MALLA REDDY VISHWAVIDYAPEETH
(DEEMED TO BE UNIVERSITY)

Recognised Under Section 3 of The UGC Act, 1956, Vide Notification No.9-4/2024-U.3(A) by Department of Higher Education, Ministry of Education, Government of India.

Ref. No: MRV/Policies/002 **Date: 05.10.2026**

NOTIFICATION

In pursuance of the resolution passed by the Executive Council at its meeting held on 03/10/2026 **vide Resolution No. EC-8-07 as adopted in 3rd October 2026.**

It is hereby notified for the information of all concerned that **Malla Reddy Vishwavidyapeeth**, has published the **"Code of Conduct (Employees)"** for information to all concerned. The **Code of Conduct (Employees) Document** mainly comprises the following parts:

- **Code of Conduct for all Employees**
- **Responsibilities of Employees**
- **Code of Professional Ethics for Employees**
- **Employees Dress Code**
- **Misconduct and Disciplinary Action**
- **Form of Acknowledgment of Receipt of Code of Conduct**

The **Code of Conduct (Employees) Document** will serve as detailed guidelines and will be useful to all concerned. It will come into force with immediate effect.

Registrar

MALLA REDDY VISHWAVIDYAPEETH Suraram Hyderabad (Deemed to be University)

Copy to

1. Hon'ble Chancellor, Malla Reddy Vishwavidyapeeth
2. Hon'ble Vice Chancellor, Malla Reddy Vishwavidyapeeth
3. Pro Vice Chancellor, Academics & Accreditation, Malla Reddy Vishwavidyapeeth
4. Pro Vice Chancellor, MRTC, Malla Reddy Vishwavidyapeeth
5. Deans/ Principals/ Directors/ of all Constituent Colleges/Schools of Eminence, Malla Reddy Vishwavidyapeeth
6. Director (Research), Malla Reddy Vishwavidyapeeth
7. Controller of Examinations, Malla Reddy Vishwavidyapeeth
8. Finance Officer, Malla Reddy Vishwavidyapeeth
9. IQAC Coordinator, Malla Reddy Vishwavidyapeeth
10. Web master for uploading on the Malla Reddy Vishwavidyapeeth Website.



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MRV CODE OF CONDUCT FOR EMPLOYEES

CODE OF CONDUCT FOR EMPLOYEES
(TEACHING AND NON-TEACHING STAFF)

INTRODUCTION

This Code outlines the guiding principles and standards of professional conduct expected of every employee of Malla Reddy Vishwavidyapeeth (MRV) teaching and non-teaching alike both in the discharge of official duties and in conduct within and outside the University. It replaces and consolidates any earlier cadre-specific codes of conduct issued for faculty or for other categories of staff, so that a single, consistent standard applies across the institution.

The Code is consistent with the University's Code of Ethics, which rests on three principles: equity and justice, respect for people, and personal and professional responsibility. It does not, and cannot, cover every possible situation; any matter not expressly covered shall be dealt with by the appropriate procedure approved by the Executive Council. Every employee is expected to act in accordance with the standards of conduct, integrity, and accountability set out below. Any breach of this Code may result in disciplinary action commensurate with the nature of the breach, as set out in Section 9.

1. DEFINITIONS

1.1 Campus

Refers to all properties, facilities, and premises of Malla Reddy Vishwavidyapeeth, as well as all activities conducted under the overall control and authority of the University.

1.2 Confidential Information

Refers to any information, whether oral, written, electronic, or otherwise, that is not in the public domain and is deemed by the University to be confidential, including: financial information and affairs of the University; records, evaluative materials, mailing lists, and contractual agreements pertaining to students, staff, suppliers, and third parties; sensitive business, marketing, academic-planning, or strategic information; computer software, systems, databases, and digital records; passwords, access cards, PINs, or other security codes; information regarding any current or potential litigation, dispute, or complaint involving the University; proprietary business methods or

operational systems; know-how or intellectual property not available to the public; and any material specifically classified as confidential by the University authorities.

1.3 Employee

For the purpose of this Code, the term 'Employee' refers to every teaching and non-teaching member of the University's workforce, and includes: all individuals who receive remuneration, in any form, from MRV for services rendered to the University, whether in an academic, administrative, technical, clinical, or support capacity; consultants, vendors, and contractors, to the extent contractually engaged in business or service with the University; and individuals who voluntarily perform services on behalf of or for the benefit of the University. Where a provision of this Code applies specifically to teaching duties (for example, classroom instruction or research supervision), this is indicated in the relevant section.

