



## **CODE OF CONDUCT FOR NON-TEACHING STAFF**

### **BHIKSU UNIVERSITY OF SRI LANKA**

**Approved on - 13.09.2024**

Non-teaching staff members play a vital role in providing administrative and administrative support and services to students, faculty, and other stakeholders. Being responsive to the needs and concerns of students, faculty, and colleagues fosters a positive and supportive environment within the University. They should strive for excellence in their work by providing prompt, efficient, and courteous service. Hence, a code of conduct for the non-teaching staff is prepared and all cadres of the non-teaching staff are supposed to follow them in letter and spirit.

#### **1. Professional Values**

- 1.1 Non-teaching staff members are expected to demonstrate professionalism and integrity and uphold the reputation of the University in all their interactions within the University community and with external stakeholders.
- 1.2 Every staff employed in the University shall discharge his/her duties effectively and shall conform to the rules and regulations.
- 1.3 It is the responsibility of non-teaching staff to meet the required standards for every assigned task.
- 1.4 Deal justly and impartially with staff and students regardless of their religion, caste, political, economic, social and physical characteristics.
- 1.5 They should adhere to ethical standards and transparency in their duties and responsibilities.

## **2. Dealing with Authorities**

- 2.1 Must respect and maintain the hierarchy in the administration.
- 2.2 Utilize the correct channels for all duties-related actions.
- 2.3 Avoid criticising the University administrators through unpleasant conversations, anonymous letters to the press, and other methods that could damage the University's reputation.
- 2.4 No staff employed in the University shall send any application for employment under any other agency, except through the authority of the University.
- 2.5 They are not allowed to sub-delegate the responsibilities entrusted to them without the prior permission of the authorities.
- 2.6 Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession.
- 2.7 All official information regarding media publicity, interviews, or publication with print or electronic media must be officially authorised by the Vice-Chancellor.

## **3. Relationship with the Faculty (Academic Staff)**

- 3.1 Develop friendly and co-operative relationships with the faculty members.
- 3.2 Non-teaching staff members should play a vital role in providing administrative support and services to faculty for the development of the University.
- 3.3 They should strive for excellence in their work by providing prompt, efficient, and courteous service.

## **4. Relationship with the Colleagues**

- 4.1 They should extend co-operation to colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- 4.2 They should prevent spreading rumours or wrong news about colleagues.
- 4.3 They should speak respectfully of other colleagues and render assistance for betterment of the University.
- 4.4 Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- 4.5 Refrain from passing information about colleagues to any individual or agency without his/her express permission.

## **5. Relationship with the Students**

- 5.1 Non-teaching staff members should maintain an affectionate and friendly attitude towards students and should help them out with their difficulties.
- 5.2 Non-teaching staff members play a vital role in providing administrative support and services to students.
- 5.3 Confidential information on the students should only be shared with authorised parties.
- 5.4 The non-teaching staff should always treat students with respect and uphold the ideals of integrity, honesty, and fairness.

## **6. General Conduct and Discipline in the University**

- 6.1 Required to familiarise themselves and comply with the provisions of the University Act, the Orders, Statutes, Ordinances, Regulations, etc. made thereunder, the provisions of the Establishment Code and Financial Regulations and other instructions issued from time to time by the line ministry, University Grants Commission or University.
- 6.2 It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the authorities from time to time.
- 6.3 Non-teaching staff is to maintain confidentiality with respect to student and staff records or other sensitive matters.
- 6.4 No staff employed in the University shall be absent from his/her duties without prior permission.
- 6.5 In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the University authorities shall be produced within a week.
- 6.6 Non-teaching staff members should use university resources, including facilities, equipment, and funds, responsibly and ethically.
- 6.7 No staff employed in the University shall engage in any political activity within the working period.
- 6.8 No staff employed in the University shall engage or participate in any activity which tends to create disharmony in a University.
- 6.9 Borrowing money belonging to the University from Shroffs, Cashiers, or any of their assistants is strictly prohibited.
- 6.10 They are not allowed to leave the University during working hours unless permitted by the authorities.
- 6.11 Keeping and/or using alcohol and other intoxicants during or after office time within the University premises or the premises of any other public institution and also from receiving bribes of any type are considered as serious misconduct.
- 6.12 They should report to the office on time and avoid habitual absenteeism.

- 6.13 They should not use unauthorized persons to perform official duties.
- 6.14 Damaged or defective equipment must be reported.
- 6.15 Assure that judgments made in the course of their duties are not unduly influenced by any conflict of interest caused by personal, sexual, or financial relationships.
- 6.16 They should not use labour and the University property for their private benefit.
- 6.17 They must not raise funds from employees or the public for any University purpose without permission from the Vice Chancellor.
- 6.18 Canvassing for appointments, promotions, transfers, etc., whether done directly or indirectly, is prohibited.
- 6.19 All staff shall dress in a manner appropriate to their duty and the health and safety and hygiene requirements related to the activities they are involved in.

#### **7. Professional Development and Training**

- 7.1 The supporting staff shall strive hard to improve their technical and non-technical skills related to their job.
- 7.2 The supporting staff shall make efforts to pursue higher education.
- 7.3 They should be updated on relevant policies, procedures, and best practices to enable staff members to perform their duties effectively and efficiently.

#### **8. Procedure for Handling Misconduct**

- 8.1 This code of conduct should be considered alongside the misconduct categories outlined in the University Establishments Code.
- 8.2 This code of conduct will be interpreted in accordance with the laws and regulations governing the Bhiksu University of Sri Lanka.
- 8.3 All non-teaching staff are obligated to report any instances of wrongdoing, such as bribery, corruption, maladministration, significant waste of public resources, contravention of public information, or any other form of misconduct, to the relevant authority within the University. The University will ensure the protection of whistleblowers and create a supportive environment for reporting these issues.
- 8.4 Any breach of the aforementioned points will be appropriately addressed as per the disciplinary procedures specified in Chapters XVIII and XIX of the Establishments Code of the University Grants Commission and Higher Educational Institutions/ Institute.

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