

HANDBOOK ON CODE OF CONDUCT

**(For Statutory Bodies, Officers,
Faculty Members, Students and Staff)**

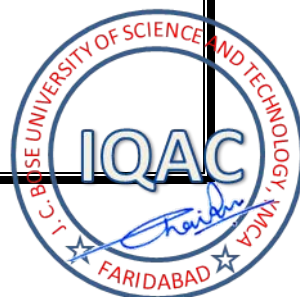


**J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY,
YMCA, FARIDABAD**

(Formerly YMCA University of Science and Technology)

NAAC 'A' Grade accredited State University

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Approved in 37th EC Meeting dated 22/04/2020

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PREAMBLE

This Handbook indicates the standard procedures and practices of J. C. Bose University of Science & Technology, YMCA, Faridabad for members of statutory bodies, officers, faculty members, students and support staff. This code of conduct lays down values, principles and practices that establish standards for ethical conduct of members of the University so as to uphold the trust of the general public and all the stakeholders in higher education to ensure that the University conducts itself, and is seen to be doing so, in a manner that does not compromise its mandate.



I. Code of Conduct for Members of Statutory Bodies of University

Statutory bodies are the highest bodies that give guidance and direction for achieving the vision of the University. These bodies approve all major policy decisions of the University. This section highlights the code of conduct for its statutory bodies members.

1. The members, individually and collectively, respect and honour their office as a public trust and strive to promote and maintain the highest standards of ethical and professional conduct and enunciated in the following values and principles:
 - a. **Impartiality:** Every member shall perform his or her duties without favour, bias or prejudice and shall not participate in a decision making process in which he/she is unable, or may reasonably appear to be unable, to decide the matter impartially;
 - b. **Integrity:** Every member shall observe absolute integrity and abjure any corrupt or dishonest practice;
 - c. **Propriety:** A member shall not use his or her office or official position to advance his or her private interest or those of his/ her family or anyone else;
 - d. **Equality:** A member shall ensure equality of treatment to all who he or she deals with and shall not entertain bias or prejudice towards any person or group in the performance of his or her duties;
 - e. **Competence and Diligence:** Every member shall carry out his or her duties with due diligence and maintain high standards of professional competence.
2. Members shall take all steps necessary to ensure that any conflict of interests involving one or more members does not affect or reasonably appear to affect, any decision of the University. Conflict of interests may occur in situations where the personal relationship, professional affiliation or financial interests of a member may compromise or reasonably appear to compromise, the independence of judgment which the University is expected to exercise.
3. Within a month of joining the University and before the first meeting in a new year, every member shall make a statement disclosing the following:



- a. Any post, other employment or office of profit which a member or a member of his or her immediate family holds in a college or any other entity that falls within the jurisdiction of the University.
 - b. Any other significant relationship, including a professional, personal, financial or family relationship held in a regulated entity;
 - c. Any honorary position, by whatever name called, in the administration or governance structure of a regulated entity.
 - d. A member shall disclose his or her interests which may conflict with his or her duties. In particular, if there is any item on the agenda of the University that involves a potential conflict of interests of a member:
 - e. The concerned member shall disclose to the meeting the conflict of interests at first possible opportunity;
 - f. Any other member or a member of the public can bring a conflict of interests to the notice of the chairman or the meeting with necessary evidence;
 - g. The concerned member shall not take part in any deliberation or discussion of the University on that subject;
 - h. The disclosure and the recusal will be recorded in the minutes of the meeting and made public;
 - i. Where the concerned member decides not to recuse, the University except the concerned member shall decide on whether the matter constitutes a conflict of interests.
4. A member shall not exploit to his or her personal advantage, or to the advantage of his or her family members, any personal or professional relationship with regulated entities or any employee of such entities. In particular:
 - a. Member shall not apply to receive any research grant from the University or any regulated entity;
 - b. Receive any gift, by whatever name called, from a regulated entity;
 - c. Accept undue hospitality, except routine hospitality (e.g. normal stay, meals, refreshment during a seminar or conference) as a part of official duties, from any regulated entity;
 5. Any case or complaint of violation of these norms may be reported to the chairman/ head of the concerned unit who shall bring it to the next meeting of the University for decision. The discussion and the decision shall be recorded.



6. If the University concludes that the said case involved violation of the present code of conduct, its conclusion shall be communicated to the state government for appropriate action.
7. Any violation of this Code of Conduct shall be dealt with in accordance with the rules, regulations, notifications and instruments in this regard issued, from time to time by the State government or UGC or University as the case may be.

II. Code of Conduct for Officers of University

This section represents the code of conduct for officers of the University. They formulate and implement policies in light of Vision and Mission of the University. The officers of the University shall:

1. 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;
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the University;
3. There will be no discrimination in any matter pertaining to the functioning of the University and its working will be based on the principles of merit and equity.
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. Promote the collaborative, shared and consultative work culture in the University, paving way for innovative thinking and ideas.
6. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
7. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

III. Code of Conduct for the Faculty Members

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large.



Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

A. Teachers Shall:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by stakeholders;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
5. Maintain active membership of professional organisations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
7. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
8. Abide by the Act, Statute and Ordinance of the University and to respect its Ideals, Vision, Mission, Cultural practices and Traditions;
9. 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;
10. Participate in extension, co-curricular and extra-curricular activities, including the community service; and
11. Perform any other work that may be assigned by competent authority from time to time.

In addition to the above, the faculty members shall have responsibilities towards other stakeholder groups of the University as follows:



B. Responsibilities towards Students:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals;
10. Refrain from inciting students against other students, colleagues or administration.

C. Responsibilities towards Colleagues:

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; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

D. Responsibilities towards Authorities:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through 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;
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 institution keeping in view its interest and in conformity with the dignity of the profession;
6. Adhere to the terms of employment/ service;
7. Give due notice before a change of position takes place;
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

E. Responsibilities towards Non-Teaching Staff:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution;
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

F. Responsibilities towards Parents / Guardians:

1. Maintain contact with the parents/guardians of students, send reports of students' performance to them whenever necessary and meet them in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

G. Responsibilities towards Society:

1. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. 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;



4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

IV. Code of Conduct for Students

The education profession is entrusted with the responsibility of sharpening the minds of students so that they become worthy citizens of a humane society. Such trust and responsibility calls for the highest ideals of professional service and the highest degree of ethical conduct.

A. The Students shall:

1. Behave and conduct themselves in the University campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees, women and elders.
2. Foster and maintain vibrant academic, intellectual, cultural and social atmosphere which is consistent with the vision of the University.
3. Access all educational opportunities and benefits available at the institute and make good use of them to attain academic excellence and develop scientific temper.
4. Follow rules and directions from University/hostel authorities for ensuring the safety, health and well-being of students in the University /campus/hostels.
5. Refrain from all activities deemed under the purview of 'ragging' which is a criminal offence.
6. Abstain from the use/possession of alcohol, tobacco, narcotic substances or any other intoxicants in the campus and hostels.
7. Respect the laws of the country, human rights, cultural and social values nurtured and followed by all sections and to conduct in a responsible and dignified manner at all times.
8. Refrain from late arrival and early departure from a class.
9. Leave apparatus/ equipments in good order after use.



B. It is further provided as follows:

1. The students are strictly prohibited from indulging and showing boisterous, disorderly and obnoxious behaviour and staging 'Dharna', taking out procession, slogan shouting, putting up poster/writing on wall and roads etc. in the campus.
2. Students should spend their free time in the Library/Reading Room. Clustering in the corridors or crowding in front of the offices or the campus roads are to be avoided.
3. Students should avoid usage of mobile phones in the class room, library, computer centre, Examination halls and other academic areas.
4. Students are expected to exhibit highest order of self-esteem and self-respect and are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus and hostels.
5. Students shall exhibit highest order of decency not to deface, disfigure, damage or destroy or cause any loss in any manner to public, private or University properties.
6. Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.
7. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
8. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
9. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.
10. Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services, which includes unauthorized entry , use, tamper, etc. of University or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others, is punishable.
11. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders (except parents or family members) to the institute or hostels.



12. Verbal or non-verbal conduct such as unfair comments, remarks or jokes, letters, phone calls, SMS or emails, gestures, exhibition of pornography, indecent stares, physical contact, stalking, sounds or displays of a derogatory nature which have the purpose and/or effect of interfering with a woman's academic performance or living environment will be considered as misbehaviour to girls/ladies and is strictly prohibited in the campus and hostels.
13. Copying/ cheating and using unfair means in any form during examinations is prohibited and shall be penalised according to University rules and regulations.

Further no Society/ Association or Club shall be formed without the permission of the Vice-Chancellor/ University authorities. Similarly, no meeting shall be convened and no person shall be invited to address any meeting in the University premises without prior permission of the Dean of Faculty/ University authorities.

V. Code of Conduct for Support Staff

This section is intended as a guide and a help to support staff. It sets out standards of conduct which staff are expected to follow when within, or representing the University. This code is written to assist staff and it is important that staff should take advice and guidance.

1. The support staff should acquaint themselves with the University policies and adhere to them to their best ability.
2. Each of them should perform the duties he/she has been assigned sincerely and diligently as well as with accountability.
3. They should refrain from insubordination i.e. denial of official duty assigned by their superiors.
4. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the University Authority.
5. The support staff should not, on any account, hold any office of profit. Neither shall he/ she engage himself / herself in any trade or business.
6. They should not hamper the functioning of the University by engaging themselves in political or anti-social activities.



7. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
8. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of University activities.
9. They should also be responsible for the proper use and maintenance of University equipments and furniture.
10. No support staff should be under the influence of drugs or alcohol during office hours.
11. The support staffs often have access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they shall maintain and respect the confidentiality of such matters.
12. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
13. The support staff should show no discrimination on basis of gender, caste or religion.

Monitoring committee for Code of Conduct

The operation of the Code of Conduct shall be monitored by Monitoring Committee to be constituted by the competent authority.

Review and Revision of Code of Conduct

The Code of Conduct shall be reviewed from time to time as per guidelines of Regulatory Bodies.

