



CODE OF CONDUCT HANDBOOK

KANNUR UNIVERSITY

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Code of Conduct Handbook

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1. Preamble

I. Kannur University was established by Act 22 of 1996 of Kerala Legislative Assembly to promote higher education in Kasargod and Kannur districts and Mananthavady Taluk of Wayanad district.

To maintain high levels of teaching and research and to promote socially inclusive growth it is necessary to set forth the rights, duties, and responsibilities, that academic community and the supporting staff should adhere to at Kannur University. Hence, the University formulates a code of conduct to be followed, to maintain and promote academic and research excellence. This code of conduct is applicable to students¹, teachers², and non-teaching staffs³ of the University.

2. Code of Conduct

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

The University recognises and values diversity in the social, regional and intellectual background 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

¹ Student is a full time or part time learner receiving instructions or carrying out research in the University.

² Teacher is a person employed as an educator in any Department of the University.

³ Non-teaching staff are the employees of the University other than teachers.

excellence. Considering the aforementioned themes the University put forward the following code of conduct for the students and staff of Kannur University.

The students and staff of Kannur University have every right to peacefully express/communicate their opinion and views on matters pertaining to their individual interests/ with regard to 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 his/her duty to promote professional growth by engaging in knowledge production and dissemination.

Non-teaching Staff are 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 recognise all civil rights of the non-teaching staff and are obliged to employ them for providing better services to the targeted population.

I. Academic Integrity

- a. Cheating in examinations and plagiarism in any piece of writing submitted for publication or towards getting a degree/diploma by members of the Kannur University will attract stringent penalties.

The penalties will be as per existing UGC Regulations.

All documents submitted in partial requirement for a degree/ diploma by students, shall be checked for similarity using Turnitin or any other software authorised by the University. Similarly, teachers will be liable for action if plagiarism is detected in any of their publications or submitted reports.

The library users shall follow the library rules and regulations. It is a user's responsibility to maintain discipline in the library/reading room and to return the books in time without causing any damage to the books/journals/magazines.

Disciplinary action shall be taken in case anyone indulges in activities that disrupt working in the library.

Students shall abide by the examination rules and regulations of Kannur University. In case of an incident of malpractice, the enquiry and disciplinary actions will be taken as per the “Rules and Regulations Pertaining to the Malpractices in the University Examinations” by Kannur University.

- b. The students of Kannur University shall assume responsibility in fulfilling attendance requirements put forward by the University. The disciplinary action for not fulfilling attendance requirements shall be in accordance with PG and Research guidelines put forward by the University.

II. Conduct towards fellow members in the University fraternity

- a. Kannur University pro-actively strives for ***Gender Justice, Equity and Equal Access*** on all its campuses. Kannur 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 in accordance with the UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012. Kannur University will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible.
- b. ***Sexual harassment-*** Kannur University has zero tolerance for any act which falls under the category of sexual harassment. Kannur 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.
- c. ***Violence and discrimination-*** Harmful activities of any form towards other members in the fraternity shall be avoided. Violence towards other members will not be tolerated. Students and staff of Kannur University shall not hurt others, physically or verbally within and outside the campus based on their religion, caste, race, colour,

socio-economic status, language, community, region, nationality, ethnicity, age, gender, sexual orientation, tradition, culture, marital status, mental/physical disability, medical condition etc..

- d. **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 is strictly prohibited.
- e. **Ragging**-Kannur 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 in accordance with 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.

III. Conduct in Institution

- a. To maintain a healthy environment in Kannur University, students, teachers and staff should come forward to keep the campuses and their surroundings always clean. In the existing multi campus system our University aims at maintaining green campuses and, therefore, all need to inculcate a culture of categorizing solid wastes into biodegradable and non-biodegradable and follow proper disposal methods stipulated by the University. Students and staff shall also inculcate the practice of reducing, reusing and recycling. The University provides and in the future will provide more resources for keeping the campuses green and clean.
- b. Students and staff shall be liable for destruction/ damage of University property.
- c. All identity cards issued by the University shall be kept safe by the students and staff. The University identity card shall be carried all the time when they are inside the campus.
- d. Students and staff are obligated to regularly visit the University website and watch the department notice boards to update the developments in the University.
- e. The usage of social media by the students and staff of Kannur University shall be done cautiously and sensibly. Any statements or comments that may cause harm to others in the University or to the reputation of the University shall be avoided.

IV. Professional integrity outside the campus

- a. Students shall not involve in any activities related to spreading communal feelings, ragging and sexual harassment inside or outside the campus..
- b. The University shall take action if the student or staff is found to either use or possess illegal drugs/weapons within or outside the campus.
- c. Students and staff shall not engage in activities that are banned by the State Government.
- d. Students and staff shall involve in community services for social uplift.

V. Misconduct and Disciplinary measures

- a. In case of any misconduct, the University shall implement disciplinary measures based on the type and grade of seriousness of the misconduct. The degree of misconduct shall determine the appropriate level at which the action shall be taken.
- b. The Syndicate shall be the competent body to take award punishment for misconduct or breach of discipline by staff/ students within or outside the precincts of the University/University Campus/hostel/University examination Centre or by any student who seeks admission to a University course of study and to punish such based on the jurisdiction of the University. Disciplinary actions at this level could include suspension, debarring, monetary penalties, dismissal etc.
- c. In instances where incidences of sexual harassment, ragging and plagiarism is reported in the university, the university authority shall take action based on existing rules that are mandated by the UGC/ State Service Rules/ agreed upon by the Syndicate.
- d. The University shall have the power to maintain, supervise and control the residence and discipline of students of the University, and to make arrangements for promoting their health and general welfare and also to exercise the control over the students that will ensure their physical and moral well-being.
- e. The Vice-Chancellor shall have the powers to constitute a Board to entertain, to adjudicate upon and to redress any grievances of the students, who may, for any reason be aggrieved, otherwise than by an act of any court.
- f. Any penalty or punishment shall be awarded to the student for the misconduct or breach of discipline only after giving a show cause notice to the person concerned and conducting an enquiry in the matter.

- g. In case of teaching and non-teaching staff, the provisions of the Act and the Statutes of the University, the Kerala Government Servants Conduct Rules, 1960 shall be applicable.

