

KONERULAKSHMAIAHEducationFOUNDATION

(Deemed to be University)

Green Fields, Vaddeswaram, Guntur District,

Andhra Pradesh, India. PIN: 522302



HANDBOOK
ON
CODE OF CONDUCT
FOR
ADMINISTRATORS

REGISTRAR
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWAREM-522 302.
Guntur District, Andhra Pradesh. .

**I) KLEF-code of conduct for officers of the administration covering Vice- Chancellor,
Pro Vice Chancellor, Registrar, Principals, Deans and Directors.**

Introduction and Purpose

A. Introduction

As members of KLEF University community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The University values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.

B. Purpose

In that spirit, this Code (the "Code") is a shared statement of the University's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. All the members must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide the members in dispensing their work. All members are accountable for their individual actions and as members of the university all are collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws and policies.

C. Violations

Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Raising such concerns is a service to the University and does not jeopardize one's position or employment. Confirmed violations will result in appropriate disciplinary action up to and including termination from employment or other relationships with the University. In some circumstances, civil and criminal charges and penalties may apply.

1. Equity and Justice

People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community all members can access opportunities that allow their full participation in that community.

2. Equity of access to employment and programs

The University is committed to provide an environment of equal opportunity, free from discrimination, for existing and prospective staff and students in pursuit of their academic and professional goals and the realisation of their potential to contribute to the achievement of University's mission. This objective is supported by an employment philosophy of providing job security through ongoing employment where possible, and encouraging flexible work practices that accommodate a range of needs in a diverse workforce.

3. Achievement Relative to Opportunity

The members are committed to fair assessment of employees and a workplace culture that values and supports life balance in order to attract, develop and retain highest quality staff.

4. Harassment

The members of KLEF are committed to maintain an environment where students and staff are valued, respected and able to realise their full potential. Harassment and discrimination of any form such as sexism, racism or bullying has no place in such a culture. All forms of harassment and discrimination are serious issues that undermine morale and can adversely affect the ability of staff and students to feel included within the University. Such behaviour is unacceptable and all complaints will be dealt with fairly and promptly.

5. Discrimination

Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favourably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.

Indirect discrimination occurs when an apparently neutral requirement, condition or rule unfairly impacts on people with a particular attribute or characteristic (e.g. disability, gender or race) compared to people without that attribute, and the rule or requirement is not reasonable in the circumstances. For example, providing a service on the first floor of a building where the only access is by stairs could, in some circumstances, be considered indirect discrimination against a person with impaired mobility.

It is the responsibility of all officers to take steps to prevent incidents of unlawful discrimination on campus.

6. Prevention and Resolution of Campus Ragging/Bullying

The University acknowledges that all employees and students have the right to work and study in an environment free from bullying. The University has a duty of care to all members of its community and violence, aggression and bullying are unacceptable.

A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimised, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the University. In order to maintain objectivity for investigation and litigation purposes, the 'reasonable person' test applies – workplace bullying is predicated on a pattern of behaviour that a reasonable person in the circumstances would view as victimising, humiliating, undermining or threatening.

7. Disability Harassment

Disability harassment is any verbal, physical or written act taken in relation to a person with a disability that is reasonably likely to humiliate, offend or distress the person, or an associate of the person with a disability, such as a relative or carer. The members shall not resort to such harassment. In case found guilty punitive actions may be taken.

8. Racial Harassment

Racial harassment is any verbal, physical or written act based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or those related to, or closely associated with, that person

9. Sexual Harassment

Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person. It does not include mutual attraction, consensual romantic involvement or friendship. Inappropriate conduct can be in the form of words or actions, including circulating or displaying written or pictorial material that is sexually offensive or belittling in any form, including print, email, text messaging and, where specifically directed toward a person, on social networking websites. Sexual harassment involving a physically violent and/or coercive component such as physical molestation or assault, persistent following or stalking, indecent exposure, and obscene communications in any media, may be considered sexual assault and possibly a criminal offence.

10. Academic Freedom

Academic freedom is recognised and protected by this University as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a University core value.

11. Lawful Obedience

All members of the University must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with University policies.

12. Confidentiality

Staff members who have access to official University documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the University should also undertake to maintain privacy of oral communications where that has been requested.

