



ORIENTAL UNIVERSITY, INDORE

Established under M.P. Niji Vishwavidyalay (Sthapana avam Sanchalan), Adhinyum 2007
Opp. Rewati Range Gate no. 1, Post Aurobindo Sanwer Road, Jakhya, Indore 453 555 (M.P.)
Website: www.oui.edu.in EMail: registrar@orientaluniversity.in Phone 0731-248700

Ref: OUI/Reg/004/2021/Notice/846

Dated : 18.02.2021

NOTICE (Codes of Conduct Committee)

For smooth conduction of Codes of conduct, a committee has been conceptualized with the following members:

1. Mrs. N. Ghei, Chairperson
2. Mrs. Meenakshi Raj Mishra, Vice-chairperson
3. Dr. Sumeet Dwivedi, Member
4. Dr. Tanmay Kasbe, Member
5. Dr. Geetanjali Sharma, Member
6. Dr. Neelu Gupta, Member

The sole responsibility of the committee is to monitor the adherence of different institutional members to the codes of conduct.

(Total No. of pages: 7)



Registrar, OUI



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Staff Code of Conduct

A Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior.

Why Code of Conduct is important?

It defines the VALUES of an organization and provides to all employees the boundaries of their behavior relative to their duties to the organization. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision-making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services, and other resources related to ethics within the organization.

Code of conduct for Senior Executives

The conduct of Senior Executives should be characterized by integrity.

Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

Following the below-mentioned code of conduct is imperative for each Senior Executives of Oriental University:

- Comply with applicable governmental laws, rules, and regulations;
- Act with competence and strive to advance competence, both in self and in others;
- Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service;
- Understand the University's objectives and policies and contribute constructively to their ongoing evaluation and reformulation;
- Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain;
- Refuse to accept any gift, favor, service, or other items of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties; and
- Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.





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Code of conduct for faculty

Preamble

Teaching is a very sacred profession and plays a very important role in nation-building. In a developing nation like ours, a teacher has a great role to play in shaping the character and career of the students. Besides this, the good character of a teacher has an everlasting impression on society at large. All this is expected to contribute a long way to make our country a vibrant and strong nation. All the faculty members are expected to display good conduct so that the students consider their teachers as their role models.

Following the below-mentioned code of conduct is imperative for each faculty of Oriental University:

- A faculty member must believe that he/she has the responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
- In order to achieve this, a faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students (if required; make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the extent possible as the medium of communication for such discussion.
- A faculty member who is supposed to be a good thinker must evolve a methodology to improve the system, academic environment of the University and suggest ways and means to do it.
- General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced by the counseling, he/she should be given full opportunity to put forward his point of view, inside or outside the classroom, and the faculty member must act wiser to explain what is best in the interest of a student.
- Faculty members should not enter into arguments with students in front of everybody. Converse and communicate with the student the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors, etc.
- Many times, it happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: "*give respect to command respect*".
- It is the duty of a faculty member to report any act of indiscipline noticed by him/her within the campus. Also, as far as possible, the faculty members should interrupt in the act of indiscipline noticed by him/her and make an effort to bring a desired order and situation.





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- Except during the lunch hours, a faculty member must be present within the department and/ or within the academic area of the University and must avoid holding private meetings with other staff members/faculty members during the University hours to discuss topics other than academics.
- A faculty member must follow law of the land and should not indulge himself/ herself in an activity that can be detrimental to the reputation of the University.

Code of conduct for Administrative staff / Support staff

- Staff members should display the highest possible standards of professional behavior that are required in an educational establishment.
- Staff members should seek to co-operate with their colleagues, providing support, help, and guidance as required by them and the Head of Department (HOD) / Administrative Head, and enable effective communication throughout the University.
- Staff members should not use their position in the University for private advantage or gain.
- Staff members should avoid words and deeds that might bring the University into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
- Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Staff members should be aware of and should follow University policies systems and procedures. They should normally communicate through the University hierarchy structure and should ensure students do likewise.
- Continuing professional development and support shall be provided by the University and, where appropriate and agreed, will be based on the objectives of the University Development Plan. Periodically, employees will be required to attend certain training activities.
- Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the Registrar or administrative head, so that alternative arrangements may be made.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the University community which could cause distress to University staff, students or parents.

Professional Behavior

Professional behavior is a generic term, but within this Code of Conduct includes such aspects as:

- Acting in a fair, courteous, and mature manner to students, colleagues, and other stakeholders;





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- Co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- Endeavoring to assist the University to achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- Respect for University property;
- Maintaining the image of the University through standards of dress, general courtesy, correct use of University stationery, etc.;
- Taking responsibility for the behavior and conduct of students in the classroom and sharing such responsibility elsewhere on the premises;
- Being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.);
- Being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job;
- Being familiar with communication channels and University procedures applicable to both students and staff;
- Ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- Respect for the rights and opinions of others.

Disciplinary Rules

The following are examples of behavior that the University finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the University.
- Sexual offenses, sexual insults, or sexual discrimination against students, other staff, or visitors to the University.
- Racial offenses, racial insults, or racial discrimination against students, other staff, or visitors to the University.
- Theft of University money or property and of money or property of colleagues or visitors to the University. Removal from University premises of property that is not normally taken away without the express authority of the Vice-Chancellor / Registrar may be regarded as gross misconduct.





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- Deliberate falsification of documents such as timesheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Willful damage of University property or of property belonging to other staff or visitors to the University.
- Willful disregard of safety rules or policies affecting the safety of students, other staff, or visitors to the University.
- Any willful act which could result in actionable negligence for compensation against the University.
- Refusal to comply with reasonable instructions given by staff with supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorized absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the University community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the University into disrepute or which seriously undermines confidence in the employee.

The following are examples of behavior that could lead to formal disciplinary warnings:

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offenses of willful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters may be regarded as gross misconduct.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- Behavior towards other employees, students, and visitors which gives justifiable offense. Certain behavior giving rise to the offense may be regarded as gross misconduct.





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- Acting in a manner that could reasonably be regarded as rude, impolite, contemptuous, or lacking appropriate professional demeanor. In certain circumstances, such behavior may be regarded as gross misconduct.

Conduct which is considered to be adversely affecting either the reputation of the University or affects confidence in the employee. Such conduct may be regarded as gross misconduct.

