

2019-20

Sree Sankaracharya University of Sanskrit, Kalady

NO: IQAC/7389/SSUSv/2018

Dated: 15.06.2019

CIRCULAR

Sub: Conduct of Orientation week for the students in the University – Reg

The University has decided to consider the days from 17 -21 June 2019 as orientation week for the PG students who were admitted in the University for the Academic year 2019-2020 .The Departements are requested to provide Department wise Orientation on 17,18 & 21 June 2019. The IQAC will conduct common Orientation programme for PG students on 19 & 20 June 2019 and UG students on 26 & 27 June 2019.

The Regional Campuses are requested to limit the programme for three days and schedule the programme according to the convenience of the respective Regional Campuses.

Common Programme for PG students

19.06.2019	- 9.30 A.M. -	Registration
Day 3	- 10.00 A.M. -	Addressing the students – VC, PVC & Registrar
	- 11.30 A.M. -	University System, Knowledge being Critical Dr.Sunil P.Elayidom
	- 01.30 P.M. -	Ice Breaking
20.06.2019	- 09.30 A.M. -	Introducing the University – Programme Structure & the Academic, Library grievance Cell, Antirragging Cell, Mentoring System, Scholarships, ASAP, Online Attendance System – Dr.Biju Vincent. Student life in SSUS – Privileges, rights, responsibilities, redressal mechanisms, mentoring students counseling etc. – DSS & Dhinu & Aneswar (students)
Day 4	- 10.30 A.M. -	Programme structure & NAAC Visit (SSS) Dr.Saju T.S., Director, IQAC & Dr. Yamuna K, NAAC Coordinator
	- 11.30 A.M. -	Gender sensitivity as academic practices being gender sensitive – Dr.Sheeba K.M.
	- 01.30 P.M. -	Being environ –friendly-creating academic environment – Dr.Sangamesan K.M.
	- 02.30 P.M. -	Cultural Programmes



Dr. DHARMAJAN
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

Common Programme for UG students

26.06.2019	- 9.30 A.M.	-	Registration
Day 4	- 10.00 A.M.	-	Addressing the students – VC, PVC & Registrar
	- 11.30 A.M.	-	Knowledge & University System
			Dr.Sunil P.Elayidom
	- 01.30 P.M.	-	Ice Breaking
27.06.2019	- 09.30 A.M.	-	Motivational Talk – Dr.Arun Kumar, Associate
Day 5			Executive Editor, 24 News Channel
	- 11.00 A.M.	-	Gender sensitivity as academic &
			institutional practices - Dr.Sheeba K.M.
	- 01.30 P.M.	-	NAAC, IQAC and Students life in SSUS –
			Dr.Saju T.S., Director, IQAC, Dr. Yamuna
			K, NAAC Coordinator & DSS
	- 02.30 P.M.	-	Cultural Programmes

(i) The Heads of the Departments, Coordinators and Campus Directors are requested to ensure the students participation and document the Department wise programme

(ii)

(iii) The Departments can provide class, training, speeches by eminent personalities and can also conduct PTA meeting during the Department wise Orientation programme..

(iv) A session to identify the Slow & Advanced learners from among the students may be conducted during the Orientation week.

Sd/
Dr M Manimohan
Professor in charge of Registrar

To

All HoDs/CDs/Coordinators
IQAC Director/NAAC Coordinator/SF/FC

Approved for Issue

Section Officer




Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

2019-20

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

Abstract

Academic Branch – Allotment of new Programme Codes from 2019 academic year onwards to various courses offered by the University – Approved – Orders issued.

ACADEMIC 'B' SECTION

U. O. No. 6752/Acd B2/2019/ssus

Dated, **Kalady**, 24.07.2019

Read :Note IQAC/7389/SSUS/2018. dated, 09.05.2019

ORDER

Vide paper read as 1st above, IQAC has suggested that new programme codes be prepared and implemented to facilitate the identification of academic programmes in the University. According to it, Programme Codes were jointly prepared and submitted by the Academic and Examination sections under the chairmanship of Pro Vice Chancellor.

Hence sanction has been accorded by the Vice Chancellor for the implementation of Programme Codes to various courses except B.A. Programmes from the Academic year 2019 onwards as per Appendix I. The Vice Chancellor has also accorded sanction to implement new Programme Codes to BA programmes as per Appendix II when revising the syllabus of the programme.

Orders are issued accordingly.

Sd/-

Sreeja M

**Assistant Registrar (Acd),
for Registrar**

To

1. All HoDs
2. All Campus Directors
3. PS to VC/ PVC/ Regr
4. DR (Acd)/AR (Exam)/Nodal Officer/EC
5. Stock File/File Copy



Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

**SREE SANKARACHARYA UNIVERSITY OF SANSKRIT,
KALADY**

Planning and Development Section

No. NAAC/5101/SSUS/2018 (sub file) (2)

Date:17.08.2019

CIRCULAR

Sub: Meeting of all the Heads of the Department Intimation – reg –

In connection with the agenda items listed below, a meeting of all Heads of the Department is scheduled to be held at 11.00 a.m. on 21.08.2019 in the Syndicate Hall, Head Quarters of the University, Kalady.

All Heads of the Department are requested to attend the meeting in time without fail.

