

**VEER BAHADUR SINGH
PURVANCHAL UNIVERSITY
JAUNPUR, UTTAR PRADESH**



Policy documents on code of conduct

Registrar
V.B.S. Purvanchal University
Jaunpur



Veer Bahadur Singh Purvanchal University
Jaunpur-222003

**Code of Conduct for Students, Teachers,
Administrators and Other Staff**

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1. CODE OF CONDUCT FOR STUDENTS

- 1.1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the University campus. They shall abide by the rules and regulations of the University and should act in a way that highlights the discipline and esteem of the University.
- 1.2. A six-day working schedule from Monday to Saturday is followed.
- 1.3. As per Veer Bahadur Singh Purvanchal University, Jaunpur rules 75% attendance is mandatory to appear in semester end examination.
- 1.4. Students are not permitted to use mobile phones in the class rooms, library, labs, examination halls etc.
- 1.5. All the students are expected to be present in the class well -within time and late coming will result in loss of attendance for the corresponding hour.
- 1.6. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- 1.7. Food and beverages are not permitted in class rooms, labs and practical rooms. Those must be consumed in designated areas only.
- 1.8. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- 1.9. In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- 1.10. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD. Application for medical leave shall be accompanied by valid medical certificates.
- 1.11. All the students are expected to attend all functions of University/Department in uniform unless otherwise specified.
- 1.12. All the students shall wear their identity cards, well displayed. Identity card is a public document and proctor, teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
- 1.13. Students are expected to maintain silence in the academic buildings to maintain the decorum and any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.

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- 1.14. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the University/ department beyond class hours.
- 1.15. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Use of plastic bag is strictly prohibited
- 1.16. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
- 1.17. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
- 1.18. Any student who damages the reputation of the University/ Department in any way is liable to be expelled. Offenders shall be liable to face legal action
- 1.19. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the University/ department and destroy the academic ambiance.
- 1.20. Carefully handle the furniture, equipment, fixtures and appliances of the department and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations.
- 1.21. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- 1.22. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, x'mas stars etc. in the campus without the permission of the competent authority.
- 1.23. No Society or Association shall be formed in the department/University and no person will be invited to address a meeting without the prior permission of Authorised authority.
- 1.24. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the authorised authority.
- 1.25. Political activity in any form is not permitted in the University campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the Departments, hostels, and outside the University.
- 1.26. Prior permission from the Authorised authority is essential to take part in inter-University/department competitions.

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- 1.27. No student shall communicate any information or write about matters dealing with the University administration to the press.
- 1.28. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- 1.29. Ragging is an offence. Ragging is strictly prohibited in the University campus/premises. Any student/students involved in such activities will be immediately expelled from the University.
- 1.30. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- 1.31. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- 1.32. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the University.
- 1.33. The University is not responsible for lost property.
- 1.34. Students applying for certificates, testimonials, etc. which require the authorised authority signature on any kind of document or application should first contact the concerned department office. Students should not bring any paper directly to the university's higher authority.
- 1.35. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
- 1.36. Students receiving Government or University scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the department and University examinations.
- 1.37. Students must not associate themselves with any activity not authorized by the University/ department. Serious action will be taken of students found organizing or participating in such unauthorized activities.
- 1.38. It is the responsibility of the students to read the University website regularly for important announcements made by the University or department from time

to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.

- 1.39. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
- 1.40. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
- 1.41. Students joining the University are bound by the rules and regulations of the University.
- 1.42. A student may not knowingly provide false information or make misrepresentation to any university/department office. In addition, the forgery, alteration, or unauthorized possession or use of University/department documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