13. Personal and Professional Responsibility

a. Fraud and Corruption

The University Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at KLEF, clarifies the responsibilities of all University staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.

b. Ethical Conduct of Research

The University expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the University and other relevant funding bodies. Ethical clearances must be gained where appropriate.

c. Conflicts of Interest

A conflict of interest includes any circumstance, whether actual or perceived, arising from conflict between the performance of public duty and private or personal interests. It arises where there is a reasonable expectation of direct or indirect benefit or loss for an individual employee with a particular personal interest that could be influenced in favour of that interest, in the performance of their duties. The benefit or loss may be financial or non-financial.

d. Employment of Close Relatives

The employment of relatives is only acceptable when the appointment is made in line with University policy regarding appointment of new employees. Prior approval must be sought from the Dean, or Registrar where a staff member is required to directly supervise a relative. A member of staff should not take any direct part in the selection process for an appointment for which a family member is a candidate. The relationship to which this policy applies includes those of parent and child, siblings, wife and husband, including de-facto relationships and same sex partners.

e. Outside Employment and Private Practice

Professional and consultative work carried out by members of staff in their area of expertise may be of benefit to the University, the individual and the community, provided certain conditions are met. Professional and consultative work should be related to the work of the University and should not conflict with the interests of the University. Consulting is a privilege not a right and requires approval by the Registrar.

f. Gifts or Benefits

Staff members should not solicit, encourage or accept gifts or benefits if it could be reasonably seen as an inducement to act in a particular way, or to place a staff member under an obligation that may either directly or indirectly compromise or influence them in their official capacity. In particular, University employees should indicate to the prospective givers that gifts cannot be accepted from those with whom the University has, or potentially has, commercial dealings.

14. Standards of Integrity and Quality

KLEF recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the University. KLEF (Deemed to be University) must strive at all times to maintain the highest standards of quality and integrity.

In addition, each individual is required to conduct University business transactions with utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated because it is "customary" outside of KLEF or that it serves other worthy goals. Expediency should never compromise integrity.

15. Financial Reporting

All University accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies must be accurate, clear and complete. All entries in the University books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

16. Compliance with Laws

Members of the University community must transact University business in compliance with applicable laws, regulations, and University policy and procedure. Managers and supervisors are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy. Refer all unresolved questions and/or interpretation of laws and regulations to the Office of the Registrar. University-wide policy documents can be found [here](#).

a. Contractual Obligations

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of KLEF University to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate University official can enter into agreements on behalf of the University.

b. Environmental Health & Safety, including Workplace Health and Safety Members of the University community must be committed to protecting health and safety of its members by providing safe workplaces. The University will provide information and training about health and safety hazards, and safeguards. Community members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.

c. Non-University Professional Standards

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession (such as advocates, certified public accountants, and medical doctors). Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards to guide their members. Those belonging to such organizations are expected to adhere to University policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and University policy, he/she should contact the Office of the Registrar.

17. Use of University Resources

University resources must be reserved for business purposes on behalf 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 the employee's duties. University resources include, but are not limited to, the use of University systems (e.g., telephone systems, data communication and networking services) and the KLEF domain for electronic communication forums; the use of University equipment (e.g., computers and peripherals, University vehicles); the use of procurement tools such as purchasing cards and petty cash; and, the time and effort of staff, students and others at KLEF.

18. Reporting Suspected Violations

a. Reporting to Management

Members of the KLEF community should report suspected violations of applicable laws, regulations, government contract and grant requirements or this Code. This reporting should normally be made initially through standard management channels, beginning with the immediate officer. If for any reason it is not appropriate to report suspected violations to the immediate officer (e.g., the suspected violation is by the officer) individuals may go to a higher level of management within their school or department.

b. Other Reporting

All violations of laws or regulations should be reported internally to the Office of the Registrar. Any suspected violations of rules regarding Central Government funds may be reported to the Office of the Registrar.

Any suspected violations of the rules or regulations of the Central Government, state government and the University may be reported.

c. Confidentiality

Such reports may be made confidentially, and even anonymously, although the more information given, the easier it is to investigate the reports. Raising such concerns is a service to the University and does not in itself jeopardize employment.

d. Cooperation

All employees are expected to cooperate fully in the investigation of any misconduct.
