



RAMA
UNIVERSITY

www.ramauniversity.ac.in

Hand Book
of
Code of Ethical &
Professional Conduct



RAMA GROUP

— Making a better tomorrow..! —

WE BRING INNOVATION TO LIFE.

Taking individual education as the core of our efforts, we are translating it into teaching and reinventing it every day. Tackling this challenge takes a combination of diverse perspectives and skills – and it's something we at the RAMA Group are good at. Moreover, when it comes to learning from others, being open to surprises and forging new pathways, good professional education is the perfect place to start.

This realisation is at the heart of the RAMA Group's long tradition of teaching, with joint activities including talent development programmes and research projects exploring technological, business and social platforms for the students for their future.

Connecting and shaping different worlds: The RAMA Group and its strategic group efforts in construction, healthcare and technical arenas, are committed to promoting skill and education around the world. We work hand-in-hand to generate innovations over the long term.

UTTAR PRADESH
KANPUR





ॐ असतो मा सद्गमया ।
त्मसो मा ज्योतिर्गमय ।
मृत्योर्मा अमृतं गमय ।

From untruth, lead me to the truth;
From darkness, lead me to the light;
From death, lead me to the immortality .



A dream doesn't become reality through magic it takes sweat, determination, & hard work to Nurture Intelligence. The arc of the gradually blossoming flower symbolizes development from childhood to adulthood through a process of learning, the catalyst in this process being education, which opens doors for a life full of opportunities. Education to him defined the very bearing of one's soul.

An ordinary man with an extraordinary vision, without means but with infinite convictions, with strives to excellence. He was a man of honor and deeds .A visionary who believed in education & service to Society. His Philanthropy started with efforts since 1996 with Rama Education Society (RES) towards healthcare. Since then till today his guidance at par lead the Rama Group to Education, Healthcare, Software, Infrastructure, Medicare, and International School with the motto to help students develop the technical, generic skills & competitive job market skills. Above all develop the students into socially responsible citizens.

His life is a learning in itself for everyone who dreams and aspires to leave a mark in his lifetime on earth. He believed Knowledge is infinite and so is the world!

Rama University is not only a citadel of learning but also the portal of the institute is known for its cosmopolitan ambience, infrastructure & students.

Late Dr. B. S. Kushwah
Honorable Founder - Rama Group

“ SOME PEOPLE DREAM,
WHILE OTHERS
wake up and realize
their dream. ”

INDEX

CHAPTER - I

| | |
|--|-------|
| • Code Of Ethical & Professional Conduct For Teachers | 01-05 |
| • Purpose of The Code | A |
| • Structure of the Code | B |
| • Teachers and their responsibilities | C |
| • Teachers And The Students | D |
| • Teachers And Colleagues | E |
| • Teachers And Authorities | F |
| • Teachers And Non-teaching Staff | G |
| • Teachers And Guardians | H |
| • Teachers And Society | I |
| • Code of Ethical & Professional Conduct for the Vice-Chancellor | 06-07 |
| • The Vice-Chancellor Shall | A |
| • Code of Ethical & Professional conduct for Registrar | 08-09 |
| • The Vice-Chancellor Shall | A |
| • The Registrar | B |
| • Code of Ethical & Professional conduct for Finance Officer | 10-11 |
| • Code of Ethical & Professional conduct for Controller of Examination | 12 |
| • Code of Ethical & Professional conduct for Employees | 13-14 |

CODE OF ETHICAL & PROFESSIONAL CONDUCT FOR TEACHERS

The teaching profession has distinguished record of service in our country. This code of *Professional Conduct for Teachers* reiterates and makes explicit the values and standards that have long been experienced by pupils/students through their participation in education.

PURPOSE OF THE CODE

The Code of Professional Conduct for Teachers applies to all registered teachers.

Its purpose is threefold:

It serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

It may be used by the education community and the wider public to inform their understanding and expectations of the teaching profession in Our Country.

It has an important-legal standing and will be used by the Executive council as a reference point in exercising its investigative and disciplinary functions.

STRUCTURE OF THE CODE

Having regard to the three purposes set out above, the Code begins by setting out the ethical foundation for the teaching profession. This is encapsulated in the values of Respect, Care, Integrity and Trust that are reflected throughout the Code. These core values underpin the work of the teacher in the practice of his or her profession.

The Code then sets out the standards which are central to the practice of teaching and expected of teachers. The standards identify teachers' professional responsibilities and are framed as statements under seven separate headings:

1. Teachers and their Responsibilities
2. Teachers and the students
3. Teachers and Colleagues
4. Teachers and Authorities
5. Teachers and Non-Teaching Staff
6. Teachers and Guardians
7. Teachers and Society.