**Sd/-
Dr. P Unnikrishnan
Registrar i/c**

Agenda:

1. Reporting of preparations for NAAC
2. Preparation of Department Profile/Brochure
3. Status of Rearrangement of Department spaces/ Classrooms
4. UG classes - Discipline/Attendance/Furniture
5. Evaluation & Assessment of OBTLE
6. PG & UG Regulations
7. Documentation for NAAC Assessment – Next cycle
8. Students' Grievances Redressal Cell
9. Any other items permitted by the Chair

To

All the Heads of the Department

Copy to:

PS to VC, PVC, Reqr, FO/
JR(admn)/DR(Admn)/SF/FC



[Handwritten signature]

Approved For Issue

Dr. DHANMAOAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-686 561
Section Officer

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

(Abstract)

IQAC - Proposal submitted by University Student Counsellor Sanctioned - orders issued.

Internal Quality Assurance Cell Section

No.IQAC/11660/SSUS/2019(2)

Dated, Kalady. 20.08.2019

- Read: 1) The proposal submitted by Student Counsellor on various dates
2) U.O. even No.(1) dated 20.08.2019
3) Minutes of the meeting of the committee on 20.08.2019

ORDER

Vide read (1) above, Smt. Lima Raj, Student Counsellor submitted the following proposals .

1. Workshop series - Skills for life and learning - for all Departments
2. Group counselling for University students who flood victims

Vide read (2) above, a committee was constituted for examining the proposals submitted by the student Counsellor. Vide read (3) above, the said committee examined the proposals submitted by the Student Counsellor and recommended to conduct the workshop series and Group counselling.

Considering the above, sanctioned has been accorded by the Hon'ble Vice Chancellor to conduct the following workshop and Group Counselling for Students.

1. Workshop series - Skills for life and learning - for all Departments
2. Group counselling for University students who flood victims

orders are issued accordingly.

P.B Sakkir
Deputy Registrar
For Registrar

To

1. Smt. Lima Raj, Students Counsellor

Copy to:

FO/JR/DR/PS to VC/PVC/Regr/IA/Accts/cash/IQAC/SF/FC



Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 571
Forwarded/By orders

Section Officer

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

(Abstract)

PLD - NAAC - Two-day awareness Programme on Menstrual Hygiene for female students of this University on 17th and 18th September 2019 - Advance payment of Rs.20,000/- to Dr. Sheeba K.M., Professor, Department of History for meeting the expenses - Sanctioned - Orders issued.

Planning and Development Section

No.NAAC/5101/SSUS/2018(Sub File)

Dated, Kalady, 16.09.2019

Ref: Request received from Dr.Sheeba K.M., Professor, Dept. of History dated 06.09.2019.

ORDER

Vide read cited above, Dr.Sheeba K.M., Professor, Department of History has requested to conduct two-day awareness programme on Menstrual Hygiene for female students of the University on 17th and 18th September 2019 in association with ATREE CERC Alappuzha and also requested to sanction TA/DA and an honorarium of Rs.2,000/- (Rupees two thousand only) per day to Ms. Reema Anand, Expert, ATREE CERC, Alappuzha.

Considering the above sanction has been accorded by the Hon'ble Vice Chancellor to the following:-

- 1) To conduct two-day awareness programme on Menstrual Hygiene for female students of the University on 17th & 18th September 2019 in association with ATREE ACRC, Alappuzha.
- 2) To release an amount of Rs.20,000/- (Rupees twenty thousand only) as advance to Dr.Sheeba K.M., Professor, Department of History for meeting the expenses in connection with two-day awareness programme.
- 3) Miss Reema Anand, Expert, ATREE CERC, Alappuzha is eligible for TA/DA and Rs.2,000/- (Rupees two thousand only) per day has honorarium.

The expenditure in this regard shall be met from the Head of account 9226-01 provided in the current year's budget of the University.

Orders are issued accordingly.

Sd/-
P.B.Sakkir
Deputy Registrar

To
1. Dr.Sheeba K.M., Professor, Department of History
2. Bill Section (for effective payment)

Copy to:
FO/JR/DR/PS to VC/PVC/Reg
IA/Accts/cash/IQAC/SF/FC



Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

Forwarded/By orders

Raj
Section Officer

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

No.PID-NAAC/5585/SSUS/2019

Dated, Kalady. 26.09.2019

CIRCULAR

sub: 24 x 7 helpline number for University students –reg

The University has implemented a 24 x 7 helpline number (8301853380) for the safety and security of Students. Students can use this number when an emergency situation.

University, security, Accidents, health issues, any other emergency , students can use this number and request help.

The security guard who is in charge of this number must attend the call responsibly and take necessary actions.

The University will take appropriate disciplinary action against security guards, who fails to attend the emergency call.



Sd/-

**Dr.P Unnikrishnan
Registrar in charge**



**Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574**

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

No.IQAC/11660/SSUS/2019

Dated, Kalady. 19.12.2019

CIRCULAR

sub: #hereforyou campaign -reg

Ref: Circular of even no. dated 08.12.2019

Vide reference cited above and in connection with the world mental health day, the University student counselling cell is conducting a Group photography competition based on the theme "Happiness" as part of #hereforyou campaign. All the Departments/Regional campuses are requested to encourage students to participate in the competition. The rules and regulations of the competition are attached herewith for necessary action. The Photographs should be received in IQAC on or before December 13, 2019.