1.4 Workplace

Refers to any physical or remote location where work-related duties and responsibilities are performed under the authority or control of Malla Reddy Vishwavidyapeeth.

1.5 Misconduct

Any act or omission described in Section 9 of this Code, or any other deviation from the standards set out herein, whether committed within University premises or outside them where it has a direct bearing on the individual's employment with MRV.

1.6 Scope

This Code applies to all Employees, as defined above, irrespective of cadre, position, role, or nature of engagement with the University, and to all constituent colleges spanning Medicine, Dentistry, Nursing, Pharmacy, Engineering, and the Schools of Eminence.

2. RESPONSIBILITIES OF EMPLOYEES

- Compliance with Regulations: All employees shall comply with the Statutes, Ordinances, Regulations, Rules, directions, and orders issued by the University from time to time, as applicable to their cadre.
- Adherence to Terms of Engagement: Employees shall strictly abide by the terms and conditions of their employment or engagement with the University.
- Professional Integrity and Conduct: Employees are expected to act with honesty, fairness, reasonableness, and good faith at all times, keeping in view their responsibilities, the best interests of the University, and the welfare of students, colleagues, and the community at large.

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- In the discharge of their duties, employees shall: maintain and enhance their professional knowledge and skills; exercise sound and unbiased judgment; treat students, colleagues, and members of the public with respect, impartiality, courtesy, and sensitivity; foster cooperation and collegiality; promote equity, inclusivity, and diversity; perform duties diligently and in compliance with lawful instructions; safeguard the confidentiality of information entrusted to them; ensure efficient and responsible use of University resources; align their actions with the University's strategic goals and policies; avoid conflicts of interest between their University responsibilities and external engagements; and implement legitimate academic and administrative decisions within their domain of responsibility.

3. CONFLICT OF INTEREST

Employees shall not, without the written approval of the Vice Chancellor or other competent authority, engage in conduct that undermines or conflicts with the interests of the University, including: writing to outside authorities or agencies on University-related matters without written approval; conducting meetings or dealings with third parties without appropriate administrative approval; or using the University's name or intellectual property for personal gain.

4. RESTRICTIONS AND PROHIBITIONS

Unless specifically authorized in writing, employees are prohibited from:

- Operating, assisting, or working for any coaching centre, tuition centre, consultancy, or private practice, or providing private tuition to students.
- Collecting fees, remuneration, or charges from students, or engaging in trade or business within the University, without prior approval.
- Taking up other employment, full-time or part-time, while in the service of the University, without the prior written permission of the Registrar or other competent authority. This restriction applies equally to teaching and non-teaching employees.
- Indulging in corrupt, fraudulent, or unfair practices of any kind.
- Representing the University in a public consultation process while simultaneously participating in the same process in a personal capacity or on behalf of another entity.

Employees may undertake consultancy assignments only under the terms and conditions laid down in the applicable University regulations.

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5. PROHIBITION OF SEXUAL HARASSMENT

Sexual harassment shall be treated as serious misconduct. It is defined as unwanted verbal, non-verbal, or physical conduct of a sexual nature which has the purpose or effect of violating the recipient's dignity, or of creating an intimidating, hostile, degrading, humiliating, or offensive environment for the recipient.

Complaints must be submitted in writing to the Internal Complaints Committee (ICC), which shall conduct an inquiry under MRV's ICC (POSH Act) Policy and submit its recommendations to the competent authority within the prescribed timeframe. Based on the ICC's recommendations, appropriate disciplinary action — including warning, fine, suspension, termination, or any other measure deemed appropriate — shall be taken, regardless of whether the employee concerned is from the teaching or non-teaching cadre.

6. USE OF UNIVERSITY NAME, LETTERHEAD AND LOGO

- The University letterhead shall not be used for personal communication, and must only be used in an official capacity, with due authorization.
- Unauthorized use of the University's name or logo for advertisements, collaborations, or partnerships, without prior written approval from the Vice Chancellor, is strictly prohibited and may attract legal action.
- All employees must strictly adhere to the University's Social Media and Communication Guidelines in any public or online communication that identifies them as affiliated with MRV.

