



MALLA REDDY (MR)

Deemed to be University

Recognized Under Section 3 of the UGC Act, 1956

Approved by AICTE, New Delhi, Accredited by NAAC with 'A++' Grade (Cycle- III)

CODE OF CONDUCT HANDBOOK (FACULTY)



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CODE OF CONDUCT FOR ALL FACULTY MEMBERS

1.0 POLICY STATEMENT

Malla Reddy (MR) Deemed-to-be University (MRDU) is committed to fostering a professional academic environment characterized by ethical integrity, mutual respect, and excellence in teaching, research, and service. This Code of Conduct for Faculty establishes the behavioral, professional, and ethical expectations for all faculty members of the University.

It serves as a guiding framework for decision-making, collaboration, and accountability consistent with the *University Grants Commission (UGC) Regulations 2018 – Appendix III (Code of Professional Ethics)* and the principles of the *National Education Policy (NEP) 2020*.

2.0 PREAMBLE

The University believes that its faculty represent the institution's academic strength and moral compass. Through this Code, MRDU seeks to ensure that every faculty member upholds the highest standards of professional ethics, commitment to students, respect for colleagues, and service to the larger community. The Code also reinforces the University's dedication to transparency, inclusivity, gender sensitivity, and social responsibility in all academic and administrative processes.

It complements other institutional frameworks such as the HR Policy, Research Ethics Policy, and the Student Charter, forming part of MRDU's comprehensive governance system.

3.0 SCOPE AND APPLICABILITY

This policy applies to:

1. All full-time, part-time, adjunct, visiting, and contractual faculty members engaged in any academic or research activity at MRDU.
2. Faculty serving on administrative or statutory committees.
3. Any faculty representing MRDU in external academic, research, or consultancy activities.

Note – This Code also governs professional behavior during online or hybrid teaching, virtual meetings, and digital communications conducted through University-approved platforms.

4.1 DEFINITIONS

For the purpose of this Policy, unless the context otherwise requires:

1. **“University”** refers to *Malla Reddy (MR) Deemed-to-be University*, including all its constituent units, departments, centres, and affiliated entities.
2. **“Faculty”** means any full-time, part-time, contractual, visiting, or adjunct teaching or research staff employed or engaged by the University.
3. **“Code”** refers to this *Faculty Code of Conduct Policy*, as approved and notified by the University.
4. **“Conflict of Interest”** means a situation in which a faculty member's personal, financial, or other

interests could compromise, or appear to compromise, professional judgment or institutional integrity.

5. **“Misconduct”** includes any act of indiscipline, unethical behaviour, violation of institutional policy, or contravention of laws or regulations applicable to the University.
6. **“Confidential Information”** includes any academic, research, financial, administrative, or student-related data not intended for public disclosure.
7. **“Digital Communication”** refers to all official interactions conducted via University-approved email, virtual platforms, learning management systems, or social media channels.
8. **“Regulatory Framework”** includes the UGC (Minimum Qualifications for Teachers and Other Academic Staff) Regulations, 2018, and subsequent amendments.

5.0 PROFESSIONAL RESPONSIBILITIES AND ETHICAL STANDARDS

All faculty members of MRDU shall discharge their duties with professional integrity, dedication, and accountability, upholding the values of academic freedom, inclusivity, and institutional excellence.

5.1 Teaching and Academic Responsibilities

Faculty shall:

1. Demonstrate commitment to quality teaching, curriculum delivery, and student engagement.
2. Prepare and update lesson plans, course materials, and evaluation methods in line with the approved curriculum and Outcome-Based Education (OBE) framework.
3. Maintain punctuality, regularity, and fairness in all academic activities.
4. Encourage students to develop critical thinking, creativity, and ethical awareness.
5. Ensure transparency in evaluation and provide constructive feedback to students.
6. Incorporate innovative pedagogical approaches, technology integration, and interdisciplinary learning in line with NEP 2020 recommendations.

