

Name of the Policy/ Guidelines	Code of Conduct for Administrators
Short Description	Guidelines on desirable conduct of Administrators
Scope	This code of conduct is applicable to all administrative staff of NITTE (Deemed to be University) and its constituent colleges and departments
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised
Date of approval of Version 1	25-07-2016
Revision No.	0
Brief description of last revision	Not Applicable
Date of approval of current revision	Not Applicable
Effective date	01-08-2016
Approval Authority	Board of Management
Responsible officer	Vice Chancellor

Contents

Introduction 3

Definitions 3

Code of conduct statements 3

Procedure for handling misconduct 4

Disciplinary measures 5

Code of conduct for Administrators

Introduction

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of Administrators. The conduct of University administrators, faculty, and support staff 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.

Definitions

1. University refers to NITTE (Deemed to be University)
2. Employee means all staff of the NITTE (Deemed to be University), including full-time, part-time or casual staff
3. Student means all students of the NITTE (Deemed to be University), including but not limited to fee paying students, exchange students, certificate course students and students attending short term courses
4. Administrators include all University Officers and Heads of Institutions, Heads of Constituent Units who report to the Registrar / Vice Chancellor / Chancellor.

Code of conduct statements

Administrative staff must refrain from (prohibited conduct, but not limited to):

1. Acts of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
2. Any form of sexual harassment. Sexual harassment includes, but is not limited to:
 - a. leering or staring
 - b. persistent following or stalking
 - c. sexually suggestive words, gestures or sounds
 - d. unwanted ongoing declarations of affection or approaches for affection, including gifts
 - e. persistent unwelcome invitations, telephone calls or emails
 - f. obscene sexual communications in any media including social networking
 - g. sending of sexually explicit emails or text messages, display of sexually suggestive material
 - h. unwelcome behaviour or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual

- i. unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing
3. Posting derogatory comments about other individuals from the university on the social media or indulging in any such related activities having grave ramifications on the reputation of the university.
4. Accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties.
5. Engaging in actions that violate the ethical principles contained in this Code or provisions of law.

Administrative staff must (desirable conduct, but not limited to):

1. Comply with applicable governmental laws, rules, and regulations
2. Act with competence and strive to advance competence, both in self and in others
3. Treat all stakeholders with respect & civility and recognize their right to disagree
4. Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service
5. Understand the University's vision, mission, core values and objectives and contribute constructively to their ongoing evaluation and reformulation.
6. Use university resources solely for normal functioning of the University. They may not be used for personal gain and may not be used for personal use except in a manner that is incidental, and reasonable in light of their duties.
7. Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain.
8. Disclose possible conflict of interest, financial or otherwise, direct or indirect, in any business, transaction, or professional activity which may be in substantial conflict with the proper discharge of one's duties.

Procedure for handling misconduct

1. Any complaint / allegation of misconduct is to be reported to the Vice Chancellor (or Chancellor if Vice Chancellor or Pro-Chancellors is / are party to the complaint).
2. For minor infractions, the Vice Chancellor may investigate the complaint / allegation and decide on the disciplinary action in consultation with a Senior University Official.
3. The Vice Chancellor / Chancellor will, when required, refer the complaint / allegation to a Standing Disciplinary Committee or constitute a Disciplinary Committee for inquiry into the complaint / allegation. The Disciplinary Committee will conduct an inquiry and submit a report on the nature of misconduct, seriousness, and recommended action. The Vice Chancellor / Chancellor will be the deciding authority on the final action to be taken.
4. The Administrator alleged with misconduct will be given an opportunity to present his / her case in person and in writing before action is initiated.
5. Incidents involving sexual harassment should be referred to the Institutional Anti-Sexual Harassment cell.

Disciplinary measures

Disciplinary Measures that may be imposed under the Code include but are not limited to):

1. Written warning or reprimand (Memo)
2. Issuance of an apology
3. Withdrawal of certain privileges including restriction or prohibition of access to, or use of, University / Institutional facilities, services, activities or programs
4. Probation during which specified conditions must be fulfilled and good behavior must be demonstrated
5. Payment of costs or compensation for any loss, damage or injury caused by the conduct
6. Fines or penalties
7. Expulsion from campus / off-campus University provided accommodation
8. Suspension
9. Termination of service