to place before the authorities all such information and documents as may be necessary for the transaction of their business.
6. The Registrar shall also perform such other duties as required from time to time by the authorities but he shall not, under this subsection, be entitled to vote.
7. The Registrar shall also
  - Be responsible for the proper custody of the Common Seal of the University;
  - Be the custodian of the property of the University as entrusted;
  - Conduct the official correspondence on behalf of the authorities of the University;
  - Issue notice for convening meetings of the Authorities of the University and all Committees and Sub- Committees appointed by them;
8. The Registrar shall adhere to the following principles to maintain standards in Public Life.
  - Selflessness
  - Objectivity



- Accountability
- Openness
- Leadership
- The Registrar shall uphold values accepted by the University as listed below
- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression



## **Code of Conduct for Chief Finance Officer**

1. The Chief Finance Officer shall have access to and may require the production of such records and documents of the University and the furnishing of such information on its affairs as in his opinion may be necessary for the discharge of his duty.
2. The Chief Finance Officer shall exercise general supervision over the funds of the University and shall advise it as regards its financial policy and perform such other financial functions as may be prescribed by the statutes or the ordinances.
3. The Chief Finance Officer shall
  - Hold and manage the property and investment of the University including endowed property.
  - Be responsible for the preparation of annual accounts and the budget of the University.
  - Keep a constant watch on the state of the cash, re-payment of loans and advances and bank balances and the investments.
  - Watch the process of the collection of revenue and advise on the methods of collection;
  - Ensure that the registers of land, buildings, furniture, equipment, and other stocks are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials.
  - Bring to the notice of the Vice-Chancellor, unauthorized expenditures, and other financial irregularities and suggest disciplinary action against persons at fault.
  - Call from any office, department, any information or return that he considers necessary for the performance of his duties.
4. The Finance Officer shall adhere to the following principles to maintain standards in Public Life.
  - Selflessness
  - Objectivity



- Accountability
- Openness
- Leadership

5. The Finance Officer shall uphold values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression



## **Code of Conduct for Controller of Examinations**

- 1.** The Controller of Examinations shall conduct Examinations and make all other arrangements thereof and be responsible for the due execution of all processes connected therewith.
- 2.** When the Controller of Examinations, for any reason, is unable to act, or the office of Controller of Examinations is vacant, all the duties of the office shall be performed by a person not below the rank of an Associate Professor or Deputy Registrar, as may be appointed by the Vice-Chancellor.
- 3.** The Controller of Examination shall adhere to the following principles to maintain standards in Public Life:
  - Selflessness
  - Objectivity
  - Accountability
  - Openness
  - Leadership
- 4.** The Controller of Examination shall uphold values accepted by the University as listed below:
  - Integrity
  - Honesty
  - Respect
  - Innovation
  - Excellence
  - Service
  - Hospitality
  - Freedom of Thought and Expression



## **General Code of Conduct for all Employees**

The university expects its Employees to foster an environment that 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:-

- 1.** Maintain absolute integrity at all times.
- 2.** Maintain absolute devotion to duty at all times.
- 3.** Maintain independence & be impartial in the discharge of official duties.
- 4.** Must not be absent without sanctioned leave.
- 5.** Maintain a responsible and decent standard of conduct in private life.
  - Must not indulge in bigamy except permitted in religious personal laws.
  - Must not give dowry, take dowry, and demand dowry.
  - Must not neglect wife, children, and parent.
  - Must not employ child labor at home.
  - Must not involve in adultery, moral turpitude.
- 6.** Render courteous services to the public.
- 7.** Maintain political neutrality.
- 8.** Keep away from demonstrations organized by political organizations.
- 9.** Refrain themselves and their family from joining any organization that is involved in subversive/criminal activities.
- 10.** If arrested, must inform his/her superior in the office.
- 11.** Avoid consumption of intoxicating drinks & drugs in office, in a public place, or at home.
- 12.** Must not travel abroad without information to the university and must not express any view on Indian or foreign affairs while visiting foreign countries.
- 13.** Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.
- 14.** Must not take private consultancy work.