



Centurion  
UNIVERSITY

**CERTIFIED COPY**

**This is to certify that “Code of Conduct” document contains 5 Pages. The first and last pages are signed by the undersigned.**

*Anita Patra*

**Registrar**

REGISTRAR  
Centurion University of  
Technology & Management  
ODISHA



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**centurion university of technology and management**

*Shaping Lives... Empowering Communities...*

# CODE OF CONDUCT



**CENTURION  
UNIVERSITY**  
*Shaping Lives...  
Empowering Communities!*

**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

R.Sitapur, Uppalada, Parlakhemundi, Gajapati, Odisha, India, 761211

May 2016

## **CODE OF CONDUCT**

Centurion University is committed to Shaping Lives and Empowering Communities.

Centurion University's Code of Conduct draws on its shared values: Inclusivity, Integrity, Equity, Respect and Sustainability in everything we do. It is expected that every individual member of the University should make the effort to avoid actual or apparent conflicts of interest involving personal and professional relationships.

Our Code of Conduct and our Values represent our commitment to all our stakeholders including students/ parents, faculty, staff, communities we work with, regulators, suppliers and our global partners.

The Code provides a clear set of standards for our conduct. It presents each of us with an ethical and behavioral framework to guide our response to the challenging and sometimes difficult choices we face.

Centurion University is committed itself to specific conduct for various categories of its staff: Teachers, Students, Employees (Administrative, Maintenance and Contractors), Controller of Examinations cum Director Quality Assurance, Comptroller of Finance, Registrar and Vice Chancellor.

### **1. Code of Conduct for Teachers**

- A teacher shall commit and strive to deliver excellence (reflected in various learning outcomes) as well as act as a mentor to the students
- A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the University pertaining to his/her sphere of responsibilities/ duties.
- A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/ teachers against other students or other teachers, colleagues or administration/ Governing body of the University.
- A teacher shall not remain absent from duty without proper sanction of leave except in case of emergency.
- A teacher shall refrain from unethical publishing that may prove detrimental to the reputation of the University.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession.
- Must follow the HR Policy, Travel Policy, Leave Policy, Research Policy, Social Media Policy and instructions issued by the University authorities from time to time.

### **2. Code of Conduct for Students**

- Each student shall conduct herself or himself in a manner befitting the dignity of the University.
- Each student is expected to be involved only in such activities that are likely to maintain the prestige of the Institute.
- Each student shall show due respect and courtesy to staff members, Faculty members, and administrators, and due affection to fellow students.

- Students are expected to adhere to the University rules and demonstrate generally accepted conduct aligned with University's values.
- Ragging in any form is a serious offense. Any conduct by a student or a group of them, whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling with rudeness a fresher or any other student, will be treated as ragging. Further, asking any student to perform any act, which that student objects to and which has the effect of causing or generating a sense of shame, torment or embarrassment (adversely affecting the physique or psyche of the student) will be treated as ragging. Involvement of a student in this may lead to his/ her expulsion from the University.
- Utmost care needs to be taken by each student, to ensure that his/ her behavior is impeccable towards persons of opposite gender. In particular, any unwelcome behavior towards female students and employees, whether spoken, written, gestural or physical, directly or indirectly, would be dealt with his/ her expulsion from the University.
- No student is allowed to interact with media persons, whether from the print, radio, television or social media, to convey any kind of information about the University that diminishes the reputation of the University or the dignity of any of the officials of the University. Whereas students are free to publish works of fiction or write-ups on scientific or cultural matters in newspapers and magazines (print, audio, video or online), no publication is allowed on political or any controversial matters. Students wishing to publish, in print, audio, video or online, on student activities, like festivals, are required to obtain prior permission in writing from the University Authority.