2. CODE OF CONDUCT FOR TEACHERS

2.1. TEACHERS AND THEIR RESPONSIBILITIES

- 2.1.1. Teachers and other education personnel shall exemplify efficiency and effectiveness in their professional service delivery, maintain and improve standards and develop new initiatives in their teaching and learning.
- 2.1.2. Teachers and other education personnel shall:
 - 2.1.2.1. report for work regularly, punctually and prepare to teach at all times;
 - 2.1.2.2. demonstrate good management skills and abilities in the conduct of their professional work;
 - 2.1.2.3. display competence in the subject matter and teaching methodology;
 - 2.1.2.4. establish good relations and cooperate fully with education stakeholders responsible for the advancement of education and in the interest of the learners;
 - 2.1.2.5. take advantage of professional development opportunities and use active and participatory or 'student friendly' teaching method;
 - 2.1.2.6. observe confidentiality in a manner consistent with lawful institutional requirements;
 - 2.1.2.7. teach according to the approved syllabus; and

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2.1.2.8. empower learners to develop self-esteem and academic excellence

2.2. TEACHERS AND THEIR ATTITUDE TOWARDS WORK

- 2.2.1. Teachers and other education personnel shall demonstrate commitment to work and display a positive attitude to the teaching profession, students and the community and ensure a high standard of quality and excellence in their professional service delivery.
- 2.2.2. Teachers and other education personnel shall:
- 2.2.2.1. demonstrate an understanding in their teaching, of how students learn and develop;
 - 2.2.2.2. not engage in activities that adversely affect the quality of their teaching and profession, such as learner or parent exploitation, cultism, drug abuse, etc.;
 - 2.2.2.3. teach and practise principles of good citizenship, peace and social responsibility;
 - 2.2.2.4. honestly present each student's performance and examination results;
 - 2.2.2.5. not engage in any form of corrupt practices;
 - 2.2.2.6. be appropriately attired and presentable; and
 - 2.2.2.7. be good role models in their demonstration of dedication and honesty.

2.3. TEACHERS AND THEIR ATTITUDE TOWARDS LEARNERS

- 2.3.1. Teachers and other education personnel shall, at all times, maintain a professional relationship with all learners, recognizing that all learners are equal, and foster learners' intellectual, emotional, social and spiritual potentials.
- 2.3.2. Teachers and other education personnel shall:
- 2.3.2.1. promote safe and conducive learning environment;
 - 2.3.2.2. ensure that learners are treated with dignity and respect and their rights fully protected;
 - 2.3.2.3. establish and maintain zero tolerance for all forms of sexual and gender-based violence, exploitation and abuse, physical and humiliating forms of punishment and psychological abuse;
 - 2.3.2.4. eliminate all forms of discrimination at all times;
 - 2.3.2.5. employ positive methods of corrective discipline;

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- 2.3.2.6. actively promote the concept of 'the best interest of the student' in every event;
- 2.3.2.7. participate in co-curricular activities for the benefit of the learners;
- 2.3.2.8. encourage learners to develop as active, responsible and efficient individuals;
- 2.3.2.9. promote an atmosphere of trust;
- 2.3.2.10. exercise due care, diligence and confidentiality in all matters affecting the welfare of the learners; and
- 2.3.2.11. guide learners to know their responsibilities towards teachers and other education personnel.

2.4. TEACHERS AND THEIR ATTITUDE TOWARDS PARENTS

- 2.4.1. Teachers and other education personnel shall recognize and promote the right of parents to information on the welfare and progress of their children through agreed channels.
- 2.4.2. Teachers and other education personnel shall acknowledge different family backgrounds of students and ensuring a balanced approach in the development of the students.
- 2.4.3. Teachers and other education personnel shall make every effort to encourage parents to be actively involved in the education of Students and support the learning process.
- 2.4.4. Teachers and other education personnel shall:
 - 2.4.4.1. encourage parents to cooperate with other parents and university members to enhance the smooth running of the University;
 - 2.4.4.2. refrain from soliciting and accepting personal gifts or monies from parents; and
 - 2.4.4.3. support parents to be aware of their children with learning difficulties and other disabilities.

2.5. TEACHERS AND THEIR COMMUNITY

- 2.5.1. Teachers and other education personnel shall recognize the importance of the community in the education process and engage them in the formulation of policy and curriculum, capacity building activities and in the improvement of the quality of the University and the environment.