Sd/-
P.B Sakkir
Deputy Registrar
For Registrar

copy to

Ps to VC, PVC, Registrar, finance officer/Heads of the department/Campus Directors/Section Officers/SF/FC



[Handwritten signature]

Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

Approved by
Section Officer

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

No.IQAC/908/SSUS/2017

Date : 05.02.2020

CIRCULAR

Sub: Two-day training programme for all regular faculty members on 17th & 18th February 2020 - reg.

Ref : Submission dated 23.01.2020 received from Dr.Saju T.S., Director, IQAC

Vide reference cited above, the Internal Quality Assurance Cell (IQAC) in association with Research & Development Cell (R & D Cell) is conducting a two day training programme for all the regular faculty members on **17th and 18th February 2020** on the topics listed below. All regular faculty members including members from Regional Campuses shall attend the programme without fail.

Venue : Utility Centre, Head Quarters, Kalady

Date	Time	Topic	Resource Person
17.02.2020 (Monday)	9.30 A.M. - 10.00 A.M.	<i>Registration</i>	Dr.Sanal Mohan Director, KCHR, Thiruvananthapuram
	Session – 1 10.00 A.M.-1.00 P.M.	<i>Research and Publication Ethics</i>	
	Session – II 2.00 P.M. - 4.30 P.M.	<i>Plagiarism detecting Softwares</i>	Dr.Jasimudeen S Librarian, St.Stephen's College, Uzhavoor
18.02.2020 (Tuesday)	Session – 1 10.00 A.M.-1.00 P.M.	<i>Massive Open Online Course (MOOC)</i>	Dr.Damodar Prasad Director, EMMRC, Calicut
	Session – II 2.00 P.M. - 4.30 P.M.	<i>Learning Management System (LMS)</i>	IT Wing, SSUS

Copy to

PS to VC,/PVC/Registrar/FO
All HODs /CDs/Co-ordinators, Centre of Studies (To inform all regular teachers)
Director, IQAC/NAAC Co-ordinator/Stock file/File copy



Dr. DHARMARAJAN P.K. Sukhesh K Divakar
Joint Registrar i/c of Registrar
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

Approved for issue

Section Officer

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

No.IQAC/908/SSUS/2017

Date : 12 .02.2020

CIRCULAR

Sub: Two-day training programme for Administrative staff on 19th & 20th February 2020 - reg.

Ref : Submission received from Dr.Saju T.S., Director, IQAC

Vide reference cited above, the Internal Quality Assurance Cell (IQAC) is conducting a two day training programme for Administrative staff from the cadre of Assistant and above on **19th and 20th February 2020** on the topics detailed below. All Administrative staff from Regional Campuses and Main centre, Kalady shall attend the programme without fail.

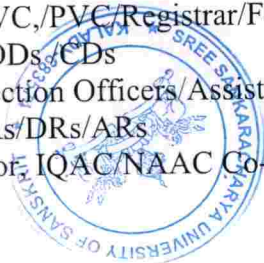
Venue : Utility Centre, Head Quarters, Kalady

Date	Time	Topic	Resource Person
19.02.2020 (Wednesday)	9.30 A.M. – 10.00 A.M. Session – 1 10.00 A.M.-4.30 P.M. (with breaks in between)	Registration Government e Marketplace(GeM)	Sri.Manesh Mohan (Government e Market portal, official GeM Trainer)
20.02.2020 (Thursday)	Session – 1 10.00 A.M.-1.00 P.M.	Accounting, TA/DA Rules, Admission Rules	1. Dr.Anil Kumar P.M, Section Officer, RC Payyannur 2. Sri.Prasad T.S, Section Officer, Accounts
	Session – II 2.00 P.M. – 4.30 P.M	GST/Income Tax	Sri. Sunoj Sanni Chartered Account, SVAR and Associates

This is for information of all concerned for participation.

Copy to

1. PS to VC,/PVC/Registrar/FO
2. All HODs/CDs
3. All Section Officers/ Assistants
4. All JRs/DRs/ARs
5. Director, IQAC/NAAC Co-ordinator/Stock file/File copy



Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

Sd/-
Sakkir P.B
Deputy Registrar
For Registrar

Approved for issue

Section Officer

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

No.4797/IQAC/SSUS/2020

Dated, Kalady. 18.03.2020

CIRCULAR

sub: Preliminary LMS Training programme for all teaching staff in the University -reg

The University is conducting a preliminary training programme in University's LMS platform based on Moodle from 19.03.2020 onwards in Computer lab- the Media Centre of the University. The session will be for two hours per day. All Heads of the Department and Campus Directors are requested to forward the convenient time and date for attending the training programme, to IQAC .

Contact person :Smt. Biya Binoj, Programmer, IT section

Mobile Number : 6282243505

Sd/-
Dr. M.B Gopalakrishnan
Registrar

copy to:

1. All Heads / coordinators/Regional campus Directors
2. Smt. Biya Binoj, Programmer, IT section(to include 10 teachers in one session)
3. IQAC Director/NAAC coordinator/IT/SF/FC



[Handwritten Signature]
Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

**Deputy Registrar
For Registrar**

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

INTERNAL QUALITY ASSURANCE CELL

No. IQAC/ 5702 /SSUS/2020

dated: 28.05 .2020

CIRCULAR

Ref: U.O No Ad A1/10414/SSUS/2015 Dated:28.05.2020

Sub: LMS Training Programme for all regular teaching Faculty –reg

Vide U.O ref above, the University has entrusted the Internal Quality Assurance Cell (IQAC) for overall supervision for the conduct of 12 days LMS Training Programme to all regular teaching Faculty, scheduled to be commence from 29th May 2020 to 11th June 2020 at 7 pm to 8.30 pm. All regular Teaching Faculty members are requested to attend the same without fail. Apart from the above, the Course Co-ordinator, Department of Arabic and two guest lecturers from the Department of Psychology and Centre for Comparative Literature where regular teaching staff are not available are permitted to attend the training programme.