5.2 Research, Innovation, and Publication Ethics

Faculty shall:

1. Pursue research that contributes to knowledge creation, innovation, and societal benefit.
2. Uphold honesty, objectivity, and responsibility in conducting, publishing, and presenting research work.
3. Ensure authenticity of data, avoid plagiarism, and adhere to copyright and intellectual property norms.
4. Acknowledge contributions of collaborators and maintain confidentiality of unpublished research data.
5. Follow institutional and national ethical guidelines for research involving humans, animals, or the environment.
6. Encourage students and research scholars to follow best practices in publication and authorship ethics.

5.3 Institutional and Administrative Responsibilities

Faculty shall:

1. Participate actively in institutional governance, committee work, and academic administration.
2. Adhere to all policies, regulations, and statutory requirements of MRDU and regulatory bodies.

3. Maintain decorum, discipline, and confidentiality in official matters.
4. Avoid conflict of interest and seek prior approval for any external assignment, consultancy, or public representation on behalf of the University.
5. Use institutional resources responsibly and for legitimate academic or administrative purposes only.

5.4 Behavioral and Ethical Conduct

Faculty shall:

1. Treat all colleagues, staff, and students with respect, dignity, and fairness.
2. Foster a culture of inclusivity, free from discrimination, harassment, or bias of any kind.
3. Faculty shall refrain from any form of sexual harassment—verbal, physical, visual, or digital—toward students, colleagues, or staff.

All complaints shall be dealt with under the *University's Internal Complaints Committee (ICC)* in accordance with the **UGC (Prevention, Prohibition and Redressal of Sexual Harassment) Regulations, 2015** and the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*.

4. Refrain from any form of sexual harassment, ragging, or abuse directly or indirectly in accordance with UGC regulations.
5. Maintain professional decorum in personal and digital communication.
6. Dress modestly and appropriately, reflecting professional standards within the academic environment.
7. Abstain from consumption or promotion of intoxicants, tobacco, or prohibited substances within University premises.

5.5 Faculty Dress Code

The purpose of this dress code is to maintain a professional, dignified, and respectful academic environment. Faculty members are role models for students, and their attire should reflect the values of discipline, decorum, and professionalism.

General Guidelines

- Faculty are expected to dress formally and professionally during working hours, academic activities, and official events.
- Clothing should be neat, clean, and ironed.
- Casual, flashy, or inappropriate attire that may distract students or diminish the university's professional image should be avoided.

Dress Code for Male Faculty

- Formal full-sleeve or half-sleeve shirts with trousers.
- Shirts to be tucked in at all times.
- Blazers, ties, or suits are encouraged for official meetings, ceremonies, and special occasions.
- Formal shoes (preferably black or brown).
- Avoid T-shirts, jeans, cargo pants, sports shoes, or slippers.

Dress Code for Female Faculty

- Saree / Salwar Kameez / Formal Kurta with dupatta / Business suits.
- Professional western formals may be worn with modest styling.
- Blazers or jackets encouraged for meetings, seminars, and conferences.
- Formal footwear (closed shoes, sandals with straps).
- Avoid casual wear such as leggings without long tops, short dresses, jeans, T-shirts, or slippers.

Specific Occasions

- **Ceremonial/Official Functions:** All faculty should wear formal attire (Men – Blazer/Suit; Women – Saree/Formal Suit).
- **Laboratory/Workshop Sessions:** Appropriate safety attire (lab coats, protective gear) as per safety regulations.
- **Sports/Outdoor Activities:** Sportswear is permitted only for events specifically requiring it.

5.6 Professional Integrity and Accountability

Faculty shall:

1. Demonstrate honesty and transparency in all institutional dealings.
2. Refrain from plagiarism, falsification of records, or misuse of authority.
3. Respect confidentiality in evaluation, assessment, and administrative processes.
4. Report any unethical conduct or violation of policy to the appropriate authority through proper channels.
5. Serve as role models for students, upholding the reputation and values of MRDU at all times.

