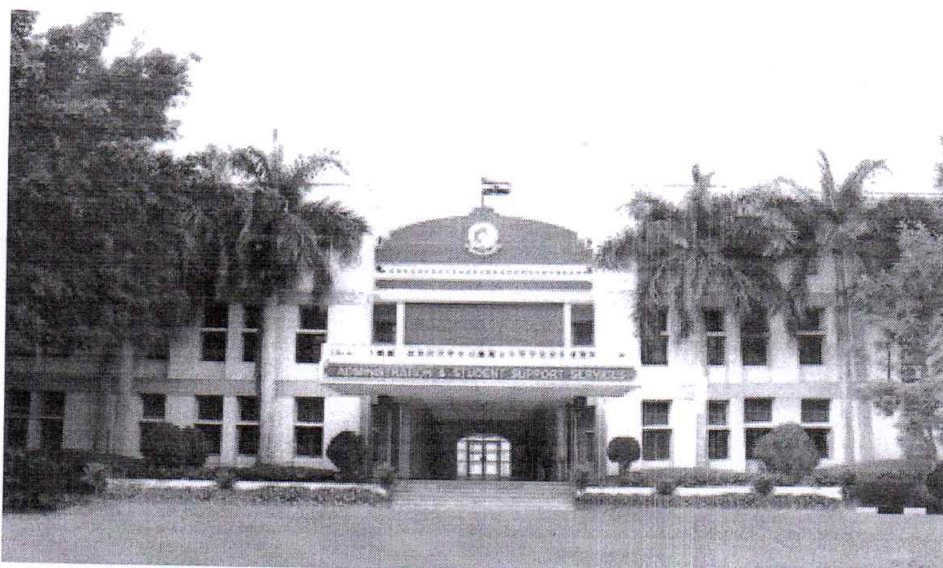


Dr. B. R. AMBEDKAR OPEN UNIVERSITY
Prof. G. Ram Reddy Marg, Jubilee Hills, Hyderabad-500033

Centre for Internal Quality Assurance (CIQA)



Code of conduct for students

P. Ram Reddy
Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033

P. Ram Reddy
Director
Centre for Internal Quality Assurance
Dr. B.R. Ambedkar Open University
Hyderabad-500033.

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 members of the University community to upholding the ethical, professional and legal standards.

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

WHOM THE POLICY APPLIES

The Code of conduct applies to all members of the University Community. For purposes of this Code, the university members are: Teaching faculty, non-teaching staff working at Head Quarters and RCs and LSCs, undergraduate, Post Graduate students PhD scholars.

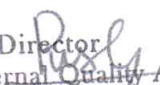
RESPONSIBILITIES OF STUDENTS

1. Shall read, understand and comply with university policies and take responsibility for actions.
2. 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.

STUDENT COMMITMENT

1. Shall be regular and punctual to the classes and maintain required attendance to be able to appear for final examination.


Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033


Director
Centre for Internal Quality Assurance
Dr. B.R. Ambedkar Open University
Hyderabad 500033.

2. Follow the instructions of the teacher carefully in the classrooms.
3. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
4. Be attentive in class, to bring books, notebooks and data handbooks as per the schedule of the classes.
5. Meet all deadlines of assignments, submission of projects, records and posters.
6. Abide by the rules of various laboratories and not damaging the equipments.
7. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
8. Maintain silence in the library and utilize its resources and space without causing damage.

ACADEMIC MISCONDUCT

1. All the students should follow principles of progressive discipline and any violence on the campus, 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 specific period etc.
2. Defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited.

CAUSING DISREPUTE TO OTHER STUDENTS

1. Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.

Praveen
Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033

Director
Praveen
Centre for International Quality Assurance
Dr. B.R. Ambedkar Open University
Hyderabad-500033.

2. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the university identity cards at all times.
3. Avoid use of mobile phones in classrooms and common areas.
4. Not to form any formal and informal groups on the basis of caste, community and religion.
5. To furnish in their own interest, the change in the address of father/guardian, if any, to the office/department as soon as they return from summer.
6. Violation of University rules is strictly prohibited.
7. Promote sustainability and reduce the impact on environment in all actions.
8. 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 actions.
9. The aggrieved student would submit in writing his/her grievance to the Registrar.

CODE OF CONDUCT FOR TEACHERS

This applies to all the teaching members of the institute.

INTRODUCTION:

Dr B R Ambedkar University, Hyderabad is striving for academic excellence, and progress of its learners. Teachers of the university

M. S. S.
Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033

Director
Centre for Internal Quality Assurance
Dr. B.R. Ambedkar Open University
Hyderabad-500033.

should enjoy full civic rights and have a right to just conditions of service and professional independence.

THE CODE OF CONDUCT

TEACHERS

- a. Shall read, understand and comply with institutes policies.
- b. Shall abide by the institutes policy to value and support an institute 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. Daily lesson should be planned ahead and taught in the most effective and innovative way. Class should be well structured, interactive and involving student cohort.