TEACHERS AND THEIR RESPONSIBILITIES

Teachers should:

Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

Manage their private affairs in a manner consistent with the dignity of the profession;

Seek to make professional growth continuous through study and research;

Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;

Maintain active membership of professional organizations and strive to improve education and profession through them;

Perform their duties in the form of teaching, tutorial, practical, practical teaching, seminar, symposium, workshop and research work conscientiously and with dedication;

Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and

Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers Should:

Respect the right and dignity of the student in expressing his/her opinion;

Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals;
- Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

Teachers Should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

TEACHERS AND AUTHORITIES:

Teachers Should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes;
- Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;

- Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made;
- Refrain from availing themselves 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.

TEACHERS AND NON-TEACHING STAFF:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the University; and
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS TEACHERS SHOULD:

Teachers Should:

Try to see through teachers' bodies and organizations, that institution maintains contact with the guardians, their students, sends reports of their performance to the guardians whenever necessary and meets the guardians in meetings convened; for the purpose for mutual exchange of ideas and for the benefit of the institution.

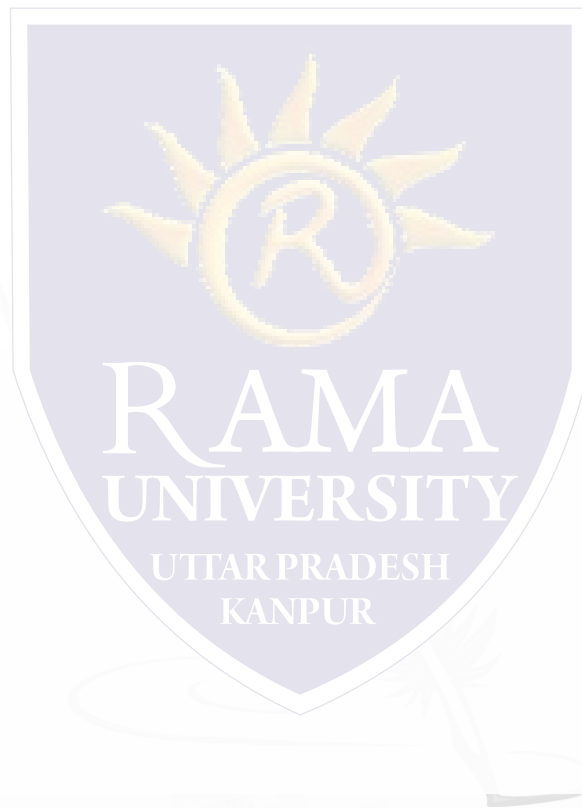
TEACHERS AND SOCIETY

Teachers Should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life ;
- Beware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship,, participate in community activities and shoulder

responsibilities of public offices;

- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



CODE OF ETHICAL & PROFESSIONAL CONDUCT FOR THE VICE-CHANCELLOR

THE VICE-CHANCELLOR SHALL

- Ensure faithful observance of the provisions of the Act, the statutes and the ordinances and shall, without prejudice to the powers of the Chancellor, possess all such powers as may be necessary on that behalf;
- Be responsible for the maintenance of discipline in the University;
- Have the powers to convene, meetings of the authorities of the university & committee of which he is the chairman.
- Have the rights to attend & speak in meetings of any other Authority or body of the University but not entitled to vote unless he is the member of their Body.
- Delegate such powers as he may deem necessary to any others of the University.
- Exercise such powers & performs such others function as may be specified by the ordinance.

The Vice Chancellor shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Vice Chancellor shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation

- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

The actions of Vice Chancellor should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.

Decisions taken by him with consent of the VC must have intention the benefit of the University, its students, staff and others with an interest in it, and must be taken with a view to safeguarding the University's financial health.

The Vice Chancellor shall act for the effective and efficient use of resources, the solvency of the University and for safeguarding its assets.

The Vice Chancellor shall promote the interests of the University; act prudently with reasonable care, skill and diligence; complying with all legal responsibilities imposed on by law.

The Vice Chancellor shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively, accountably and for a proper purpose; complying with good governance practice and principles.

The Vice Chancellor shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority.

The Vice Chancellor shall conduct in an orderly, fair, open and transparent manner.

The main function of the Vice Chancellor is to implement strategic policy approved by the GB in consultation and with concurrence of the Vice Chancellor.

CODE OF ETHICAL & PROFESSIONAL CONDUCT FOR REGISTRAR

THE VICE-CHANCELLOR SHALL

The teaching profession has distinguished record of service in our country. This code of Professional Conduct for Teachers reiterates and makes explicit the values and standards that have long been experienced by pupils/students through their participation in education.

