



Dr. B. R. AMBEDKAR OPEN UNIVERSITY

Prof. G. Ramreddy Marg, Jubilee Hills, Hyderabad - 500 033
Centre for Internal Quality Assurance (CIQA)

**CODE OF
CONDUCT FOR
STUDENTS
AND
EMPLOYEES**



B R A O U

ABOUT THE UNIVERSITY

The University, initially known as Andhra Pradesh Open University, was set up on 26th August 1982 through an Act of the A.P. State Legislature (APOU Act 1982). Subsequently, the University was renamed as Dr. B.R.Ambedkar Open University on 26 October, 1991 by the Government of Andhra Pradesh. The establishment of this University, the first of its kind in India, heralded an era of affirmative action on the part of the Government of Andhra Pradesh to provide opportunities of higher education to all sections of society to meet the changing individual and social needs. The University offers services to defense personnel, prison inmates and learners from remote and tribal areas who are not having access to education. All the programmes offered by the University are recognised by the University Grants Commission, New Delhi. The motto of the University is "EDUCATION FOR ALL". The university is adapting all the latest ICTs regarding teaching, learning and evaluation to reach the unreached.



- ◆ Enrichment of ongoing academic programs.
- ◆ Competency building through education and training programs. Interactive individual-based teaching-learning processes.
- ◆ Reliable and credible student evaluation systems.
- ◆ Result-oriented, accountable, and transparent administrative and logistic support systems. and
- ◆ Research, innovation, training, and networking for system development and staff development.



Dr. B. R. Ambedkar's social philosophy of education as a means of creating an egalitarian society is the vision of this University. Access to relevant, quality education and training programs for diverse sections of society with a focus on hitherto deprived sections at lower costs by using modern technologies in teaching-learning processes as well as in administrative and support services is the goal of this University. The University programs aim at making education and training instruments for living and for making a living.

CODE OF CONDUCT FOR STUDENTS AND EMPLOYEES

1. PREAMBLE

Dr. B R Ambedkar University, Hyderabad is an institution of higher education dedicated to the highest ethical standards, in pursuit of its vision and mission. The Code of Conduct (Code) is a shared statement of the individual and collective commitment of the members of the University community to upholding ethical, professional, and legal standards.

Dr. B R Ambedkar University, Hyderabad is committed to maintaining a culture of conduct that showcases excellence, inclusiveness, justice, integrity, fairness, respect, equity, and accountability.

2. TO WHOM THE POLICY APPLIES

The Code of Conduct applies to all the members of the University Community. This Code applies to all the University members: Teaching faculty, non-teaching staff working at Head Quarters and RCs and LSCs, Undergraduate & Post Graduate students, and Ph.D. scholars.

3. RESPONSIBILITIES OF STUDENTS

- i. Shall read, understand and comply with University policies and take responsibility for actions.
- ii. Shall abide by the university policy to value and support the University community that is diverse in gender, caste, creed, religion, region, educational background, talent, skill, and experience.

4. STUDENT COMMITMENT

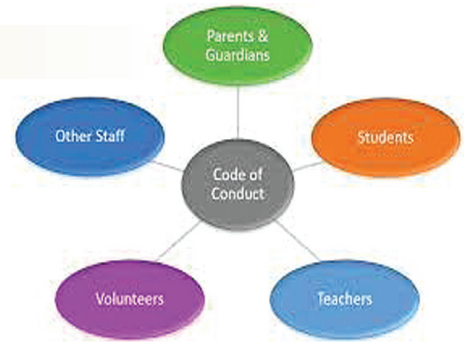
- i. Shall be regular and punctual to the classes and maintain required attendance, to be able to appear for final examination.
- ii. Follow the instructions of the teacher carefully in the classroom.
- iii. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/ clubs and the corridors.
- iv. Be attentive in class and bring books, notebooks, and data handbooks as per the schedule of the classes.
- v. Meet all deadlines for assignments, submission of projects, records, and posters.
- vi. Abide by the rules of various laboratories and do not damage the equipment.



- vii. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
- viii. Maintain silence in the library and utilize its resources and space without causing damage.

5. CAUSING DISTRESS TO OTHER STUDENTS

- i. Students can voice any differences of opinion respectfully and directly to those members with whom they disagree but not in common areas.
- ii. Shall be dressed in respectable attire, keep personal hygiene and tidiness, be well groomed, and wear the University identity cards at all times.
- iii. Avoid the use of mobile phones in classrooms and common areas.
- iv. Not to form any formal or informal groups based on caste, community, and religion.
- v. To furnish in their interest, the change in the address of the father/guardian, if any, to the office/department as soon as there is a change.
- vi. Violation of University rules is strictly prohibited.
- vii. Promote sustainability and reduce the impact on the environment in all actions.
- viii. Make the University a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate unethical conduct and violations are subject to disciplinary action.
- ix. The aggrieved student should submit his/her grievance in writing to the Registrar.



