



MALLA REDDY VISHWAVIDYAPEETH

(DEEMED TO BE UNIVERSITY)

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Department of Higher Education, Ministry of Education, Government of India.

MRV CODE OF CONDUCT - FACULTY

Introduction

This code outlines the guiding principles and standards of professional conduct expected from all Faculty Members of Malla Reddy Vishwavidyapeeth (MRV), both in the discharge of their official duties and in their conduct within and outside the University.

The document is consistent with the Code of Ethics (COE), which stands on three ethical principles: equity and justice, respect for people, and personal and professional responsibility, and is based on the principles, values, and behaviours outlined in the COE

The code does not and cannot cover every possible situation; for any situation which is unforeseen or not covered by this code will be dealt with by following proper procedure approved by EC. All faculty are expected to act in accordance with the expressed standards of conduct, integrity and accountability. Any breach of this code may result in disciplinary action taken depending on the nature of the breach.

Definitions

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.

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 in nature. Such information includes, but is not limited to, the following:

- a) Financial information and affairs of the University.
- b) Records, documents, arrangements, evaluative materials, mailing lists; and contractual agreements pertaining to students, staff, suppliers, and third parties.
- c) Sensitive business information.
- d) Strategic and operational information related to marketing, advertising, academic planning, or other University initiatives.
- e) Computer software, systems, databases, and digital records.
- f) Security-related information such as passwords, access cards, PINs, or any codes used to gain entry to University systems, software, facilities, or premises.
- g) Information regarding any current or potential litigation, dispute, complaint, or case involving the University, its Faculty members, or stakeholders.

- h) Proprietary business methods, management processes, and operational systems.
- i) Know-how, expertise, or intellectual property not available to the general public.
- j) Any material, information, or documentation specifically designated or classified as confidential by the University Authorities.
- k) Any other information that is deemed confidential in nature by the university

Faculty members – For the purpose of this Code, the term *Faculty member(s)* shall include:

- All individuals who receive remuneration, in any form or manner, from Malla Reddy Vishwavidyapeeth for services rendered to the University.
- Consultants, vendors, and contractors, to the extent that they are contractually engaged in business or service with the University.
- Individuals who voluntarily perform services on behalf of or for the benefit of the University.

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.

Code – Malla Reddy Vishwavidyapeeth is committed to conducting all its operations in a fair, transparent, and responsible manner, upholding the highest standards of professionalism, honesty, integrity, and ethical conduct. Every Faculty member of the University is expected to adhere strictly to the principles and provisions set forth in this Code of Conduct.

Scope – This Code is applicable to all Faculty members, as defined above, irrespective of their position, role, or nature of engagement with the University.

Responsibilities of Faculty members

1. Compliance with Regulations

All Faculty members shall comply with the provisions of the Statutes, Ordinances, Regulations, Rules, directions, and orders issued by the University from time to time (as applicable).

2. Adherence to Terms of Engagement

Faculty members shall strictly abide by the terms and conditions of their employment or engagement with the University.

3. Professional Integrity and Conduct

Faculty members 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.

4. Duties While Performing Responsibilities

In the discharge of their duties, Faculty members shall:

- Maintain and enhance knowledge and expertise in their professional field.
- Exercise sound professional and ethical judgment, making unbiased decisions based on available information.
- Treat students, staff, and members of the public with respect, impartiality, courtesy, and sensitivity.
- Foster cooperation, collaboration, and collegiality in workplace relationships.
- Promote and respect equity, inclusivity, and diversity.
- Address and resolve professional or ethical dilemmas responsibly.
- Perform duties diligently, conscientiously, and in compliance with lawful instructions.
- Carry out work with fairness, integrity, and objectivity.
- Safeguard the confidentiality of information entrusted to them.
- Ensure efficient and effective use of University resources, avoid misuse, and contribute to waste reduction.
- Align actions with the University's strategic goals, policies, and procedures.
- Avoid conflicts of interest between University responsibilities and external engagements.
- Implement legitimate academic and administrative decisions made by University authorities in their respective domain of responsibility.