The LMS training programme will be inaugurated by the Hon'ble Vice Chancellor, Dr. Dharmarajan P.K on 29th May 2020 at 7 pm in the online platform.

The instructions to be followed by the participants and the details of the resource persons are attached below.

Sd/-

Dr. M.B.Gopalakrishnan

REGISTRAR

To

All Heads of the Departments/Campus Directors/Coordinators (to circulate among Regular Teaching faculty)

Copy to

Ps to VC/PVC/Regr/FO/ IQAC Director/NAAC Coordinator / JR(Admn)/ /SF/FC



Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

Approved for issue
Section Officer

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT

CODE OF CONDUCT FOR STUDENTS

Statement of Objectives of the Code of Conducts

The statement take this venture to state academic positions of the university, by which the stakeholders are conveyed the way university wishes to carry forward/out its academics.

1. The university will provide maximum opportunities to teachers and researchers for learning, mentoring and training towards individual and academic excellence.
2. Ensure encouragement and promotion of the practice of inclusiveness, pluralism and diversity in all its phases such as teaching, learning and researching.
3. Education, specifically university education, is cultural, social and political action and engagement. Every student, researcher or faculty who come into contact with the university shall have to understand this distinctive, inclusive, diverse and peculiar dimension of teaching-learning process.
4. An atmosphere for knowledge production, the primary objective of the university, through teaching and research shall be created and maintained; the production of knowledge is for the benefit of society and for its own sake.
5. As an institution of high stature, university shall contribute to the transformation of society, at large, and uphold the democratic ideals that are enshrined through the adoption of constitution.
6. The university is committed actively taking part in the socio-historical developmental process of society and assert its transformative and emancipatory role.
7. Encourage teaching, learning and researching the indigenous cultural patterns and knowledge system.
8. University as a formal academic institution is sensitive towards equality, freedom, democracy, autonomy, collective empowerment and violations of human dignity.
9. University, through its teaching and research, will address the local, regional and global problems particularly, poverty, environment, inequality etc.
10. At the outset, the university is designed as a place where students and teachers, together, learn think critically, cultivate criticality in approaching knowledge and practices and to prepare for life and work.

A. CODE OF CONDUCT FOR STUDENTS

The code of conduct for students aims at stating how the university facilitate each and every student to be aware that the way the university wishes the researchers and students enjoy their life in the campus. The university ensures that the students involved in learning, research and other curricular and co-curricular activities shall be privileged to appreciate



Dr. Dharmarajan

Dr. DHARMARAJAN
Vice-Chancellor
Sree Sankaracharya University of
Sanskrit, Kalamangal, Kerala

individual freedom, in respect of other and are conscious about the ethical code of conduct towards ideal life.

I. Students of the university are:

1. Integral part of the university system in the process of knowledge production and dissemination.
2. Recognised with all privileges and rights in getting academically accommodated, especially those who need special attention, with fair and egalitarian treatment.
3. Expected to be sensitive towards egalitarian principles and mutually respecting.
4. To abstain strictly from any form of discrimination whether on gender, caste, class, religion etc. and have respect for the freedom and privileges of others.
5. Encouraged to uphold academic and personal integrity that includes but not limited to compliance with laws, rules and regulations, and other obligations.
6. To respond positively towards university's efforts in supporting and maintaining a scholarly community in which all share the common initiatives of learning and promoting the intellectual inquiry and discourses.
7. Advised to recognise and respect the academic freedom as central to all the pursuits of scholarship in the university. Researchers' contribution towards making university as a place where ideas are exchanged freely and with responsibility are highly appreciated.
8. Needed to respect university resources such as physical property, intellectual and other valuables that are used for the purpose of teaching, learning, researching and providing services from the university.
9. Demanded of maintaining positive and good relationship and remain sensitive to the needs of the local community.
10. Required to practice academic integrity, honesty and respect for intellectual activity of others and abstain from engaging in any form of academic misconduct, including plagiarism.
11. Advised to be responsible of one's own physical and psychological health, by seeking medical treatment and counselling services whenever necessary.
12. Encouraged to speak or declare about any type of disabilities (Kerala State Policy for Persons with Disabilities, 2015); and assured of all forms of positive assistance throughout their time at SSUS.
13. Recommended to maintain standards of behaviour and are expected to conduct themselves responsible and respectful in off-campus interactions.

II. Students shall:

1. Establish and maintain healthy relationships with the faculty members that are conducive to teaching and learning process.
2. Consider teaching faculties as guides, mentors and well-wishers and treat them with respect.
3. Respect the evaluations made by the faculty members and appeal in an appropriate manner if any grievances felt.
4. Make use of the provisions for students evaluating teachers, fairly.