ACADEMIC MISCONDUCT

1. All the students should follow principles of progressive discipline and avoid violence on the campus, and destruction of the University property. Misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences. If sustained, they will be liable to disciplinary action such as suspension or rustication for a specific period, etc.
2. Defacing the campus buildings, and walls by writing on them or sticking bills, or posters are prohibited.



6. CODE OF CONDUCT FOR TEACHERS

This applies to all the teaching members of the University.

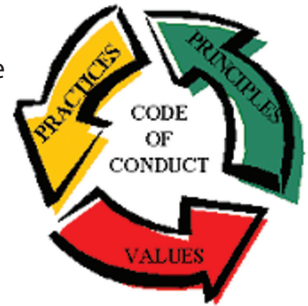
6.1 Introduction

Dr B. R. Ambedkar University, Hyderabad is striving for academic excellence and the progress of its learners. Teachers of the University should enjoy full civic rights and have a right to just conditions of service and professional independence.

6.2 The Code of Conduct

TEACHERS

- a. Shall read, understand and comply with the institutional policies.
- b. Shall abide by the institutional policy to value and support its community that is diverse in Gender, Caste, Creed, Religion, Region, Nationality, Educational background, Talent, Skill, and Experience.
- c. Shall be regular and punctual to the classes.
- d. Counseling lessons should be planned and taught most effectively and innovatively. Classes should be well-structured, interactive, and involve student cohorts.



6.3 Teachers and the Students

- a. Teachers should prepare students for their examinations, hence be well versed with the objectives and outcomes of each unit and the related scheme of the subject and policies of the affiliated university.
- b. Syllabus completion should be according to the academic calendar.
- c. Student learning should be assessed periodically and teaching and assignments should be modified accordingly.
- d. Partiality or holding grudges against students is not allowed.
- e. While discharging one's duties one should be impartial and not offer preferential treatment to any student. Instead, the teacher should be motivating, comforting, listening to and encouraging students, and radiating enthusiasm.
- f. If a teacher finds any student committing an act of academic or non-academic misconduct within the campus, he/she shall immediately report it to the authorities concerned.
- g. He/she shall be a springboard for the student's academic success, personal growth, and placement in the national and global arena.

Teachers shall attend to the parent's queries as true representatives of the university, clarify their doubts, give them the freedom to express their views and help them understand the institutional framework.

6.4 Teachers Personal Conduct

- a. He/she should follow the Dress code - shall be in respectable attire, befitting society's expectations.
- b. Shall never appear untidy, through a style of dressing, grooming of hair, or in respect of any other ornament one wears. He/she shall maintain personal hygiene at all times.
- c. Every staff member shall discharge the duties allotted to him/her within the department or other units or events, with professionalism and honesty.
- d. Shall endeavor to assist fellow teachers in discharging their duties effectively and make flexible adjustments with them.
- e. Act within the range of allowed individual authority in all matters and the best interests of the University.
- f. Inform the authorities and take consent, if availing leave or early exit or late entry facility.
- g. Use institutional resources (facilities, equipment, supplies, vehicles, and students) lawfully and efficiently.
- h. Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced and complete the allotted work on time, document research, and late the work of others.
- i. Refuse any gifts/favor that could place an individual or institution in an embarrassing position.

6.5 Teachers and Colleagues

- a. A teacher shall communicate opinions to others fairly and constructively and respect the rights and dignity of others regardless of their differences and different perspectives.
- b. Voice any differences of opinion respectfully and directly to those colleagues with whom one disagrees but not in common areas and manage conflicts appropriately.
- c. Exercise exemplary professional competence, teamwork, objectivity, dignity, innovative teaching methods, and diligence.



- d. Make the university a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
- e. Adhere to the University's contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.
- f. Promote sustainability and reduce the negative impact of one's actions.