THE REGISTRAR

The Registrar shall have disciplinary control over all employees of the University, other than the following, namely-

- (a) Officers of the University;
- (b) Deputy Registrars and Assistant Registrars;
- (c) Teachers of the University;

The power to take disciplinary action under clause (1) shall include the power to order dismissal, removal, reduction in rank or reversion of an employee referred to in said clause and shall also include the power to suspend such employed during the pendency or in contemplation of an inquiry.

The Registrar shall be responsible for the due custody of the record documents and the common seal of the University.

He shall be Ex-officio Secretary of the Court, the Executive Council and the Academic Council and of every Selection Committee for appointment of teachers of the University without having any voting right.

He shall be bound to place before the authorities all such information and documents as may be necessary for the transaction of their business.

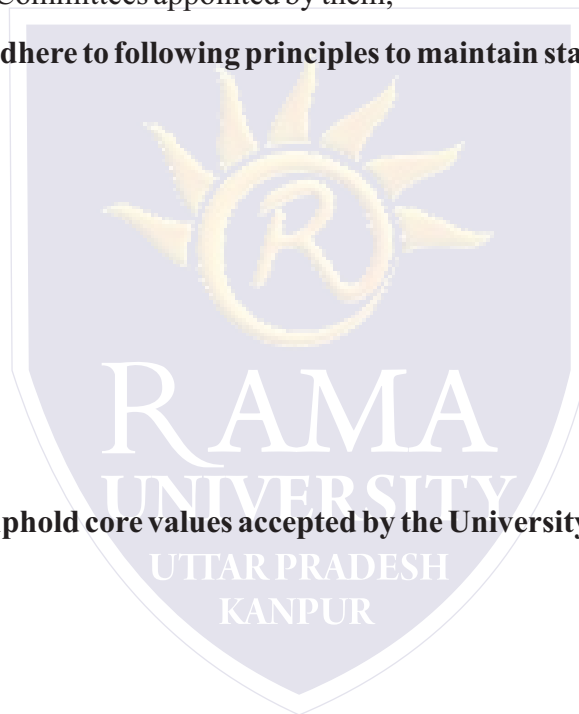
The Registrar shall also perform such other duties as required from time to time by the Executive Council and other authorities but he shall not, by virtue of this sub-section, be entitled to vote.

The Registrar shall also -

- (a) be responsible for the proper custody of the Common Seal of the University;
- (b) be the custodian of property of the University as entrusted;
- (c) conduct the official correspondence on behalf of the authorities of the University;
- (d) issue notice for convening meetings of the Authorities of the University and all Committees and Sub-Committees appointed by them;

The Registrar shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership



The Registrar shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

CODE OF ETHICAL & PROFESSIONAL CONDUCT FOR FINANCE OFFICER

The Finance Officer shall have access to and may require the production of such records and documents of the University and the furnishing of such information pertaining to its affairs as in his opinion may be necessary for the discharge of his duty.

The Finance Officer shall exercise general supervision over the funds of the University and shall advise it as regards to its financial policy and perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the statutes or the ordinances.

Subject to general control and superintendence of the Treasurer and the Executive council, the Finance Officer shall –

1. hold and manage the property and investment of the University including endowed property;
2. ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditures for a year are not exceeded and that all the moneys are expended on the purpose for which they are granted or allotted;
3. be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
4. keep a constant watch on the state of the cash, re-payment of loans and advances and bank balances and on the investments;
5. watch the process of the collection of revenue and advise on the methods of collection;
6. ensure that the registers of land, buildings, furniture, equipments and other stocks are maintained up-to-date and that stock -checking is conducted, of equipment and other consumable materials in all offices, hospitals, Departments, Constituent Colleges, Centers and specialized laboratories regularly;

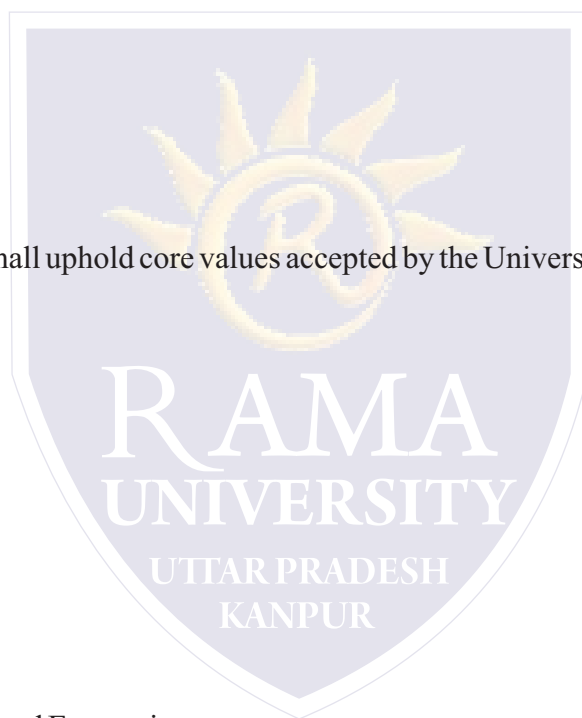
7. bring to the notice of the Vice-Chancellor and the Treasurer, unauthorized expenditures and other financial irregularities and suggest disciplinary action against persons at fault; and
8. call for from any office, Department, Constituent College, Independent Centers, laboratories or user facilities maintained by the University, any information or return that he considers necessary for the performance of his duties.

