



CODIFIED ETHICS POLICY

While it has always been easy for educationists to suggest innovations in the educational policy of the nation, pragmatism and implement ability are the areas of concern. These concerns are addressed by putting in place a **Codified Ethics Policy** which is meant to serve as a guide to assist the Governing Councils/Boards of Governors, administrators, faculty and staff, collectively called "Members of the University Community", in making ethical decisions and engaging in appropriate, lawful conduct. It is the intent of the University of Madras that comply with the Code of Ethics will Foster a work environment that stimulates and encourages the development of abilities and pursuit of personal and professional growth while maintaining the highest ethical standards and goals of the university. The Governing Bodies of the University facilitate the members of the University Community to develop moral and ethical commitment.

Codified Ethics Policy is included in the Madras University Act, 1923 Appendix–E under the heading CODE OF PROFESSIONAL ETHICS FOR UNIVERSITY AND COLLEGE TEACHERS (Adopted by the U.G.C. at its meeting held on 27.12.1988) and Code of Conduct for the students in the CBCS Handbook 2020.

The Code of Conduct is for the Employees of the University is displayed on the website under the title THE MADRAS UNIVERSITY EMPLOYEE’S CONDUCT RULES –web link: <https://www.unom.ac.in/webportal/uploads/miscelloneous/universityact.pdf>

There is a committee to monitor adherence to the Code of Conduct. This committee is duly constituted by the statutory authorities of the university and which includes members from the university community. The committees relentlessly observe the adherence to the Codified Ethics Policy and intervene and resolve the issues when and where it is necessary.

The highest ethical standards set for the holders of the public office of the University are

i. **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so to gain financial or other material benefits for themselves, their family, or their friends.

ii. **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in influence them in the performance of their official duties.

iii. **Objectivity**

In carrying out University activities including making public appointments, awarding contracts, or recommending individuals for rewards holders of public office should make choices on merit.

iv. **Openness**

Holders of public office should be as transparent and open as possible about all the decisions and actions that they take. They should give reasons for their decisions and offer information when the wider public interest clearly demands.

v. **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

vi. **Honesty**

Holders of public office have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflict arising in a way that threatens the public interest.

vii. **Leadership**

Holders of public office should promote and support principles by leadership and setting themselves as examples. The peace, harmony and discipline on the campus are appreciated, and are conducive to Academic work and career aspirations.

There is a code of conduct and discipline committee to deal with student discipline, an anti-ragging committee. It is noteworthy that there was no report of eve-teasing or ragging in the university.

THE MADRAS UNIVERSITY EMPLOYEE'S CONDUCT RULES

1. TITLE

These rules may be called the Madras University Employee's Conduct Rules and shall apply to every person appointed by the University except the part-time employees.

2. INTEGRITY AND DEVOTION TO DUTY

Every employee shall at all times (a) maintain absolute integrity, (b) maintain devotion to duty (c) conform to and abide by the rules and regulations, (D) comply with and obey all lawful orders and directions in the course of his official duties issued by any person or persons to whom he may be subordinate in the service of the University, (e) refrain from any activity which is antiseccular or which tends to create communal disharmony.

NOTE: Failure to perform his academic, duties such as preparation, lectures, demonstrations, assessment, guidance, invigilation will constitute improper conduct in respect of member of teaching department. Failure to obey the instructions given by the superior officers or to execute promptly the administrative responsibilities will constitute improper conduct.

3. INTEREST OF THE UNIVERSITY

Every employee shall serve the University honestly and faithfully and shall endeavor his utmost to promote the interest of the University. He shall show courtesy and attention in all transactions and not do anything which is unbecoming of an University employee.

4. EMPLOYMENT IN FIRMS ENJOYING UNIVERSITY PATRONAGE

No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private business or firm where he has official dealings.

5. TAKING PART IN ELECTIONS

No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or local authority provided that. i) an employee qualified to vote to such an election may exercise his right to vote. ii) an employee shall not be deemed to have contravened the provision in this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in forces. iii) No employee of the University both

under teaching and non-teaching categories shall seek an election to the authority bodies of the University without obtaining prior permission of the Syndicate for the purpose (Rules 5, (III) was incorporate by the Syndicate at its meeting held on 20-3-1982) and the Conduct Rules were amended accordingly.

6. JOINING OF ASSOCIATIONS:

No employee shall join or continue to be a member of an association, the object or activities or which are prejudicial to the interests of the sovereignty and integrity of India or to the interests of the University or to public order or morality provided that the Associations/Unions recognised by the University either on de jure or de facto basis would not attract this rule.

7. DEMONSTRATIONS AND STRIKES:

No employee shall (a) engage himself or participate in any demonstrations which is prejudicial to the interests and the sovereignty and integrity of India, security of the State, the interests of the University, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence including inciting students or employees against other students or employees, University or administration; or (b) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee or employees of the University.