5.7 Commitment to Institutional Development

Faculty shall:

1. Contribute to MRDU's strategic goals through participation in academic, research, and community-outreach initiatives.
2. Support university events, conferences, and extension activities.
3. Promote interdisciplinary collaboration, innovation, and lifelong learning.
4. Mentor junior faculty and students, fostering a collegial academic environment.
5. Assist in continuous quality improvement through feedback, assessment, and IQAC initiatives.

6.0 MISCONDUCT, DISCIPLINARY ACTION, AND DIGITAL CONDUCT

Faculty members of Malla Reddy (MR) Deemed-to-be University are expected to maintain the highest standards of discipline, integrity, and professionalism. Any act or omission that violates these principles or brings disrepute to the University shall constitute *misconduct* and may invite disciplinary action as per institutional regulations.

6.1 Acts Constituting Misconduct

Without prejudice to the generality of the term, the following acts, among others, shall be treated as misconduct:

1. **Academic Misconduct:**
 - Plagiarism, data falsification, fabrication of research results, or misuse of intellectual property.

- Unauthorised use or sharing of institutional research data, materials, or facilities.
- 2. **Professional Misconduct:**
 - Willful neglect of academic or administrative duties.
 - Absence from duty without authorization or habitual late attendance.
 - Unethical grading, bias in student assessment, or favouritism.
 - Disobedience, insubordination, or breach of official confidentiality.
- 3. **Behavioural Misconduct:**
 - Harassment, discrimination, or any behaviour violating human dignity or workplace decorum.
 - Use of abusive, defamatory, or threatening language within or outside campus.
 - Consumption or possession of intoxicants, alcohol, or narcotics within University premises.
 - Indulging in ragging or aiding/abetting any form of harassment, directly or indirectly.
- 4. **Financial or Property Misconduct:**
 - Misuse, misappropriation, or unauthorized use of university property, funds, or resources.
 - Soliciting or accepting gifts, favours, or benefits that may create a conflict of interest.
- 5. **Legal and Policy Violations:**
 - Breach of UGC, AICTE, or MRDU policies and statutory guidelines.
 - Violation of confidentiality agreements or breach of data protection norms.

6.2 Disciplinary Action

Upon identification or report of misconduct, the following procedure shall apply:

1. **Preliminary Inquiry:**
 - The Dean (HR) or any designated authority shall initiate a preliminary assessment to establish prima facie validity.
2. **Formal Investigation:**
 - If required, a *Disciplinary Committee* shall be constituted by the Vice-Chancellor to conduct a formal inquiry following principles of natural justice.
3. **Hearing and Representation:**
 - The concerned faculty member shall be given adequate opportunity to respond in writing and present evidence in defence.
4. **Decision and Penalty:**
 - Based on the findings, appropriate disciplinary measures may include:
 - Written warning or censure
 - Suspension pending inquiry
 - Withholding increments or benefits
 - Termination of service
 - Debarment from specific roles or assignments
5. **Appeal:**
 - A faculty member may appeal the decision to the Vice-Chancellor or the designated Appellate Committee within 15 working days of receiving the order.
6. **Reporting:**
 - All disciplinary decisions shall be recorded and reported to the **Board of Management** through the Registrar's office.

6.3 Digital Conduct and Online Behaviour

In accordance with UGC and MRDU ICT-use policies, faculty shall:

1. Maintain professionalism and decorum in all online teaching, communication, and social media interactions.
2. Use official email IDs and University-approved platforms for all institutional communication.
3. Avoid sharing confidential or sensitive information through personal or unsecured digital channels.
4. Refrain from posting, forwarding, or endorsing offensive, defamatory, or politically motivated content that may harm the institution's image.
5. Respect copyright, privacy, and data-protection principles in all digital materials and learning resources.