7. DRESS CODE, GROOMING AND IDENTIFICATION

7.1 General Guidelines

- Employees are expected to dress formally and professionally during working hours, academic or administrative activities, and official events. Clothing should be neat, clean, and appropriately maintained.
- Casual, flashy, or inappropriate attire that may distract others or diminish the University's professional image should be avoided.
- Non-teaching staff for whom the University provides a uniform (for example, security, laboratory-support, maintenance, or front-office staff) shall wear the prescribed uniform during working hours.

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7.2 Specific and Special Occasions

- Ceremonial or official functions: formal attire is expected (Men — Blazer/Suit; Women — Saree/Formal Suit).
- Laboratory, workshop, or clinical sessions: appropriate safety attire (lab coats, protective gear) as per safety regulations.
- Sports or outdoor activities: sportswear is permitted only for events specifically requiring it.

7.3 Grooming, Hygiene, and Identity Cards

- Employees should maintain good personal grooming and neat, professional hair and appearance, and avoid strong perfumes or colognes in shared workspaces.
- Identity cards must be worn at all times inside the campus. Refusal to wear or produce an identity card on request is a matter of misconduct (Section 9).

8. ZERO TOLERANCE FOR INTOXICANTS AND PROHIBITED CONDUCT ON CAMPUS

The University enforces a zero-tolerance policy on the possession or consumption of alcohol, cigarettes, tobacco, gutka, narcotics, or any other intoxicant within the campus, and on gambling in any form within University premises. Violations shall result in strict disciplinary action, up to and including termination of service.

9. ACTS OF MISCONDUCT AND DISCIPLINARY ACTION

In addition to the responsibilities and restrictions outlined above, the following acts and omissions constitute misconduct. An employee found guilty of any such act shall be liable for disciplinary action as set out in this Section, which may include censure, fine, withholding of increment or promotion, demotion, suspension, removal, or dismissal, depending on the gravity of the act.

9.1 Acts of Misconduct (illustrative, not exhaustive)

- Willful insubordination or disobedience of any lawful and reasonable order of a superior, whether alone or in combination with others.
- Theft, fraud, misappropriation, or dishonesty in connection with the University's business, finances, or property, or theft of another employee's property.
- Giving or accepting bribes, illegal gratification, or engaging in corrupt practices.
- Habitual absence without leave, or unauthorized absence exceeding the limit prescribed in the applicable service rules.

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- Habitual late attendance without valid reason, or marking or procuring the attendance of another employee by proxy.
- Breach of any law applicable to the University, or gross and deliberate violation of its Statutes, Ordinances, or standing orders.
- Acts of violence, riotous or disorderly behaviour, use of abusive or threatening language, or conduct subversive of discipline within the University.
- Carrying out political or religious propaganda within University premises, contesting an election for a local body while in service, or organizing or attending unauthorized meetings within the campus without prior sanction.
- Habitual negligence or neglect of work, or willful slowing down in the performance of duties.
- Inciting or participating in an illegal or unjustified strike, or abetting the same.
- Engaging in or facilitating forced labour, child labour, modern slavery, or human trafficking.
- Discrimination, harassment, or unfair treatment on the basis of caste, creed, religion, sex, gender identity, sexual orientation, age, ethnicity, marital status, appearance, or physical/mental ability, unless a distinction is required by the reasonable demands of a position.
- Disclosing confidential information to an unauthorized person, or willful falsification, defacement, or destruction of any University record.
- Making false, vicious, or malicious statements — verbally, in print, or through electronic or online means — against the University or any of its members.
- Marking attendance, grades, or evaluation marks for any student in exchange for money, gifts, or any other benefit.
- Willful damage to University property, or failure to report known damage or defects in equipment or facilities.
- Unauthorized possession of any weapon on campus, or conduct likely to endanger the life or safety of another employee or student.
- Gaining admission to University premises by impersonation, or by production of a false identity card or fake certificate.
- Running chit funds or loan schemes, or canvassing or collecting loans, within the University establishment.
- Willful or deliberate misuse or wastage of University amenities, including water and electricity.
- Smoking, spitting, or consuming intoxicants within University premises, in violation of Section 8.

