**Central University of Kerala**

Thejaswini Hills, Periye, Kasaragod, Kerala - 671 320

**Charter of Discipline**

**Code of Conduct**

* **For all Employees of the Central University of Kerala**
* **For all Teachers of the Central University of Kerala**
* **For all Students of the Central University of Kerala**

**THE CENTRAL UNIVERSITY OF KERALA**

The Central University of Kerala, Kasaragod distinguishes itself as a mentoring university. It was established by an Act of the Parliament of India in 2009 as a multidisciplinary research-oriented and student-centric university. Its stated aim is to support learning that will advance knowledge, develop and educate the leaders of tomorrow and conduct research in advanced fields of knowledge in order to address the problems of the country and the world. It prides itself as a mentoring university with a lofty vision of “Caring Wisdom”.

Located at Thejaswini Hills, Periye of Kasaragod District in Kerala, the Central University of Kerala has carved out a niche for itself in academic domain and is steadily progressing by giving quality education and research facilities. It has emerged as a centre of excellence of Higher education in India.

Established in 2009, Central University of Kerala has won the confidence of more than 10,000 students in a short span of time and continues to attract students from all over India and abroad for UG, PG and research programmes and as faculty and administrative staff.

Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behaviour. The Central University of Kerala expects all its employees to foster an environment which reflects the value of caring, integrity, respect, and learning by adhering to high ethical standards while performing their duties. This code of conduct offers guidance to its employees on the standard of dignity and professional conduct.

**Charter of Discipline**

The Central University of Kerala developed this Student Charter in consultation with student representatives recognizing mutual obligations and equal partnership in creating, maintaining, and fostering the university as a learning ecosystem. This comes into force from the academic year 2016.

*As a student I will:*

* Treat my members of the faculty, staff and my fellow students with due respect.
* Attend classes, mentoring sessions induction programmes and training events.
* Prepare for all academic sessions and regularly meet my tutors.
* Complete all my assignments and submit them in time.
* Realize my full potential as a CUK student and update myself independent learner and
* Objectively fill the evaluation forms that seek my learning experience in the university.
* Convey my views to Students’ Union representatives enabling them to represent me.
* Abide by the codes of conduct of professional bodies, wherever relevant.
* Conduct myself in honest and professional manner and will not engage in plagiarism.
* Comply with the Act, Statutes, ordinances, regulations, and rules of the University.
* Respect democratic values and represent my interests through peaceful means.
* Behave responsibly and with the dignity expected of a student of the University.

*As a university we will:*

* Provide you with the best student learning experience and personalized learning.
* Treat you as a partner in the planning and executing your learning programme.
* Update the curriculum periodically to help you keep abreast of the latest knowledge.
* Support you with feedback on assessments, discussion of this feedback and academic advice.
* Ensure your access to advice and counselling and specialist support services when necessary.
* Offer a range of extra-curricular activities and encourage your participation in them.
* Prepare you for citizenship and leadership in a diverse, global environment.
* Ensure every space in the university fulfil their purpose and provide a safe study environment.
* Provide you with access to career information and guidance
* Employ the right technology to teach, and support you, and to enhance your learning experience.
* Provide you with information about the University, its facilities, programmes and regulations.
* Listen to you and respond to any concerns regarding your learning experience in a timely manner.
* Respond in timely and transparent manner to your academic complaints and appeals
* Ensure an accessible environment for disabled students.
* Give safe and affordable accommodation facilities to those allotted hostel facilities.
* Adhere to the principles of equal opportunity and non-discrimination at all levels.

*Together we will:*

* Work hard to achieve our best in all our endeavours.
* Communicate with openness, respect, and honesty in a dialogical mode.
* Foster an environment that values diversity and equality of opportunity.
* Treat each other with fairness, without any discrimination or harassment.
* Respect all differing views of people in the society and live in harmony and peace.
* Remain positive and become responsible part of our local community.
* Live, study and work in an environmentally sustainable way.

**General Code of Conduct**

**For all Employees of the Central University of Kerala**

**All employees of the Central University of Kerala shall:**

1. maintain absolute integrity at all times.
2. maintain absolute devotion to duty at all times.
3. maintain collegiality and foster the spirit of collaboration in the university.
4. maintain independence and be impartial in the discharge of official duties.
5. maintain a responsible and decent standard of conduct in personal life.
6. maintain political neutrality.
7. render courteous services to the public.
8. keep away from demonstrations organized by political organizations.
9. refrain from joining any organization that are involved in subversive/criminal activities.
10. inform the University through his/her superior while on duty
11. avoid consumption of intoxicating substances while on duty.
12. be guided by the CUK policies/guidelines in force for any consultancy work,
13. follow the Social Media Policy of Central University of Kerala,
14. abide by the policies of the Government of India for items not specified here.
15. treat women with respect and dignity at all times.