Violation of digital conduct norms will be treated as **professional misconduct** and attract disciplinary action under this policy.

6.4 Preventive and Corrective Measures

1. Regular **orientation sessions** on ethics, cyber safety, and professional conduct shall be organized by IQAC and HR.
2. A **confidential reporting mechanism** shall be available for faculty to raise concerns about unethical practices.
3. Counselling and advisory support will be provided to prevent recurrence and foster a positive institutional climate.

7.0 CONFIDENTIALITY, CONFLICT OF INTEREST, AND DATA PROTECTION

Faculty members of Malla Reddy (MR) Deemed-to-be University are entrusted with sensitive academic, research, and administrative information. They shall maintain strict confidentiality and avoid situations that could compromise institutional integrity, data security, or public trust.

7.1 Confidentiality Obligations

1. Faculty shall treat all official, academic, student, and research-related information as *confidential* unless explicitly authorised for disclosure.
2. No faculty member shall share, publish, or communicate internal documents, examination materials, or student data to unauthorised persons or external entities.
3. Confidential information acquired during service shall not be used for personal gain or disclosed after cessation of employment.
4. All research data, examination records, student evaluations, and internal correspondence shall be stored and transmitted through University-approved secure systems.
5. Access to confidential records shall be governed by the *need-to-know principle* and subject to institutional data-governance norms.

7.2 Conflict of Interest

Faculty shall avoid conflicts: real, potential, or perceived between personal interests and professional responsibilities.

1. Faculty shall not participate in decisions where they have a personal, financial, or familial interest.

2. Any external consultancy, assignment, or engagement must receive prior written approval from the Vice-Chancellor or the competent authority.
3. Acceptance of gifts, benefits, or favours that may influence academic or administrative decisions is strictly prohibited.
4. In case of doubt, faculty members shall make a written declaration to the Dean (HR) or Registrar to ensure transparency.

7.3 Data Protection and Digital Security

1. Faculty shall adhere to MRDU's Data Protection and ICT Policy in handling student records, research data, and administrative information.
2. Use of personal devices or cloud storage for official data shall require encryption and institutional approval.
3. Any loss, breach, or misuse of confidential information must be reported immediately to the Dean (HR) or the IT Cell.
4. Faculty shall ensure that personal data of students and collaborators is collected and processed only for legitimate academic purposes in accordance with applicable privacy laws.
5. Unauthorized copying, sharing, or publication of institutional data shall be treated as a serious violation of this Code.

7.4 Institutional Responsibility

The IQAC and IT Cell shall jointly ensure:

- Periodic training sessions on data privacy and confidentiality.
- Secure storage, transfer, and disposal of sensitive information.
- Review of faculty compliance with institutional data governance protocols.

8.0 INSTITUTIONAL RELATIONS AND COMMUNITY ENGAGEMENT

Faculty members of Malla Reddy (MR) Deemed-to-be University are expected to uphold harmonious relationships within the institution and contribute positively to society. Their professional conduct must reflect collegiality, service orientation, and commitment to inclusive national development.

8.1 Faculty–Student Relationship

1. Treat every student with dignity, impartiality, and empathy, irrespective of background, gender, or belief.
2. Guide and mentor students to achieve academic excellence, professional competence, and ethical values.
3. Maintain objectivity in evaluation and feedback; avoid favouritism or bias of any form.
4. Protect students from exploitation, discrimination, or harassment.
5. Refrain from accepting gifts, inducements, or monetary favours from students or their families.
6. Encourage students to participate in research, innovation, extension, and community service activities.
7. Maintain confidentiality of student information and respect personal boundaries in all interactions, including online communication.

8.2 Faculty–Colleague Relationship

1. Promote mutual respect, trust, and professional collaboration among colleagues.
2. Support an environment of academic freedom, constructive dialogue, and healthy debate.
3. Avoid defamatory remarks, gossip, or unprofessional competition.
4. Provide guidance and mentorship to junior faculty and research scholars.
5. Recognize the contributions of peers fairly in publications, projects, and institutional initiatives.
6. Cooperate in multidisciplinary and inter-departmental projects that advance MRDU's institutional goals.