7. CODE OF CONDUCT FOR EMPLOYEES

- The term employee includes non-teaching staff and other staff who work for the University.
- The following code of conduct applies to all of the employees mentioned below:

i. General Rules:

- a. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality, and a sense of belonging and accountability
- b. Every employee holding a supervisory post shall take all possible steps to ensure integrity and devotion to duty amongst all the employees under his/her control.
- c. An employee should at all times be courteous in his/her dealings with other members of the staff, students, and members of the public. His/her behavior should reflect good values.
- d. Unless otherwise stated especially in terms of appointment, every employee is a full-time employee of the university and may be called upon to perform such duties, as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays.
- e. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- f. The University is committed to maintaining a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity, and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
- g. Taking part in politics and elections. No employee shall take part in politics or be associated with any party or organization which takes part in political activity and neither shall subscribe nor aid or assist in any manner any political movement or activity.



ii. Confidentiality:

- a. Protect the confidential, proprietary, and private information generated by the University or acquired in the course of an individual's association with the Institution; information should be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the University.
- b. Honor non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.

iii. Gifts:

- a. The employee should ensure fairness and honesty in relationships with suppliers and purchasers of the university's goods, and should not take favors from students in any form and avoid financial transactions, refuse any gift that could place the individual or University in an embarrassing position and avoid being biased in dealings with lab material supplies and other suppliers.

iv. Private employment or trade and investment:

- a. No employee shall engage in any other work agreement directly or indirectly and if they have to engage at all, there should be prior sanction from competent authority.

v. Attendance in Meeting:

- a. An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees.
- b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send advance intimation to the concerned authority to arrange a substitution.

vi. Consumption of intoxicating drinks and drugs:

- a. An employee of the University shall not consume, or be under the influence of any intoxicating drinks and drugs on the Campus premises.

vii. Misconduct:

- a. An employee should not furnish false information regarding name, age, father's name, qualification, ability or previous service, or any other matter germane to the employment, at the time of employment or during employment.
- b. Act in a manner prejudicial to the interests of the university.
- c. Show willful insubordination or disobedience, to his/her superior
- d. Show defiance of orders or directions of higher authority, writing letters with a high tone and tenor to the higher authorities.



- e. Be absent without leave or overstay the sanctioned leave for more than four consecutive days without sufficient grounds, or proper or satisfactory explanation.
- f. Neglect work or show negligence in the performance of duty including lingering or slowing down of work.
- g. Causing damage to any property of the university.

viii. Representations:

Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channels.

ix. Interpretation:

The decision of the Executive Council on all questions relating to the interpretation of these rules shall be final.

8. CODE OF CONDUCT FOR ADMINISTRATORS

Introduction and Purpose

- i. Introduction: As members of Dr. B R Ambedkar Open University, Hyderabad, all administrative officers are responsible for sustaining the highest ethical standards of this institution. The University values integrity, honesty, and fairness and strives to integrate these values into its Teaching, Research, and Extension practices.
- ii. The Code of Conduct is a shared statement of the University's commitment to uphold the ethical, professional, and legal standards as a basis for daily and long-term decisions and actions. It helps to disseminate awareness to all involved and creates an educational environment characterized by clarity, transparency, and affinity.
- iii. The University will not tolerate harassment, discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to abide by the Code of Conduct of the Institution.
- iv. Discrimination-direct or indirect, Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favorably than another person or group, in the same or similar circumstances, because of attributes such as their age; race (including color, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.
- v. Prevention and Resolution of Campus Ragging/Bullying: The institution acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has to care for all members of its community and violence, aggression, and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended,



- degraded, or humiliated, whether alone or in front of other employees, students, or visitors to the college.
- vi. Sexual Harassment: Sexual harassment is unwelcome, unsolicited, and unreciprocated conduct with a sexual component that offends, intimidates, embarrasses, or humiliates a person.
 - vii. All members of the University must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegated authority, and comply with college policies.
 - viii. Confidentiality: Staff members who have access to official documentation and information must take care to maintain the integrity, confidentiality, and privacy of such information, to protect any individual concerned.
 - ix. Personal and Professional Responsibility
 - a. Fraud and Corruption: The University's service rules mention ways to deal with fraud and Corruption. The University service rules clarify the responsibilities of all University staff in creating an honest, ethical, and professional workplace, and outline the requirements and protocols for raising issues of suspected fraud and corruption and the conduct of investigations.
 - b. Ethical Conduct of Research: The University expects all those engaged in research to observe high ethical standards in the conduct of research and when relevant, to comply with the obligations imposed by the codes of practice as outlined by the University and other relevant funding bodies. Ethical clearances must be gained where appropriate.
 - x. Recruitment should be done with a commitment to diversity and inclusion.
 - xi. The administration should communicate opinions to others fairly and constructively.
 - xii. Financial Reporting: All University accounts, financial reports, tax returns, and expenses must be accurate, clear, and complete. All entries in the books and records must accurately reflect each transaction.