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2.5.2. Teachers and other education personnel shall:

- 2.5.2.1. establish good relations with the community to enhance their active participation for the advancement of the university and the society;
- 2.5.2.2. encourage and work closely with the community to ensure that all students in the community access, stay in and complete their studies;
- 2.5.2.3. use their surrounding environment for much of their teaching;
- 2.5.2.4. endeavour to stimulate interest and active participation of the community in the achievement of the educational objectives and the ethos of the university;
- 2.5.2.5. sensitize the community to discourage social activities that may hinder the moral and ethical development of learners; and
- 2.5.2.6. cultivate public trust and confidence.

2.5.3. Teachers and other education personnel actively co-operate with each other and work as a team in all respects to improve University standards and community development.

2.5.4. Teachers and other education personnel shall:

- 2.5.4.1. not negatively influence professional decisions of colleagues;
- 2.5.4.2. not criticize colleagues in the presence of learners, except as unavoidably related to an administrative or judicial proceeding;
- 2.5.4.3. use official channels to report complaints and not unduly speak publicly about colleagues or the University administration that may cause public resentment or outrage;
- 2.5.4.4. when making a report on the professional misconduct of a colleague, do so in good faith, following the reporting channels set out in the University code;
- 2.5.4.5. promote team work and collegiality among colleagues, respecting their professional standing and opinions, and be prepared to offer advice and assistance particularly to those beginning their career or in training;
- 2.5.4.6. maintain confidentiality of information about colleagues obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law;
- 2.5.4.7. be prepared to offer guidance and counselling services to colleagues and ensure that colleagues are treated with dignity and respect and their rights fully protected; and

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2.5.4.8. maintain high moral standards.

2.6. TEACHERS AND THEIR ATTITUDE TOWARDS EMPLOYING AUTHORITIES

2.6.1. Teachers and other education personnel shall:

- 2.6.1.1. cooperate with education authorities in the interest of the learners, education service and the community;
- 2.6.1.2. carry out reasonable instructions from University administration and have the right to question instructions through clearly defined procedures;
- 2.6.1.3. not frustrate the policies, decisions and actions of the University administration and UGC; and
- 2.6.1.4. not engage in unauthorized collection of funds, extra lessons or illegal charges.

2.7. EFFECTIVE, EFFICIENT AND PROPER USES OF UNIVERSITY RESOURCES

2.7.1. Teachers and other education personnel shall, in recognition of the fact that University resources are central in the overall management of the University, ensure the proper, efficient and effective management of University resources.

2.7.2. Teachers and other education personnel shall:

- 2.7.2.1. exercise reasonable care in the use of University property and for official purposes;
- 2.7.2.2. maintain appropriate and highest standards of honesty and integrity in the management of University resources;
- 2.7.2.3. maintain and keep proper books of account at all times for monies received or expended on behalf of the University;
- 2.7.2.4. keep and maintain proper record of property or funds received on behalf of the University. Such records include, but not limited to, store issue vouchers, log entry book, etc.;
- 2.7.2.5. maintain and keep proper record of distribution or utilization of University resources and equipment;
- 2.7.2.6. maintain accountability and transparency at all levels; and

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2.7.2.7 refrain from collaboration with others to mismanage University funds and other resources.

2.8. UNIVERSITY ENVIRONMENT AND WORK ETHICS

2.8.1. Teachers and other education personnel shall

2.8.1.1 not be under the influence of alcohol, tobacco, or any harmful drug in University campus and during working hours.

2.8.1.2 not give tobacco, alcohol, harmful drugs to any learner or colleague, or allow them to consume any harmful substances.

2.8.1.3 have the responsibility to maintain an alcohol, smoke and drug free university environment, and

2.8.1.4 not engage in any unprofessional practices such as examination malpractice, favouritism, selling in classroom, bribery, corruption and soliciting gifts.

2.8.2. Teachers are expected to follow The University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and the other Measures for the Maintenance of Standards in Higher Education). Regulation, 2010.

3. CODE OF CONDUCT FOR ADMINISTRATORS


The Administrators are expected to –

3.1. Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the University.

3.2. Be fully conversant with the Policies, rules and regulations of the University and shall be prepared to implement them.