5. Prohibition of Actions against University Interests – Conflict of Interest

Faculty members shall not engage in any conduct namely: writing to outside authorities/agencies without written approval of VC, conducting meetings/dealing with third party without administrative approval of Vice Chancellor and other high authorities, using the name/IP rights of the University for Personal Gains that undermines or conflicts with the interests of the University.

6. Restrictions and Prohibitions

Unless specifically authorized in writing, Faculty members are prohibited from:

- Directly or indirectly engaging in the following:
 - (i) Operating, assisting, or working for any coaching or tuition centers/consultancy/private practice etc.

- (ii) Providing private tuition to students.
- (iii) Collecting fees, remuneration, or charges from students without University approval.

Note: Faculty members may undertake consultancy assignments only under the terms and conditions laid down in the University regulations.

- Indulging in corrupt, fraudulent, or unfair practices.
- Representing the University in public consultation processes while simultaneously being involved in the same process in a personal capacity or on behalf of another entity.

7. Prohibition of Sexual Harassment

Sexual harassment shall be treated as *serious misconduct*.

- **Definition:** Sexual Harassment is unwanted verbal or 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.
- **Reporting and Redressal:**
Complaints must be submitted in writing to the Internal Complaints Committee (ICC), which shall conduct an inquiry and submit its recommendations to the competent authority within the prescribed timeframe. Based on ICC's recommendations, appropriate disciplinary action—including Warning, Fine, Suspension, Termination, or any other measure as deemed appropriate shall be taken.

8. Use of University Letterhead

Faculty members shall not use the University letterhead for personal communication. The University letterhead must only be used in an official capacity, with due authorization.

9. Social Media & Communication Policy

All Faculty members must strictly adhere to the University's Social Media and Communication Guidelines.

10. Faculty Members Dress Code

The purpose of this dress code is to maintain a professional, dignified, and respectful academic environment. Faculty members are role models for students, and their attire should reflect the values of discipline, decorum, and professionalism.

General Guidelines

- Faculty members are expected to dress formally and professionally during working hours, academic activities, and official events.

- Clothing should be neat, clean, and ironed.
- Casual, flashy, or inappropriate attire that may distract students or diminish the university's professional image should be avoided.

Specific/Special Occasions

- **Ceremonial/Official Functions:** All faculty members should wear formal attire (Men – Blazer/Suit; Women – Saree/Formal Suit).
- **Laboratory/Workshop Sessions:** Appropriate safety attire (lab coats, protective gear) as per safety regulations.
- **Sports/Outdoor Activities:** Sportswear is permitted only for events specifically requiring it.

Grooming & Personal Hygiene

- Faculty members should maintain good personal grooming.
- Hair should be neat and professional.
- Strong perfumes/colognes should be avoided.
- Identity cards should be worn at all times inside the campus.

11. Use of University Name and Logo

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 shall attract legal action.

12. Zero Tolerance for Intoxicants on Campus

The University enforces a *Zero-Tolerance Policy* on the possession and/or consumption of alcohol, cigarettes, tobacco, gutka, or any form of intoxicants within the campus. Violations shall result in strict disciplinary action or termination of services on non-compliance with guidelines.

Misconduct and Disciplinary Action

In addition to the responsibilities and restrictions outlined above, the following acts and omissions shall constitute Misconduct. Any Faculty members found guilty of such acts shall be liable for disciplinary action, which may include Warning, Fine, Suspension, Termination, or any other action deemed appropriate by the university:

Acts of Misconduct include, but not limited to:

- a) Willful insubordination or disobedience, whether individually or in association with others, to any lawful and reasonable order of a superior.
- b) Theft, fraud, misappropriation, or dishonesty in connection with the University's business, finances, or property.
- c) Willful damage to, or loss of, University property.
- d) Giving or accepting bribes, illegal gratification, or engaging in corrupt practices.
- e) Availing leave without prior permissions other than Sickness/Emergency.
- f) Habitual absence without leave or unauthorized absence for more than ten (10) consecutive days.
- g) Habitual late attendance without valid reason.
- h) Breach of any law applicable to the University or its establishment.
- i) Acts of violence, riotous or disorderly behaviour, or conduct subversive to discipline within the University.
- j) Carrying out political or religious propaganda within University premises.
- k) Habitual negligence, neglect of work, or dereliction of duty.
- l) Striking work, or inciting others to strike, in contravention of law.
- m) Engaging in or facilitating forced labour, child labour, modern slavery, or human trafficking.
- n) Discrimination, harassment, or unfair treatment on the basis of caste, creed, religion, sex, age, ethnicity, appearance, color, marital status, or physical/mental ability, unless distinctions are required by the reasonable demands of a position.
- o) Violation of University policies, procedures, or applicable laws.
- p) Directing or pressuring others to violate University policies, procedures, or laws.
- q) Failure to report a known or potential violation of University policy or law.
- r) Failure to effectively supervise or monitor the actions of subordinates.
- s) Retaliating against any individual for reporting a concern in good faith or for participating in an inquiry or investigation.

Legal Violations:

Any act that constitutes a civil or criminal offence under the law of the land shall be reported to the Chief Vigilance Officer (CVO). The University shall extend full cooperation in investigations, audits, or proceedings conducted by statutory authorities and shall abide by the provisions of applicable laws.

Code of Professional Ethics for Faculty members

In addition to the Code of Conduct, all members of the teaching faculty member are expected to observe the Code of Professional Ethics for Faculty members.

- i. The fundamental purpose of education is to foster knowledge, skill, and awareness, while instilling appreciation of national heritage, the achievements of human civilization, a scientific outlook, and commitment to the ideals of patriotism, democracy, secularism, socialism, peace, and the principles enshrined in the Constitution of India.
- ii. Higher education must nurture leaders for society and the economy in all spheres of activity, with a strong commitment to these constitutional ideals.
- iii. Institutions of higher education must strive for academic excellence and advancement in arts, sciences, research, and extension activities. These must align with national needs and priorities, while ensuring that the best talents contribute meaningfully to global and societal development.

Faculty members and Their Responsibilities

Teaching is a noble profession that carries with it the responsibility to uphold the highest ideals of learning and conduct. Whoever adopts teaching as a career accepts the obligation to live and act in accordance with these ideals. A Faculty member is continuously under the observation of students, peers, and society at large, and must therefore ensure consistency between personal conduct and professional precepts.

Faculty members are entrusted with the task of inculcating the national ideals of education in students, and these ideals must also be reflected in their own lives. The profession further requires Faculty members to be calm, patient, communicative, and amiable in their disposition.

In addition, Faculty members are expected to:

- i. Adhere to a responsible pattern of conduct and demeanour befitting their role in the academic community.
- ii. Conduct their personal affairs in a manner that upholds the dignity of the profession.
- iii. Pursue continuous professional growth through study, research, and innovation.
- iv. Express independent and constructive opinions by actively participating in professional meetings, seminars, and conferences, thereby contributing to the expansion of knowledge.

- v. Maintain active membership in professional organizations and contribute to the improvement of education and the teaching profession through such engagement.
- vi. Perform all academic duties—including classroom teaching, tutorials, practicals, seminars, and research supervision—with diligence, integrity, and dedication.
- vii. Refrain from plagiarism or any unethical practices in teaching, learning, and research.
- viii. Abide by the Statutes, Ordinances, and Regulations of the University (as applicable), and respect its vision, mission, values, cultural traditions, and practices.
- ix. Cooperate with University authorities in fulfilling educational responsibilities, including admissions, advising and counseling students, supervising examinations, invigilation, and evaluation duties.
- x. Actively participate in extension, co-curricular, extra-curricular, and community service activities, thereby contributing to holistic student development and social progress.
- xi. Maintain courtesy, decency, and decorum in communication and conduct with University authorities, peers, students, and the wider community. Such respect and professionalism must be mutual and reciprocal.