Monitoring and Review Committee

- 1. Director, Academic
- 2. Director, Learner Support Services
- 3. Dean, Student Affairs
- 4. Dean, Faculty of Arts
- 5. Controller of Examinations
- 6. Registrar
- 7. Finance Officer





Dr. B. R. AMBEDKAR OPEN UNIVERSITY

Prof. G. Ram Reddy Marg, Road No. 46, Jubilee Hills, Hyderabad - 500 033,
Website: www.braou.ac.in, www.braouonline.in

Recognised by University Grants Commission, New Delhi.

PROGRAMMES ON OFFER - 2023-24



(A) Bachelor's Degree Programmes			(D) Diploma Programmes		
B.A. - Bachelor of Arts (English, Telugu & Urdu Medium)	Course Duration	Tuition Fee Rs.	Diploma in Marketing Management (English Medium)	Course Duration	Tuition Fee Rs.
B.Com - Bachelor of Commerce (Telugu & English Medium)	3 years	2,700/- 1st Yr	Diploma in Financial Management (English Medium)	1 year	8,000/-
B.Sc - Bachelor of Science (English, Telugu & Urdu Medium) (Lab. Fee Rs. 1600/- for each Science & Psychology Subjects)	3 years	2,500/- 1st Yr	Diploma in Human Resource Management (English Medium)	1 year	8,000/-
(B) Master's Programmes	3 years	2,500/- 1st Yr	Diploma in Operations Management (English Medium)	1 year	8,000/-
	Course Duration	Tuition Fee Rs.	Diploma in Business Finance (English Medium)	1 year	5,200/-
M.A. English, M.A. Hindi, M.A. Telugu, M.A. Urdu,	2 years	5,300/- 1 year 5,000/- 2 year	Diploma in Writing for Mass Media in Telugu	1 year	5,200/-
M.A. Economics, History, Political Science, Public Administration, Sociology - (Telugu Medium)	2 years	5,000/- 2 year	Diploma in Environmental Studies (Telugu Medium)	1 year	5,200/-
M.A. Journalism and Mass Communication (English Medium)	2 years	7,800/- 1 year 7,500/- 2 year	Diploma in Human Rights (English Medium)	1 year	4,000/-
M.Sc. Mathematics & Applied Mathematics (English Medium)	2 years	7,800/- 1 year 7,500/- 2 year	Diploma in Women's Studies (English Medium)	1 year	4,000/-
M.Sc. Botany, M.Sc. Environmental Science (English Medium)	2 years	15,300/- 1 year 15,000/- 2 year	Diploma in Culture & Heritage Tourism (English Medium)	1 year	5,200/-
M.Sc. Physics, M.Sc. Zoology, M.Sc. Psychology (English Medium)	2 years	15,300/- 1 year 15,000/- 2 year	(E) Certificate Programmes		
M.Sc. Chemistry (English Medium)	2 years	18,300/- 1 year 18,000/- 2 year	Certificate Programme in Food and Nutrition (Telugu Medium)	Course Duration	Tuition Fee Rs.
M.Com. (English Medium)	2 years	7,800/- 1 year 7,500/- 2 year	Certificate Programme in Literacy & Community Development (Telugu Medium)	6 months	1600/-
(C) Professional Programmes (Post Bachelor's Level)			Certificate Programme in NGO's Management (Telugu Medium)	6 months	2100/-
M.B.A. - Master's Degree in Business Administration (English Medium)	Course Duration	Tuition Fee Rs.	Certificate Programme in Early Childhood Care & Education (English Medium)	6 months	2100/-
M.B.A. - (Hospital and Health Care Management) with AHERF, KIMS & DET (English Medium)	2 years	15,300/- 1 year 15,000/- 2 year	(F) Research Programmes (Ph.D in)		
Master's Degree in Library & Information Science (MLISc) (English Medium)	2 years	1,20,000/-	English, Hindi, Education, Economics, History, Political Science, Public Administration, Sociology, Commerce, Mathematics, Physics, Chemistry and Environmental Science (English Medium)	Course Duration	Tuition Fee Rs.
Bachelor's Degree in Library & Information Science (BLISc) (English & Telugu Medium)	1 year	10,300/-		1 year	5,400/-
Bachelor's of Education (B.Ed - ODL) (Telugu Medium)	1 year	5,300/-		3 years	15,000/- 1 year 15,000/- 2 year 15,000/- 3 year
Bachelor's of Education (B.Ed - ODL) (English & Telugu Medium)	2 years	40,000/-			
Bachelor's of Education (B.Ed. Special Education - ODL) (English & Telugu Medium)	2 ½ years	40,000/-			

BRAOU CALL CENTRE NO : 18005990101