8.3 Faculty–Institution Relationship

1. Uphold loyalty to MRDU's Vision, Mission, and Core Values.
2. Comply with University policies, circulars, and statutory regulations.
3. Represent MRDU responsibly in all external forums, conferences, and public communications.
4. Use University property, resources, and name judiciously and only for official purposes.
5. Contribute to committees, academic councils, and IQAC activities with sincerity and accountability.
6. Participate in institutional development activities such as accreditation, outreach, and quality audits.
7. Maintain decorum, punctuality, and professionalism in all University functions.

8.4 Faculty–Society Relationship

1. Serve as ambassadors of MRDU in promoting knowledge, innovation, and ethical citizenship.
2. Participate voluntarily in community-development and social-responsibility initiatives.
3. Respect cultural, environmental, and socio-economic diversity while engaging with communities.
4. Encourage sustainable practices and environmental consciousness among students and peers.
5. Disseminate knowledge that contributes to local, national, and global welfare through outreach, consultancy, and extension activities.

8.5 Institutional Recognition

The University values faculty who exemplify professional ethics, community service, and institutional loyalty.

Outstanding contributions in teaching, research, mentorship, or social engagement shall be recognized annually through appropriate awards, citations, or commendations.

9.0 REVIEW, IMPLEMENTATION RESPONSIBILITY, AND DOCUMENT CONTROL

9.1 Policy Implementation

1. The **Internal Quality Assurance Cell (IQAC)**, in coordination with the **Human Resources Department** and the **Dean (Academics)**, shall oversee implementation of this policy.
2. Each School or Department shall ensure that every faculty member receives, acknowledges, and adheres to the Code of Conduct.
3. A signed **Faculty Acknowledgement Form** shall be maintained in the HR records and digital archives of the University.
4. Orientation sessions on professional ethics and institutional values shall be conducted at the beginning of every academic year.

9.2 Monitoring and Compliance

1. The IQAC shall periodically monitor compliance through internal audits, faculty feedback, and committee reviews.
2. Any deviation or violation shall be reported to the competent authority for appropriate action as per the *Disciplinary Procedures* (Section 6).
3. The IQAC shall submit an annual summary of compliance and recommendations to the **Board of Management** for information and review.

9.3 Policy Review Cycle

1. This policy shall be reviewed **once every three years** or earlier if mandated by regulatory changes, UGC directives, or institutional requirements.
2. All amendments and revisions shall be approved by the **Board of Management** and recorded in the Document Control Sheet.
3. Upon approval, updated versions will supersede previous releases and be circulated through the University website and faculty portal.

MALLA REDDY (MR) DEEMED-TO-BE UNIVERSITY

DOCUMENT CONTROL SHEET

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Version	Revision No.	Date	Description of Change	Prepared By	Approved By
1.0	0		First issue – Initial release of the Code of Conduct (Faculty)	Dean (IQAC) & HRD	AC

MISCELLANEOUS:

- The policies are subject to change from time to time by MRDU or as and when required



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Form of Acknowledgment of Receipt of Code of Conduct

I hereby acknowledge that I have received a copy of the **Malla Reddy (MR) Deemed to be University Code of Conduct**.

I confirm that I have read and understood the standards, principles, and policies contained therein. I agree to abide by these guidelines and uphold the values of the University in the discharge of my duties, both within and outside the University.

I further affirm my commitment to conduct myself with professionalism, integrity, and ethical responsibility in all matters pertaining to my role as a faculty member of the University.

1	Name of the Faculty Member	
2	Designation	
3	Department/School	
4	Faculty ID	
5	Signature	
6	Date	

Please sign and return this form to the Human Resources Department.