### **3. Code of Conduct for Employees (Administrative [including Admission and Placement staff], Maintenance and Contractors)**

- Maintain absolute integrity, devotion to the duty and professional conduct at all times.
- All employees are expected to refrain from any act which is against the Mission, Vision and core Values of the University.
- Maintain independence and be impartial in the discharge of official duties.
- Consumption of intoxicating drinks and drugs in office can lead to the termination of employment.
- Utmost care needs to be taken by each employee, to ensure that his/ her behavior is impeccable towards persons of opposite gender. In particular, any unwelcome behavior towards female students and employees, whether spoken, written, gestural or physical, directly or indirectly, would be dealt with as per the national law on Prevention, Prohibition and Redressal of Sexual Harassment at work places Act 2013.
- Sharing of any information without the knowledge of the University authority can lead to serious penalty for employees, according to the Companies Act 2013.

### **4. Code of Conduct for Controller of Examinations cum Director, Quality Assurance**

- The Controller of Examinations cum Director, Quality Assurance shall conduct Examinations and make all other arrangements and be responsible for the due execution of all process connected therewith without fear or favour.
- The Controller of Examinations cum Director, Quality Assurance shall adhere to the following principles to maintain standards in Public Life: Selflessness, Objectivity, Accountability, Openness and Leadership.

- The Controller of Examinations cum Director, Quality Assurance shall uphold values accepted by the University as listed below: Integrity, Honesty, Respect, Innovation, Excellence, Service, Hospitality, Freedom of Thought and Expression.

#### **5. Code of Conduct for Comptroller of Finance (CoF)**

- The Comptroller of Finance 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/ her opinion may be necessary for the discharge of his duty. This should be done with utmost integrity and independence.
- The Comptroller of Finance shall exercise 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 prescribed by the statutes or the ordinances. The CoF should bring to the notice of the Vice-Chancellor any unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault.
- The Comptroller of Finance shall watch the process of revenue collection and advise on the methods of collection, ensure that asset registers and other stock are maintained up to date and that regular checks are conducted.
- The Comptroller of Finance shall be responsible for full, fair, accurate, complete, objective, timely and understandable disclosure in reports and documents that the University files with public communications made by the University and report to the Vice Chancellor any information concerning:
  - Deficiencies in the design or operation of disclosure and internal controls which could adversely affect the ability of the University to record, process, summarise and report financial data.
  - Any fraud, whether or not material, that involves any officer of the University or any employee who has a significant role in internal controls within his/ her area of responsibility.
- The Comptroller of Finance shall adhere to the following principles to maintain standards in Public Life: Selflessness, Objectivity, Accountability, Openness and Leadership.

#### **6. Code of Conduct for Registrar**

- The Registrar shall have disciplinary control over all employees of the University, including the following:
  - a. Offices of the University
  - b. Deputy Registrars and Assistant Registrars
  - c. Teachers of the University
  - d. Non-teaching staff of the University
- The power to appoint staff to the University and take disciplinary action which includes 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 employee 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 and logo of the University. The Registrar will also be the custodian of the property of the University as entrusted.

- The Registrar will be responsible to conduct all the official correspondence and business on behalf of the authorities of the University including issuing notices for convening meetings of the Authorities of the University and all Committees and Sub-Committees appointed by them.
- The Registrar shall adhere to the following principles to maintain standards in Public Life: Selflessness, Objectivity, Accountability, Openness and Leadership.

### **7. Code of Conduct for Vice Chancellor**

- Ensure faithful observance of the provisions of the Centurion University Act and Statutes.
- Responsible for the maintenance of discipline in the University.
- Have the powers to convene, meetings of the authorities of the university and Committees of which he/ she is the Chairman.
- 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.
- The Vice-Chancellor shall act for the effective and efficient use of resources, the solvency of the University and for safeguarding its assets and its financial health.
- The Vice-Chancellor shall ensure compliance of good governance practice and principles.
- The Vice-Chancellor shall conduct in an orderly, fair, open and transparent manner.
- The Vice-Chancellor shall adhere to the following principles to maintain standards in Public Life: Selflessness, Objectivity, Accountability, Openness and Leadership.

*Anita Patra*

Registrar, CUTM

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**Centurion University of**  
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