The Finance Officer shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Finance Officer shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression



CODE OF ETHICAL & PROFESSIONAL CONDUCT FOR CONTROLLER OF EXAMINATION

The Controller of Examinations shall have administrative control over the Employees working under him and will exercise all the powers of Registrar in this regard. He may be assisted by the Deputy or Assistant Controller of examinations.

Subject to the superintendence of Examinations Committee, the Controller of Examinations shall conduct Examinations and make all other arrangements thereof and be responsible for the due execution of all process connected therewith.

When the Controller of Examinations, for any reason, is unable to act, or the office of Controller of Examinations is vacant, all the duties of the office shall be performed by a person not below the rank of an Associate Professor or Deputy Registrar, as may be appointed by the Vice-Chancellor.

The Controller of Examination shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Controller of Examination shall uphold core values accepted by the University as listed below

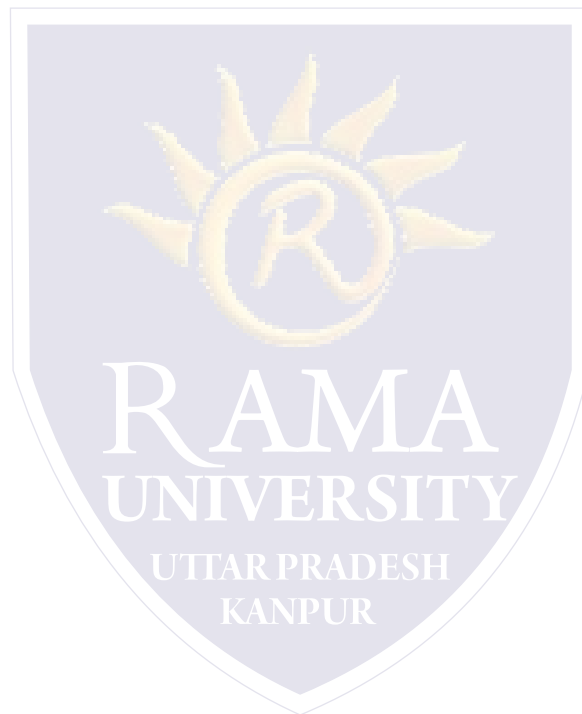
- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

CODE OF ETHICAL & PROFESSIONAL CONDUCT FOR EMPLOYEES

The university expects its Employees to foster an environment which reflect the value of caring, learning, integrity and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on standard of dignity and professional conduct:-

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Maintain independence & impartiality in discharge of official duties.
4. Must not absent without sanctioned leave.
5. Maintain responsible and decent standard of conduct in private life.
 - a. Must not indulge in bigamy except permitted in religious personal laws.
 - b. Must not give dowry, take dowry and demand dowry.
 - c. Must not neglect wife, children and parent.
 - d. Must not employ child labor at home.
 - e. Must not involve in adultery, moral turpitude.
6. Render courteous services to the public.
7. Maintain political neutrality.
8. Observe courtesy and consideration to Member of Parliament and state Legislatures.
9. Keep away from demonstrations organized by political organizations.
10. Refrain yourself and your family from joining any organization that involved in subversive/criminal activities.
11. If arrested, must inform his/her superior in the office.
12. Avoid consumption of intoxicating drinks & drugs in office, in public place .
13. Must not travel abroad without information to the university.
and must not express any view on Indian or foreign affairs while visiting foreign countries.

14. Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.
15. Must not take private consultancy work.
16. Must not invite any foreign diplomat to stay with you as a guest in India.
17. Must not post any writing/photos on social media which disturb communal harmony, derogatory to national leaders, freedom fighters.





Rama University

Rama Medical College Campus

Rama City, Mandhana,

Kanpur (U.P.)- 209 217.

Ph. No.: +91 512 2780886/87

www.ramauniversity.ac.in