[Handwritten signature]

DR. DHARMARAJAN P. F.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

5. Consider academic honesty as essential to the functioning of the university, as an institution of higher learning and research.
6. Keep away from any form of disrespectful behaviour that is harmful to the respectful environment.
7. Treat the academic works of others and respect them as the expression of their ideas, skill and freedom.
8. Use, protect and preserve the learning resources of all forms to be utilised for future endeavours.
9. Pursue academic studies in a meticulous, ethical and responsible manner, taking the initiatives to develop the skills and gaining proficiency required to become a successful and independent learner.
10. Follow all statutory, legal and ethical considerations while using with social media and technology.

B. RESEARCH ECOSYSTEM

The university (SSUS) is very positive towards ensuring an ideal and sustainable research ecosystem. A well-balanced and thriving university research ecosystem leads to consistency, efficiency and sufficiency in research output.

1. Library is the centre of learning and researching. All are required to maintain a reading atmosphere in the library. Interests and idea of the people in research shall be given due respect and priority in the working of library as a centre of resource.
2. University ensures access to a wide variety of learning and researching resources and facilities appropriate to the respective field of study.
3. The entire academic scholarships are aimed at producing knowledge and making every one as independent and genuine learners.
4. The university shall ensure timely provisions of accurate and up-to-date information about researching, learning and teaching through workshops, seminars, symposiums, etc.
5. The core purpose of the university is to encourage research and the production of knowledge in the thrust areas. To this end, the university highly value researching, teaching and learning environment allowing students to learn their fullest potential.
6. No person shall be subject to unreasonable persuasion to become involved in research that they find unethical in relation to their personal values, beliefs or convictions.
7. Before accepting funding offers or any other assistance in research or project activities, the academic and ethical position of the organisation shall be highly prioritised.
8. Openness and dissemination of research findings in transparent, subjected to peer review and open discussions, is considered and advised as an ideal ethical practice.
9. Promotes the research activities ensuring healthy working environment, funding mentorship and other supports so that faculties and researchers can realise their full potential and contribute in the respective fields.
10. Promotion of multiple forums (formal and informal) for faculty to exchange research ideas and remain informed about their colleagues' projects shall be encouraged.



C. UNHEALTHY PRACTICES TO BE AVOIDED BY ALL STAKEHOLDERS:

Any form of conducts prohibited or not advised by this code, but not limited to, are included in the category of unhealthy practice that invite interventions from the part of the university. In addition to these, the following forms of behaviours are strictly prohibited.

1. Any form of assaults, harassment, and endangerment, intimidation, threatening another individual/groups or infliction of physical, mental or emotional harm.
2. Destroying, defacing or damaging university property or property belonging to someone else.
3. Making false accusation or baseless allegations against any member in the university.
4. Providing any false information to the university or forging, altering or misusing any documents or records belonging to the university.
5. Indulging in any form of research and publications in violation to ethical codes and acts such as intellectual dishonesty, plagiarism, deceitful behaviours like fraudulent documentations etc.
6. Discriminatory treatment of any person based on sex, religion, caste, class or in any other forms (will invite legal actions).
7. Ragging is strictly prohibited in the campus.
8. Failing to comply with the disciplinary measures imposed.



Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalamangalam, Kerala-683 574

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT

PROFESSIONAL ETHICS

Statement of Objectives of the Professional Ethics

The statement take this venture to state academic positions of the university, by which the stakeholders are conveyed the way university wishes to carry forward/out its academics.

1. The university will provide maximum opportunities to teachers and researchers for learning, mentoring and training towards individual and academic excellence.
2. University will ensure the academic freedom and creativity of the teachers and the scholars
3. Ensure encouragement and promotion of the practice of inclusiveness, pluralism and diversity in all its phases such as teaching, learning and researching.
4. Education, specifically university education, is cultural, social and political action and engagement. Every student, researcher or faculty who come into contact with the university shall have to understand this distinctive, inclusive, diverse and peculiar dimension of teaching-learning process.
5. An atmosphere for knowledge production, the primary objective of the university, through teaching and research shall be created and maintained; the production of knowledge is for the benefit of society and for its own sake.
6. As an institution of high stature, university shall contribute to the transformation of society, at large, and uphold the democratic ideals that are enshrined through the adoption of constitution.
7. The university is committed actively taking part in the socio-historical developmental process of society and assert its transformative and emancipatory role.
8. Encourage teaching, learning and researching the indigenous cultural patterns and knowledge system.
9. University as a formal academic institution is sensitive towards equality, freedom, democracy, autonomy, collective empowerment and violations of human dignity.
10. University, through its teaching and research, will address the local, regional and global problems particularly, poverty, environment, inequality etc.
11. University will be committed in ensuring the overall wellbeing of its members as that is crucial for achieving academic excellence.
12. Avoid all forms of harassment, exploitation and discriminatory treatments (based on religion, caste, gender, sexuality, political, economic, social and physical characteristics) of teachers/students/administrative staff.
13. At the outset, the university is designed as a place where students and teachers, together, learn think critically, cultivate criticality in approaching knowledge and practices and to prepare for life and work.



[Handwritten signature]

Dr. DHARMAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

Professional Ethics for Teachers and Administrative Staff

A. TEACHERS

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

Teachers shall:

1. Adhere to a responsible pattern of conduct facilitating free and fair academic activities.
2. Seek to make professional growth continuous through study and research.
3. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
4. Maintain active membership of professional organisations and strive to improve education and profession through them.
5. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication.
6. Practice and set examples for practicing intellectual honesty. Academic integrity and honesty shall be highly valued and appreciated in all academic pursuits of the university. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
7. Obligated to practice and promote critiquing in everyday academic activities.
8. Practice and set examples for practicing intellectual honesty.
9. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
10. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
11. Participate in extension, co-curricular and extra-curricular activities, including the community service.
12. Promote cooperation between different academic disciplines within and outside the university in pursuance of academic excellence and interdisciplinary knowledge production.