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- Sleeping during working hours, or loitering, idling, or remaining within the establishment after authorized working hours without permission.
- Refusal to leave the workplace at the conclusion of duty hours, or refusal to receive a charge memo, notice, or other lawful communication issued under this Code.
- Failure to observe duly notified safety instructions, or interference with any safety device or equipment.
- Applying for leave, or seeking ratification of absence, on grounds found to be false.
- Retaliating against any individual for reporting a concern in good faith, or for participating in an inquiry or investigation.
- Failure to report a known or potential violation of University policy or law, or failure to effectively supervise or monitor the actions of one's subordinates.
- Bringing disrepute to the University, whether directly or indirectly.

10. LEGAL VIOLATIONS

Any act that constitutes a civil or criminal offence under the law of the land shall be reported to the Registrar. The University shall extend full cooperation to investigations, audits, or proceedings conducted by statutory authorities, and shall abide by the provisions of all applicable laws. Where a matter gives rise to both disciplinary and criminal proceedings, the two shall ordinarily not be conducted simultaneously; the University may, at its discretion, defer the domestic enquiry pending the outcome of criminal proceedings, bearing in mind that the standard of proof required in each differs, and that an acquittal in a criminal court does not by itself bar departmental proceedings.

11. DISCIPLINARY AUTHORITY AND PROCEDURE

Disciplinary proceedings under this Code shall be conducted in accordance with the principles of natural justice — that no one shall be a judge in their own cause, that no one shall be condemned unheard, and that the person who hears the matter shall decide it — and with the following authority structure and procedure, applicable uniformly to teaching and non-teaching employees.

11.1 Disciplinary and Appellate Authority

Cadre	Disciplinary Authority	Appellate Authority
Teaching staff of the rank of Assistant Professor and above; non-teaching officers of equivalent or higher rank	Vice Chancellor	Executive Council

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Non-teaching / technical / administrative staff below officer cadre	Registrar	Vice Chancellor

11.2 Charge Memorandum

- Disciplinary action shall ordinarily be initiated with the issuance of a Charge Memorandum, broadly setting out the misconduct alleged. Where the employee is not conversant in English, the Charge Memorandum shall also be provided in a vernacular language.
- The Charge Memorandum may be issued by the Registrar, the Dean of the concerned school, or such other officer as may be duly authorized by the Disciplinary Authority.
- Where the charges are not admitted, or the employee's reply is found unsatisfactory, an inquiry shall be conducted, and the employee shall be informed in writing of the name of the Enquiry Officer or Committee, and the date and venue of the inquiry, which shall ordinarily be within University premises.

11.3 Enquiry Officer and Right of Representation

- The Disciplinary Authority shall appoint as Enquiry Officer a person senior in rank to the employee concerned. The Enquiry Officer's role is limited to determining, as a fact-finding exercise, whether the charges are proved or not.
- Except in exceptional circumstances recorded in writing, an employee does not have the right to be represented by a legal counsel, co-employee, or outsider during the inquiry. Where the Presenting Officer representing the University is legally qualified, the employee shall be afforded the opportunity to engage the assistance of a lawyer.

11.4 Evidence

- The Presenting Officer shall furnish the employee with a list of documents and witnesses to be relied upon before the inquiry commences, and shall examine the University's witnesses first, in the employee's presence, who shall then have the opportunity to cross-examine them.
- Strict rules of evidence under the Indian Evidence Act do not apply to these proceedings; all material that is logically probative for a prudent mind is admissible, provided basic principles of fairness are not disregarded. Copies of statements recorded during the inquiry shall be furnished to the employee on the day of the inquiry.
- Any conclusion reached by the Enquiry Officer must be based on material properly placed before them.

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11.5 Ex-Parte Proceedings

- Where an employee refuses to receive a Charge Memorandum or notice of inquiry, the Disciplinary Authority may proceed ex parte after taking reasonable steps to serve notice, including registered/speed post to the employee's last known address, and, where necessary, public notice.
- Where reasonable doubt exists as to whether the employee has received notice, the inquiry shall be adjourned to allow further opportunity before proceeding ex parte.

11.6 Enquiry Report and Show Cause Notice

- The Enquiry Officer shall submit a report on whether the charges are proved, based on the evidence presented, without recommending a specific punishment.
- On receipt of the report, the Disciplinary Authority shall issue a show-cause notice to the employee, along with a copy of the Enquiry Report. Non-furnishing of the Enquiry Report amounts to a violation of natural justice and may render the final order liable to be set aside. The employee's representations, if any, shall be considered before any penalty is imposed.