Faculty members and Students

Faculty members play a pivotal role in shaping students' academic growth, personal development, and civic responsibility. In their relationship with students, Faculty members are expected to:

- i. Respect the rights and dignity of students in expressing their opinions.
- ii. Deal with students impartially, without discrimination on the basis of religion, caste, creed, political belief, economic or social status, gender, or physical/mental characteristics.
- iii. Recognize variations in aptitude, learning styles, and capabilities, and strive to meet individual learning needs.
- iv. Encourage students to achieve academic excellence, nurture their personalities, and instill a sense of responsibility towards community welfare.
- v. Promote among students the values of scientific temper, spirit of inquiry, democracy, patriotism, social justice, environmental sustainability, and peace.
- vi. Treat students with dignity, fairness, and compassion, and refrain from vindictive or punitive behaviour.
- vii. Base assessments solely on academic performance, merit, and effort.
- viii. Make themselves reasonably accessible to students beyond classroom hours to provide guidance and support without expectation of remuneration or personal gain.

- ix. Help students appreciate India's cultural heritage, national ideals, and developmental goals.
- x. Refrain from inciting or encouraging students against fellow students, colleagues, or University administration.

Faculty members and Colleagues

Collegiality and cooperation among Faculty members is essential to maintaining academic integrity and a positive institutional environment. In their relationship with colleagues, Faculty members are expected to:

- i. Treat fellow members of the profession with the same respect and fairness they expect for themselves.
- ii. Speak of colleagues with respect and offer assistance for their professional growth and development.
- iii. Avoid making unsubstantiated complaints or allegations against colleagues to higher authorities.
- iv. Refrain from allowing considerations of caste, creed, religion, race, or gender to influence their professional interactions and decisions.
- v. Provide patient care with utmost diligence irrespective of their caste, creed, religion or economic status.

Faculty members and Authorities

Faculty members, as members of an academic community, are expected to cooperate with University and institutional authorities in a spirit of professionalism and integrity. They shall:

- i. Discharge professional responsibilities in accordance with existing rules, while constructively working through institutional or professional bodies to seek necessary changes to rules that may be detrimental to the profession.
- ii. Refrain from undertaking other employment, private tuitions, or coaching commitments that interfere with their academic and professional duties.
- iii. Cooperate in the formulation and implementation of institutional policies by accepting and responsibly discharging offices and duties assigned to them.
- iv. Participate, through professional organizations, in policy-making processes of other institutions and willingly accept offices as required.
- v. Cooperate with University authorities for the betterment of the institution, keeping in mind both institutional interests and the dignity of the teaching profession.
- vi. Adhere to the conditions of their contract of service with the University.
- vii. Provide and expect due notice before resignation, transfer, or change of position.

- viii. Avoid availing leave except on unavoidable grounds and, wherever possible, provide prior intimation, ensuring that academic schedules and student learning are not disrupted.

Faculty members and Non-Teaching Staff

Faculty members and non-teaching staff are integral partners in the academic and administrative functioning of the University. Faculty members shall:

- i. Treat non-teaching staff with respect, collegiality, and recognition of their role as equal partners in institutional progress.
- ii. 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.

Faculty members and Guardians

Faculty members share responsibility with guardians in the holistic development of students.

They shall:

- i. Promote institutional mechanisms, through Faculty members' bodies and organizations, to maintain effective communication with guardians.
- ii. Provide guardians with necessary reports of students' progress and performance, when appropriate.
- iii. Participate in meetings with guardians for mutual exchange of ideas to benefit student development and institutional improvement.

Faculty members and Society

Faculty members serve society as intellectual leaders and agents of positive change. In relation to society, faculty members shall:

- i. Recognize education as a public service and keep the community informed of institutional educational programmes and initiatives.
- ii. Work actively to improve educational opportunities and contribute to strengthening the moral and intellectual life of the community.
- iii. Remain sensitive to social problems and engage in activities that promote social progress and national development.
- iv. Fulfil the duties of citizenship by participating in community service and public responsibilities.
- v. Refrain from engaging in or supporting activities that foster hatred, divisiveness, or enmity among communities, religious groups, or linguistic groups, and instead actively work towards

national unity and integration.

University Reserves its rights to modify, amend or replace the Code of Conduct for Faculty members.