II. Teachers and Students

Teachers shall:

1. Respect the rights and dignity of the student in expressing their opinion.
2. Recognise and respect students as individuals and adhere to the role of intellectual guide and mentor in the best way through adopting every possible means to fostering the honest academic engagements.



2 | P
Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalyadi, Ernakulam Kerala-683 574

3. Acknowledge academic and scholarly assistance from students and scholars.
4. Avoid all forms of harassment, exploitation and discriminatory treatments (based on religion, caste, gender, political, economic, social and physical characteristics) of students; because these negative approaches hamper the free and independent academic scholarships.
5. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
6. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
7. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
8. Pay attention to only the attainment of the student in the assessment of merit.
9. Ensure availability to the students even beyond lecture hours and lecture halls helping to bring out the best from each student/scholar.
10. Refrain from inciting students against other students, colleagues or administration.
11. Recognise and promote research students'/scholars' rights and their ability to think independently, critically and creatively.
12. Help researchers to comply with standards of good research conduct and best possible outcome.
13. Teachers shall encourage students in networking and developing collaborations with other departments and institutions, as part of fostering the intellectual excellence.

III. Teachers and Colleagues

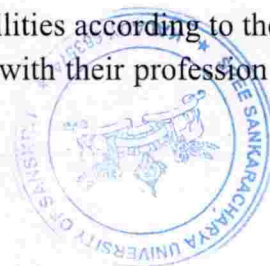
Teachers shall:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or gender in any professional or personal endeavours.
5. Maintain healthy interpersonal relationship, conducive to the fulfilment of academic interests at the individual level, and to that of the university.
6. Collaborate and associate in the best interests of academic endeavours.
7. Ensure in all the possible ways that academic interests prevail over the personal.
8. Always bear in mind the role of teachers in the maintenance of free and fair academic atmosphere in the university.

IV. Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through



Dr. DHARMARAJAN P.K.
Vice-Chancellor

Sree Sankaragarya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

- their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest.
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
 3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
 4. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices.
 5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
 6. Adhere to the terms of contract.
 7. Give and expect due notice before a change of position takes place.

V. Teachers and Administrative Staff:

Teachers should:

1. Treat the administrative staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Help in the functioning of joint staff councils/meetings covering both the teachers and the administrative staff.
3. Recognise the role of administrative staff in rendering supports in all the academic and research activities; and, in larger sense, administrative staff of the university also constitute the part of academic community of the university.
4. Create atmosphere for all administrative and technical staff to work closely in association with and supporting the academic and research activities in the university.
5. Earn support and assistance from administrative staff in respect of the prerogative of sharing knowledge, guiding and supervising research and in the engagement of other academic activities of students and faculties.

VI. Teachers and Guardians

Teachers shall:

1. Maintain positive relationships with parents/guardians in all possible ways.
2. Provide academic feedbacks to the parents/guardians.
3. Collect feedbacks on academic activities and take them into account while revising syllabus and drafting policies.
4. Actively involve in the guardianship programmes (Eg: Parents-Teachers Association), so as to maintain good communication with parents/guardians.

VII. Teachers and Society

Teachers shall:

1. Respond to the social situations and do engage with such issues through writing, discussing and debating.



[Handwritten signature]

Dr. DHANWARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalamangal, Ernakulam, Kerala-683 574

2. Critically analyse the socio-cultural and political situations of the contemporary and historical dimensions of the society and engage in deliberations through different media, print or visual.
3. Engage in the process of educating society on literary, historical, cultural, social and contemporary issues through various forms of academic involvements.
4. Advocate and stand for the rights and privileges of the weaker sections such as dalits, transgender (and individuals with different sexual identities), children etc. of the society as envisioned by the constitution of India.
5. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
6. Work to improve education in the community and strengthen the community's moral and intellectual life.
7. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
8. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

B. THE VICE-CHANCELLOR/PRO-VICE-CHANCELLOR

The Vice-Chancellor/Pro-Vice-Chancellor shall:

1. Provide academic and executive leadership to develop and sustain the academic culture to think independently, critically, inclusively and creatively.
2. Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
3. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and make decisions, that is in the best interest of the university.
4. Act as steward of the university's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment.
5. Give utmost priority in encouraging and creating atmosphere that is conducive for the free and fair academic activities and encourage excellence in output.
6. Promote the collaborative, inclusive, shared and consultative work culture in the university, paving way for critical and innovative thinking and ideas.
7. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the humanity and environment.
8. Refrain from allowing considerations of caste, creed, religion, gender or sex in their professional endeavour.



Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

C. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

I. Administrative staff shall:

1. Ensure all administrative support to develop and sustain the academic culture to think independently, critically, inclusively and creatively.
2. Ensure just and impartial treatment to all students, teachers and administrative staff irrespective of religion, caste, class, gender, economic and social status.
3. Be dedicated and be contributing regularly to the academic and personal growth of students by rendering appropriate services throughout the duration of their academic programme in the university.
4. Show respectful and affectionate attitude towards teachers, students and colleagues.
5. Recognise the primacy of the role in supporting the academic and research activities in the university.
6. Create atmosphere enabling to work closely, in association with and supporting the academic and research activities in the university.
7. Cooperate whole heartedly with the authorities in the fulfilment of mission and visions of the university by performing the respective roles in a professional manner.
8. Avoid unethical practices even on the grounds that it is 'customary' and never compromise integrity for expediency.
9. Take all reasonable steps to make sure that things are communicated appropriately and effectively with all service users in polite and considerate manner.