8. CONNECTION WITH PRESS OR RADIO OR TELEVISION:

(a) No employee shall except with the previous sanction of the University, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication. (b) No employee shall except with the previous sanction of the University or except in bonafide discharge of his duties,

(i) Publish a book himself or through a publisher or contribute an article to a book or a compilation of articles, or

(ii) Participate in an radio or television broadcast or contribute an article or write a letter to the newspaper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person except when such publication or radio or television broadcast or contribution or publication or public utterance shall not have the effect of an adverse criticism of any current or recent policy or action of the University or which is capable of embarrassing, the relationship between the University and Government

or other agencies. This will not apply to any statement made or views expressed by him in his official capacity in due performance of duties assigned to him by the University.

(c) An employee of the University except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, shall not communicate directly or indirectly any official document or information to any employee or to any other persons to whom he is not authorized to communicate such document or information.

(d) An employee of the University shall not except with the sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority other than the courts and police. (the words “by the University was added to the last sentence occurring in rule 8 (b) (ii) of the Madras University Employee’s Conduct Rules by the Syndicate of the University at its meeting held on 19-6-982 and the Conduct Rules were amended accordingly).

9. COLLECTION OF FUNDS:

No employee shall except with the previous sanction of the University ask for and accept contributions to or otherwise associate himself with the raising of any funds or other collection in cash or kind except in aid of the registered organizations.

10. GIFTS:

a) No employee shall accept or permit any member of his family or any person acting on his behalf to accept any gift or value. b) On occasions such as wedding anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing practice or in other cases in accordance with the laws, an employee may accept gifts from his near relatives or from his personal friends. c) In any other case, an employee shall not accept any gift without the sanction of the University, IF THE VALUE THEREOF EXCEEDS ONE HALF OF THE MONTHLY EMPLOUMENTS OF THE EMPLOYEE.

11. PRIVATE TRADE OR EMPLOYMENT:

No employee shall except with the previous sanction of the University engage directly or indirectly in any trade or business or undertake any other employment. A person employed in the University shall not apply for private employment or signify his willingness to accept such employment without first obtaining the permission in writing of the University.

12. CANVASSING OF OUTSIDE INFLUENCE:

No employee shall bring or attempt to bring any political, personal or other influences to bear upon any authority of the University to further his interests for the interest of any other person in respect of matters pertaining to his service or in respect of any other matter involving a pecuniary or other benefit to him.

13. PARTIALITY IN OFFICIAL DUTIES

An employee shall not be partial in his performance of his official duties and he should be objective in his approach.

14. RAISING OF PRIVILEGES:

An employee shall not try to use the considerations of Caste, Creed, Religion, Race or Sex in his relationship with his colleagues, for purpose of improving his prospects.

15. INTOXICATING DRINKS AND DRUGS.

a) An employee shall strictly abide by any law relating to intoxicating drinks or drugs in force. b) An employee shall not have in his possession any intoxicating drinks or drugs or be in a state of intoxication in the University premises.

16. SENDING REPRESENTATIONS

An employee shall not make representations to Syndicate, Senate or Government or to any authorities of the University direct and all representations shall be made through the proper channel. Any such representation shall be forwarded to the person to whom it is addressed with or without comment of the forwarding authority.

17. REFUSAL TO RECEIVE PAY

Concerted or organised refusal on the part of the employees to receive their pay shall constitute improper conduct.

18. COMPETENT AUTHORITY

Unless specifically otherwise stated, the VICE-CHANCELLOR shall exercise the power to grant permission under these rules.

19. EMPLOYEES

For purposes of these rules, employee includes members of both sexes of teaching, research and non-teaching departments of the University.

20. SUSPENSION OF EMPLOYEES:

i) An employee of the University may be placed under suspension where an enquiry into charges is either pending or contemplated against him; ii) Where an employee of the University (other than an employee to whom Chapter XXIV of the University Calendar, Volume I, is applicable) is placed under suspension he shall be paid subsistence allowance at a rate not exceeding on half of his pay and such proportions of the allowances as the Syndicate may determine.

21. INTERPRETATION

If any question arises relating to the interpretation of these rules, it shall be referred to the Syndicate, whose decision thereon shall be final. (Rule 20 relating to suspension of employees was added by the Syndicate at its meeting held on 27-6-1983 and the then existing Rules 20 relating to 'interpretation' was renumbered as Rule 21 and the Conduct Rules were amended accordingly).

THE UNIVERSITY OF MADRAS STUDENTS' CONDUCT RULES

1. TITLE AND COMMENCEMENT

These rules may be called the University of Madras Students' Conduct Rules". b. These rules come into force on 1st July, 2005.

2. APPLICATION

These rules shall apply to every student of the University of Madras i.e. students on roll in the departments of the University and all its-affiliated institutions. However the affiliated Colleges/Institutions are required to adopt the rules in their respective governing bodies.