3.3. Ensure that the duties assigned to the employees are appropriate to their qualification, experience and skills.

3.4. Give faculty and support staff who agree to accept assignments currently outside their qualifications and skills but within their expected potential a commitment to provide the time or training needed to successfully perform these assignments.


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- 3.5. Ensure that the goals of the university are well disseminated across the stakeholders and the activities planned in the university are towards achieving the targets.
- 3.6. Support the team members with the training needed, to upgrade the skills and to successfully discharge the responsibilities assigned.
- 3.7. Ensure a cordial relationship with the administrative and other non-administrative staff for the smooth conduct of the University.
- 3.8. It becomes the responsibility of the authorised authority to provide the necessary infrastructure and a conducive & fair ambience to all the employees impartially in order to achieve the desired goals.
- 3.9. To meet University deadlines for preparation of such items as standard workload forms, timetable profiles, and textbook ordering, as well as deadlines for submission of grades, timesheets to payroll and budget data;
- 3.10. Work diligently to ensure that the university provides faculty and staff with the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failures or classroom problems.
- 3.11. Be very precise and clear in communicating all the information to the concerned teaching and non-teaching staffs.
- 3.12. Ensure all the expenditures are within the budget approved by the university and also ensure that a fair practice is followed in budget allocation.
- 3.13. Exercise caution to avoid favourism and shall not involve or encourage in any kind of activities that cause any disrupt between/among the employees.
- 3.14. Demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented.
- 3.15. Ensure that they shall not misuse their authoritative powers, which shall affect the reputation of the University.
- 3.16. Ensure that the information submitted to the external agencies and other stake holders about the University is unambiguous and correct.
- 3.17. The administrator should provide the effective academic and administrative leadership to the University.
- 3.18. The administrators should look after the effective implementation of e-governance in the different areas of administration.

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4. CODE OF CONDUCT FOR NON- TEACHING STAFF

- 4.1. Every one of non-teaching staff of the University shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/department from time to time.
- 4.2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
- 4.3. Must join/attend the duty punctually every day.
- 4.4. Assist in carrying out functions relating to the administrative responsibilities of the department and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and examinations, including all types of examination works.
- 4.5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
- 4.6. Speak respectfully and behave with polite to every one of the universities (Administrators, teachers, colleagues, Students, visitors, parents etc.).
- 4.7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- 4.8. Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand.
- 4.9. Co-operate personally to the policies of the University which have been made by higher authorities of the University.
- 4.10. Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession.
- 4.11. Should adhere the Professional Ethics and Code of Conduct of the University.
- 4.12. Every employee should apply their knowledge and experience for overall development of the office work of the University/Department.
- 4.13. Every employee should behave and perform fair and committed to the best interest of the University.
- 4.14. Every employee of the university should cooperate to maintain discipline and good habits in the office as well as University premises.
- 4.15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the University.

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- 4.16. Every employee possesses his/her identity as an employee of the University/department in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside or outside of the University Campus, everyone should maintain the reputation, discipline & culture of the university at the public places in the society.
- 4.17. Any employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
- 4.18. Avoid conflicts between their professional work and personal interest.
- 4.19. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
- 4.20. No one shall ordinarily remain absent from work without prior permission of the competent authority or grant of leave.
- 4.21. Shall be reported to the authorised authority, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- 4.22. Should adopt a humane approach in dealing with students who are physically challenged.
- 4.23. Be punctual & careful in availing professional opportunities for career development.
- 4.24. Every employee should respect the functional superiority of those set-in authority over him/her by the university hierarchy.
- 4.25. No one of the non-teaching staff of the University shall leave headquarter without permission of the authorised authority.
- 4.26. Practise mutual respect, trust, and confidentiality.
- 4.27. Practise justice by being committed to the well-being of individuals, the wider community and the common good of all people.
- 4.28. Must respect and maintain the hierarchy in the Administration.
- 4.29. Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.
- 4.30. Must not use unauthorised persons to perform official duties.
- 4.31. No staff shall allow to unauthorised demand for money in any kind from students and their parents.

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