TEACHERS AND THE STUDENTS

- a. Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the affiliated university.
- b. Syllabus completion should be according to academic calendar.
- c. Students learning should be assessed periodically and modification of teaching and assignments done accordingly.
- d. Do not show partiality or hold grudges towards students.
- e. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.

Mene
Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033

P. Singh
Director
Centre for Internal Quality Assurance
Dr. B.R. Ambedkar Open University
Hyderabad

- f. A teacher finding a student committing any act of academic or non-academic misconduct within the campus shall be responsible to immediately report to the authorities concerned.
- g. Shall be a springboard for the student's academic success, personal growth and placement in the national and global arena.


TEACHERS AND THE PARENT

- a. Shall attend to the parent's queries as a true representative of the university, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.

Teachers shall observe good personal conduct in terms of:

- a. Follow Dress code - Shall be in respectable attire, befitting the society's expectations.
- b. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears and also maintain personal hygiene at all times.
- c. Every staff member shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.
- d. Shall Endeavour to assist Fellow teachers to discharge their duties effectively and make adjustments flexibly.
- e. Act within the range of an allowed individual authority in all matters and in the best interests of the university.
- f. Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.
- g. Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding


Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033


Director
Centre for Internal Quality Assurance
Dr. B.R. Ambedkar Open University
Hyderabad - 500033

innovative solutions.

- h. Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others..
- i. Refuse any gift/favor that could place individual or institute in embarrassing position.

TEACHERS AND COLLEAGUES

- a. Communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of our differences and different perspectives.
- b. Voice any differences of opinion respectfully and directly to those colleagues with whom we disagree and not in common areas and manage conflicts appropriately.
- c. Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, 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. Protect the confidential, proprietary, and private information generated by the university or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
- f. Adhere to the university's grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.
- g. Promote sustainability and reduce the impact on environment in all our actions.


Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033


Director
Centre for Internal Quality Assurance
Dr.B.R.Ambedkar Open University
Hyderabad-500033.

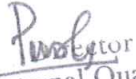
CODE OF CONDUCT FOR EMPLOYEES

- The term employee includes non-teaching staff and other staff which come under this preview.
- The following code of conduct applies to all of the employees mentioned below:

1. 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 the integrity and devotion to duty of all employees under his 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 be reflect good values.
- d. Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the university, and may be called upon to perform such duties, as may be assigned to him by 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 maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and


Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033


Centre for Internal Quality Assurance
Dr. B.R. Ambedkar Open University
Hyderabad-500033.

accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.

- g. Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

2. 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 Institute; information will 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.

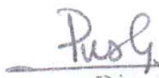
3. Gifts:

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

4. Private employment or trade and investment:

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


Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033


Director
Centre for Internal Quality Assurance
Dr.B.R.Ambedkar Open University
Hyderabad-500033.

5. Attendance at 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 concerned authority in order to arrange a substitution.

6. Consumption of intoxicating drinks and drugs:

- a. An employee of the university shall not consume, or be under influence of any intoxicating drinks and drugs in the campus premises.

7. Misconduct:

- a. Furnishing 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 the course of employment.
- b. Acting in a manner prejudicial to the interests of the university.
- c. Willful insubordination or disobedience, whether or not in combination with others, of his/her superior
- d. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- e. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- f. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- g. Causing Damage to any property of the university.

P. Venk
Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033

P. Venk
Director
Centre for Internal Quality Assurance
Dr. B.R. Ambedkar Open University
Hyderabad

8. 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 channel.


9. Interpretation:

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

CODE OF CONDUCT FOR ADMINISTRATORS

Introduction and Purpose


1. Introduction: As members of Dr B R Ambedkar Open University, Hyderabad all administrative officers are responsible for sustaining 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.
2. The Code of conduct is a shared statement of the university's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.
3. The university will not tolerate harassment, discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to abide by the institute's Code of Conduct.
4. 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 irrelevant attributes such as their age; race (including colour, descent, national or



Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033


Director
Centre for Internal Quality Assurance
Dr. B.R. Ambedkar Open University
Hyderabad - 500033

ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.

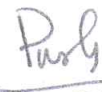
5. Prevention and Resolution of Campus Ragging/Bullying: The institution acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. 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.
6. Sexual Harassment: Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person.
7. All members of the University must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with college policies.
8. 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.
9. Personal and Professional Responsibility
 - a. Fraud and Corruption: The university Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at University clarifies the responsibilities of all university staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising


Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033


Director
Centre for Internal Quality Assurance
Dr. B.R. Ambedkar Open University

issues of suspected fraud and corruption and the conducting of investigations.

- b. Ethical Conduct of Research: The university expects all those engaged in research to observe high ethical standards in the conduct of that 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.
10. Recruit with a commitment to diversity and inclusion.
11. Communicate opinions to others in a fair and constructive manner.
12. Financial Reporting: All University accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the books and records must accurately reflect each transaction.



Director
Centre for Internal Quality Assurance
Dr. B.R. Ambedkar Open University
Hyderabad-500033.



Authorized Signatory
Director, CIQA
Dr. B.R. Ambedkar Open University
Hyderabad - 500033