11.7 Suspension

Where disciplinary or criminal proceedings against an employee are contemplated or pending, and the University considers it necessary in the interest of the institution, the employee may be placed under suspension by order in writing, with reasons recorded and communicated to the employee. An employee under suspension shall be paid a subsistence allowance in accordance with applicable law. If the employee is subsequently found not guilty, the period of suspension shall be treated as duty for all purposes, and the employee shall be entitled to the wages they would otherwise have received.

11.8 Punishments

Category	Punishments
Minor Punishments	Censure / written warning; fine; withholding of increment, with or without cumulative effect.
Major Punishments	Withholding of promotion; reduction to a lower post, grade, or pay scale; suspension; removal from service; dismissal from service.

In awarding punishment, the Disciplinary Authority shall take into account the gravity of the misconduct and any extenuating or aggravating circumstances. A copy of the order shall be communicated to the employee concerned. The Appellate Authority identified in Section 11.1 shall hear any appeal against a punishment imposed under this Section.

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- Avoid making unsubstantiated complaints or allegations against colleagues to higher authorities, and refrain from allowing considerations of caste, creed, religion, race, or gender to influence professional interactions and decisions.
- Cooperate in the functioning of joint staff councils and committees, promoting collaboration between teaching and non-teaching staff for the effective management of the institution.
- Where the role involves patient or client care, provide such care with diligence irrespective of the caste, creed, religion, or economic status of the person served.

15. EMPLOYEES AND UNIVERSITY AUTHORITIES

- Discharge professional responsibilities in accordance with existing rules, while constructively working through institutional channels to seek changes to rules considered detrimental.
- Cooperate in the formulation and implementation of institutional policies by accepting and responsibly discharging assigned offices and duties, and adhere to the conditions of their contract of service with the University.
- Provide and expect due notice before resignation, transfer, or change of position, and avoid availing leave except on unavoidable grounds, providing prior intimation wherever possible so that academic and administrative continuity is not disrupted.

16. EMPLOYEES, GUARDIANS AND SOCIETY

- Teaching employees share responsibility with guardians for the holistic development of students, and shall maintain effective communication with guardians and provide necessary reports of student progress, when appropriate.
- All employees, as members of the University community, shall recognize education as a public service, remain sensitive to social problems, and act in ways that promote social progress, national development, and national unity, refraining from any activity that fosters hatred or division among communities.

MRV reserves its rights to modify, amend, or replace this Policy, including withdrawal, at any time.

— Office of the IQAC / Code of Conduct - Employees, MRV-

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Sd/-

Registrar

12. CODE OF PROFESSIONAL ETHICS

In addition to the Code of Conduct, teaching employees are expected to observe the following Code of Professional Ethics, which reflects the special responsibilities of the teaching profession; non-teaching employees are encouraged to observe the same principles of integrity, service, and professionalism in their own roles.

- The fundamental purpose of education is to foster knowledge, skill, and awareness, while instilling appreciation of national heritage, a scientific outlook, and commitment to the ideals of patriotism, democracy, secularism, and the principles enshrined in the Constitution of India.
- Higher education must nurture leaders for society and the economy, with a strong commitment to these constitutional ideals, and institutions must strive for academic excellence aligned with national needs and priorities.

13. EMPLOYEES AND STUDENTS

- Respect the rights and dignity of students in expressing their opinions, and deal with them impartially, without discrimination on any ground.
- Recognize variations in aptitude and learning needs, and encourage students to achieve academic excellence while nurturing a sense of responsibility toward community welfare.
- Treat students with dignity, fairness, and compassion, refrain from vindictive or punitive behaviour, and base assessments solely on academic performance, merit, and effort.
- Make themselves reasonably accessible to students beyond scheduled hours to provide guidance and support, without expectation of remuneration or personal gain.
- Refrain from inciting or encouraging students against fellow students, colleagues, or University administration.

14. EMPLOYEES AND COLLEAGUES

Collegiality and mutual respect between teaching and non-teaching employees is essential to a positive institutional environment. Teaching and non-teaching employees are integral partners in the academic and administrative functioning of the University, and all employees shall:

- Treat fellow employees, regardless of cadre, with the same respect and fairness they expect for themselves, and speak of colleagues with respect, offering assistance for their professional growth.

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