**No employee of the Central University of Kerala shall:**

1. be absent without admissible leave,
2. give dowry, take dowry and demand dowry,
3. employ child labour at home,
4. involve in adultery, moral turpitude,
5. travel abroad without the consent of the university,
6. express any view on Indian or foreign affairs while visiting foreign countries without written permission from the University authorities,
7. take private consultancy work without the written consent of the University,
8. express any view prejudicial to the interest of the nation; sovereignty and integrity of India; public order and morality, and
9. act against the mission, vision and core values of the University

**No member of the Central University of Kerala:**

1. shall participate, formally or informally, in any decision to hire, retain, promote, or determine the salary / grade of a member of his or her immediate family in the university.
2. shall solicit or accept from any person or organization, directly or indirectly, anything of value if it could reasonably be expected to influence his/her official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on his/her part.
3. No member of the University Staff or his/her immediate family may directly or indirectly enter into any contract or lease involving payment derived from university or state funds unless a written disclosure is made to the authorities concerned and obtained written approval that the conflict does not affect discharge of public responsibilities.
4. shall give preferential or favoured treatment in the supervision or management of another employee who is a member of his or her immediate family.

**Code of Conduct for Teachers
of the Central University of Kerala**

1. A teacher shall
	1. adhere to the conditions of contract.
	2. carry out the legitimate academic and administrative decisions taken by the authorities of the University pertaining to his/her sphere of responsibility/duties.
	3. co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
	4. co-operate with the authorities for the betterment of the University, keeping in view the interest and in conformity with dignity of the profession.
	5. give and expect due notice before a change of position is made, and
	6. refrain from availing himself/herself of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
	7. abstain from giving any type of provoking lectures / statements.
2. A teacher shall NOT
	1. discriminate against a student on the ground of race, religion, caste, language or sex, political convictions or for other reason of an arbitrary or personal nature,
	2. incite students/ teachers against other students or other teachers, colleagues or administration/governing body of the University,
	3. remain absent from duty without proper sanction of leave except in case of emergency,
	4. publish anything which would prove detrimental to the reputation and the progress of the University,
	5. give private tuition to any student of the University or outside,
	6. undertake any other employment and commitment which are likely to interfere with their professional responsibilities,
3. A teacher may be permitted to take up consultancy under terms and conditions as outlined in the relevant Statute/Ordinance as amended from time to time.
4. A teacher must follow the HR Policy, Travel Policy, Leave Policy, Research Policy, Social Media Policy and instructions issued by the University authorities from time to time.

**Code of Conduct for Students
Central University of Kerala**

This Code of Conduct shall apply to the students conduct within the University premises and to off-campus conduct that has or may have serious consequences or adverse impact on the University's interests or reputation.

At the time of admission, each student must sign a statement of undertaking, accepting that:

1. I will respect and abide the Campus Regulations in force in full.
2. I will respect and abide by the Hostel Rules and Regulations in force in full.
3. I shall maintain proper discipline, peace and abide by the rules and circulars issued by the University time to time.
4. I will maintain the integrity and dignity in the University Campus and will behave respectfully with Teachers, administrative staff and other students of the University.
5. I will be regular and complete my studies in the University.
6. I will have a compulsory attendance of 75%.
7. If I am forced to discontinue my studies for any legitimate reason, I shall formally apply to be relieved from the University and accept that I shall be relieved only upon the written consent of the University.
8. In order to be relieved, I shall clear all pending dues in the university.
9. If I discontinue after joining the University on any scholarship, that grant may be revoked.
10. If I happen to cause any damage/breakage fully or partially to any property, article, equipment, apparatus which belongs to the University, by mistake or deliberately, the University will have all the rights to recover the damages caused by me and impose monitory fine on me. In case of non-payment, the University may cancel my admission or may take any legal action against me to recover the same.
11. I will not indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, fraud etc.
12. I will not get involved in the consumption of liquor, drugs, smoking or any other kind of addictive material in any manner in the University premises. In case it comes to my notice, I shall inform the university authorities concerned in writing.
13. In case I am found indulging in any of the above, the University may take any legal action against me.
14. If I fail to deposit my fees in time as per the notifications issued from time, and in case of non-payment of fee (whether full or partial) within a period of 60 days after last date my admission may be cancelled by the university.
15. I shall pay the late fine as notified by the University, and as amended from time to time.
16. I shall not hide or misrepresent any details for any benefit and for freeship/scholarships / fellowships etc.
17. If I am absent from my scheduled classes of more than 30 days without information my name may be struck off and readmission may be granted at the discretion of the University. I shall pay any fine imposed by the University to apply for re-admission.
18. I shall carry and display the Identity Card issued by the University every day.
19. I shall not stay in the University hostel without the written permissions and authorization of the warden concerned.
20. If I sustain any injury or suffer any accident during my visits on any educational/industrial tour or extracurricular activity, I shall not hold the Central University of Kerala responsible for the same.
21. If I am found violating the discipline or disrupting the law and order affecting the peace of the University campus, the University may take any disciplinary action against me, including cancellation of my admission and may debar my entry in the University Campus.