D. RESEARCH ECOSYSTEM

The university is committed in ensuring an ideal and sustainable research ecosystem which facilitate the production of knowledge and promote research activities. A well-balanced and thriving university research ecosystem is designed to have consistency, efficiency and sufficiency in research output. Ensuring academic freedom and preserving highest standards for research and academic dissemination is given priority.

1. The core purpose of the university is to encourage research and the production of knowledge in the thrust areas. To this end, the university highly value researching, teaching and learning environment allowing students to learn their fullest potential.
2. Openness and dissemination of research findings in transparent, subjected to peer review and open discussions, is considered and advised as an ideal ethical practice.
3. Promotes the research activities ensuring healthy working environment, funding, mentorship and other supports so that faculties and researchers can realise their full potential and contribute in the respective fields.
4. The entire academic scholarships are aimed at producing knowledge and making every one as independent and genuine learners.
5. The university shall ensure timely provisions of accurate and up-to-date information about researching, learning and teaching through workshops, seminars, symposium, etc.



[Handwritten signature]

Dr. DHARMAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Emakulam, Kerala-683 574

6. University ensures access to a wide variety of learning and researching resources and facilities appropriate to the respective field of study.
7. Library is the centre of learning and researching. Interests and ideas of the people in research and teaching shall be given due respect and priority in organising library as a centre of resource. University will ensure that the library plays pivotal role in creating and maintaining networks through which exchange of ideas and resources can be exchanged.
8. No person shall be subject to unreasonable persuasion to become involved in research that they find unethical in relation to their personal values, beliefs or convictions.
9. The academic and ethical position of the funding agencies / organisation shall be taken into account, before accepting funding offers or any other assistance in research or undertaking projects.
10. Promotion of multiple forums (formal and informal) for faculty to exchange research ideas and remain informed about their colleagues' projects shall be encouraged.
11. University shall be ethically responsible for the negative impacts of the intellectual enquiries taken up by the scholar/teachers and hence such enquiries will be scrutinized by a Research Ethics Committee.
12. No tolerance policy towards research misconduct like data manipulation, suppression, mis/appropriating the ideas, finding, writings of another person etc.

E. UNHEALTHY PRACTICES TO BE AVOIDED BY ALL STAKEHOLDERS:

Any form of conducts prohibited or not advised by this code, but not limited to, are included in the category of unhealthy practice that invite interventions from the part of the university. In addition to these, the following forms of behaviours are strictly prohibited.

1. Any form of assaults, harassment, and endangerment, intimidation, threatening another individual/groups or infliction of physical, mental or emotional harm.
2. Destroying, defacing or damaging university property or property belonging to someone else.
3. Making false accusation or baseless allegations against any member in the university.
4. Providing any false information to the university or forging, altering or misusing any documents or records belonging to the university.
5. Indulging in any form of research and publications in violation to ethical codes and acts such as intellectual dishonesty, plagiarism, deceitful behaviours like fraudulent documentations etc.
6. Discriminatory treatment of any person based on gender, religion, caste, class or in any other forms.
7. Ragging is strictly prohibited in the campus.



[Handwritten Signature]
Dr. DHARMARAJAN P.K.
 Vice-Chancellor
 Sree Sankaracharya University of Sanskrit
 Kalady, Ernakulam, Kerala-683574

**Guidelines for the conduct of Seminars /Workshops/ Guest Lecturers/
Extension Lectures/ Sastrasadas in online mode organized by the
Faculty Members/ Academic Departments/ Regional Campuses of the
University (2020-21 onwards)**

1. **Webinars** shall be any seminars/conferences/symposiums conducted in online mode. Conducting online workshops/ guest lecturers/ extension lectures/ sastrasadas etc. **should not be re-labeled** as webinars. (For example if it is an extension lecture, use as *Extension Lecture* in title)
2. The guidelines (*UO No. Acd.C1/3822/SSUS/2018 dated 20/07/2018*) for the conduct of Academic Seminars /Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas organized by the teachers/ Departments of the University shall be made applicable to online conduct of these activities too, wherever necessary.
3. The conduct of *International Webinars* and *National Webinars* shall be as per the clause 2 and 3 of the above mentioned guidelines.
4. Prior approval for the conduct of Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode shall be obtained from the University by submitting proposals in detail through the Head of the Department.
5. Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode shall be conducted at any time of the day, considering the web connectivity, preferably during the working hours.
6. Appropriate decision may be taken by the coordinator for the collection of registration fee, delegation fee (in most of the cases fee can be waived considering the COVID 19 financial situation) with the approval of the University.
7. Ensure registration of the participants in Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode through google forms or any other appropriate methods.
8. Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode shall be hosted in any appropriate platform (Google Meet, Moodle,



Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

Bluebutton etc.), preferably using the official email id of the co-ordinator of the webinar which will necessitate recording of the whole procedures.

9. Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode can be streamed using the official YouTube channel of the University. Office of the Public Relations Officer of the University may be contacted for the same.
10. Softcopies of brochure of the Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode shall be circulated with all details. Copy of the same may be send to igac@ssus.ac.in
11. Softcopies of brochure of the Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode along with a short write up in word format shall send to web@ssus.ac.in and pro@ssus.ac.in to publish in University website at least two weeks before the event.
12. *Call of papers* also can be intimated to web@ssus.ac.in to publish in the University website.
13. The minimum participants for webinars shall be fixed as 20 and a maximum of 250 as in the case of state/national/international webinars.
14. The minimum duration of webinars shall be 90 minutes, if it is a single session webinar.
15. The honorarium for experts and resource persons shall be paid at the rate specified in the above mentioned guidelines for the conduct of seminars/workshops, etc
16. Procedures of seeking fund for the conduct of Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode will be as per the above mentioned university order.
17. Soft copies certificates can be issued for participation/ presentation/ chair/moderator etc.
18. The coordinator of the Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode may ensure audio quality and stable internet connection.
19. The service of IT section of the University shall be resorted, if necessary.



Dr. DHARMARAJAN P.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalamangal, Ernakulam, Kerala-683 574

20. The coordinator shall ensure the active participation of the participants during the programme.
21. The Co-ordinator will be entrusted the full responsibility in the conduct of the programme.
22. A report of the programme along with the screen shots and recorded audio/video shall be send to the Registrar(reg@ssus.ac.in) and to IQAC (iqac@ssus.ac.in)
23. All Webinars and Workshops/ Guest Lecturers/ Extension Lectures/ Sastrasadas etc in online mode conducted adhering these regulations, will be considered as the programmes of the University and shall be equal to usual Academic Seminars /Workshops/ Guest Lecturers/ Extension Lectures and Sastrasadas.

Dr Saju T S
Director, IQAC



Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

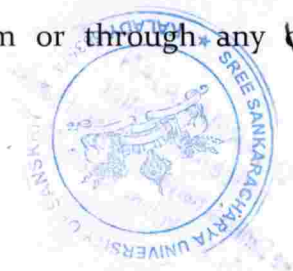
Sree Sankaracharya University of Sanskrit

Guidelines for Online Teaching During Corona virus

Pandemic - June 2020

Guidelines for Online Teaching - SSUS, 2020 is being issued in the face of the Novel Coronavirus pandemic that has kept educational institutions shut and made the usual class room teaching/ learning impossible. In the face of the fact that the students should not lose out in the learning process, educational institutions world over have resorted to online teaching. Though not a substitute for classroom - centred pedagogical practices, guidelines to set measures for a continued academic dialogue, involving teaching and assessment, between students and teachers is being brought.

- I. **Name:** These Regulations will be called **Guidelines for Online Teaching During the Corona virus Pandemic - SSUS, 2020**. The guidelines seeks to chart out the systematic conduct of UG, PG, MPhil and Pre-Phd Course Work Programmes, included in the syllabi and scheduled for the Monsoon semester 2020, in an online mode. These guidelines will cease to be valid once regular classroom teaching/learning processes are resumed.
- II. **Frequency of Classes:** At least three live sessions of 30 minutes each duration for each Course should be provided to the students on a weekly basis. Taking internet connectivity and access issues into consideration, the timings for these sessions may be worked out according to the convenience of the students and the faculty member offering the Course. These sessions may be used to deliver lectures, discussion on contents/resources provided in order to further the students' learning experiences.
- III. **Content Offered :** Students who are unable to access libraries or other repositories are not in a position to supplement the lectures provided by the Faculty members. Hence, diversified learning resources like reading materials, soft copies of books, video /audio clippings, charts, archival data and other resources may be provided either through the University's LMS platform or through any other platforms used by the teachers, for the



Dr. DHARMARAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

students to access at any time of their convenience. These resources have to be uploaded for each module/unit of the syllabus.

- IV. **Platform:** Live sessions may be conducted on suitable platforms, viz., Big Blue Button in Moodle, Zoom, Google Meet, Webex, etc.
- V. **Accountability:** Since attendance of students is an essential requirement for their appearance in end semester examinations, this has to be registered regularly. The existing attendance requirement shall be adhered to. Attendance can be marked by the students on the course page of the online platform they are provided by their teachers upon the basis of page visited to access resources as well as in live sessions attended. Students are expected to visit their course page on all working days and mark their attendance there. Teachers shall record attendance of their live classes. Teachers may forward monthly attendance of both these to the Heads of Departments who may forward the attendance sheets to the University.
- VI. The academic calendar of the University may strictly be followed in conducting teaching and assessments.
- VII. **Assessment:** In a revision of the existing Regulations of PG Programme, the assessment modules may be made flexible to choose from the diverse activities available on online platforms like Assignment, Answering questions after reading an article/material, Workshop, Forum, Quiz, Glossary, Lesson, etc. In the absence of such facilities in the software used, teachers can ask the students to submit their assigned work through any other means. If more than three activities in each category (assignment, exam etc.) for assessment have been employed, the highest grade received by the student in a category may be considered for official grading purposes of internal assessment. Or its average can also be considered for calculating grade.
- VIII. **End semester Exam :** End semester Examination shall be conducted by the university in the existing manner.



[Handwritten signature]

Dr. DHARMAJAN P.K.
Vice-Chancellor
Sree Sankaracharya University of Sanskrit
Kalady, Ernakulam, Kerala-683 574

Sd/

P. M.B Gopalakrishnan

Registrar