3. DEFINITIONS

- a. "University" means the University of Madras.
- b. "Head of the Department/Institutions" means the person in-charge of the UNIVERSITY OF MADRAS CBCS HANDBOOK 2020-2021 48 Department in case of University Department and Principal in case of affiliated Colleges/Institutions in which the student concerned is undergoing the course.
- c. "Student" means any person undergoing any course in the institution including M.Phil and Ph.D.
- d. "Competent Authority" means • The Departmental Committee • University Disciplinary Committee • The Syndicate.

4. STUDENT DECORUM

Every University student is encouraged and expected to evolve, as a responsible citizen with commitment to uphold the dignity and image of the department/ institution of the University in which he/she is undergoing the course.

5. DISCIPLINE

Every student is expected to behave with decorum and honesty by avoiding acts mentioned in clauses below that are considered as acts unbecoming of a student which are punishable as envisaged in student's conduct rules given in University calendar. a. Any form of ragging or eve-teasing b. Causing disturbance by noisy and unruly behaviour. c. Causing damages to the property of the University/Institution. d. Misbehavior in the Public transport system, causing damages to public properties, disrupting traffic or causing

annoyance to the public in any form. e. Any kind of inducement to any employee of the University/institution expecting undue favour. f. Displaying any poster or distributing any pamphlet inside the campus of the University/ institution without the approval of the authorities. g. Sending petitions of complaints to outside individuals/ establishments without the approval of the authorities and without exhausting all the available redressal mechanism in the University. h. Any other conduct opposed to decency and public morals.

6. DRESS AND IDENTITY CARD

- a. Every student shall wear a decent dress.
- b. Every student should carry his\her identity card on person and it should be shown on demand to any teaching staff or security personnel.

7. USE OF ALCOHOL AND DRUGS

- a. Smoking in the campus is strictly forbidden.
- b. Possession and Consumption of alcohol and illicit drugs inside the premises of University/Institutions is prohibited.
- c. Students found inside the premises of University/Institutions in a state of intoxication are liable for punishment.

8. POLITICAL ACTIVITY

Political activity of any form inside the campuses is punishable.

9. DEMONSTRATIONS AND STRIKES

Students shall not

- a. Indulge in demonstrations and strikes.
- b. Participate in any form of intimidation, coercion or wrongful confinement or any violent activity which will prevent any student, employee or officer/authority of the institution from discharging their duties.

10. JOINING ASSOCIATIONS

Students shall not join or continue to be a member of any non- academic association or organization, the object or activities of which are prejudicial to the sovereignty and integrity of India, security of the State, or to public order, decency or morality or the interest of the University / Institution.

11. COLLECTION OF FUNDS

Students shall not raise any fund or make any collection in cash or kind without the prior consent of the authority.

12. CONNECTION WITH PRESS / RADIO / TELEVISION ANY OTHER MEDIA

Students are not permitted to give press/media release without the prior permission of the authorities.

13. PUNISHMENT AND DISCIPLINARY AUTHORITY

- a. No student shall be punished without giving him/her a reasonable opportunity of being heard by the authorities.
- b. Students violating the conduct rules are liable for punishment which includes censure, loosing attendance, debar from writing examinations, suspension from the class, imposition of fine, suspension from the University/institution, dismissal and rustication.
- c. The Departmental Committee of the University department/ college shall consider each case of violation of conduct rules and shall take suitable action through unanimous decision. The decision by the departmental committee will be final as far as minor punishments like censure etc. are concerned.
- d. If the act of violation is serious in nature or the decision is not unanimous, the Departmental Committee shall refer the case with its remarks for suitable action to the University Disciplinary Committee / College Disciplinary Committee.
- e. The University/College Disciplinary Committee shall be the competent authority to recommend to the authorities for imposing major punishments like suspension, dismissal and rustication.
- f. The composition of the University/College Disciplinary Committee is as follows:

DEAN (STUDENTS)

1. Convener
2. Head of the respective Department
3. Dean (Academic)
4. One lady faculty representative nominated by the Vice Chancellor
5. One SC/ST faculty representative nominated by the Vice Chancellor
6. Director of the respective campus.

14. APPEAL / REVISION

The Departmental committee and the University/College Disciplinary Committee are empowered to review the punishment inflicted on a student. The delinquent student can prefer appeal or revision with in a period of fifteen days from the date of communication of

the order. While reviewing the Departmental Committee will include the Chairperson of the respective School and the University Disciplinary committee will include one more member nominated by the Vice-Chancellor / Principal, as a special invitee.

15. APPELLATE AUTHORITY

The Syndicate shall be the appellate authority for all student disciplinary matters. However, the student shall not appeal to the higher authorities/ Syndicate without first approaching the Departmental / University, disciplinary Committees for review. The affiliated colleges shall have their own disciplinary committee of similar composition under intimation to the University.
