



**VSKU CODE OF CONDUCT FOR**  
**STATUTORY OFFICERS, TEACHERS**  
**AND STUDENTS**

## **CODE OF CONDUCT OF TEACHERS**

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the University Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the University Management.
6. No teacher shall associate with any political party or take part in any other organizational actively, which is not inline with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of University Management policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the University Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the University Management, or that seeks to disrupt the academic activities of the University.
11. No teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher in the service of the University shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. The University Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final

decision. The decision of the University Management will be final and binding and will not be subject to any appeal to any individual or forum.

#### 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 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the University and the university such as: assisting in appraising applications for admission,

advising and counseling students as well as assisting the conduct of university and University examinations, including supervision, invigilation and evaluation; and

(viii) Participate in extension, co-curricular and extra-curricular activities including community service.

## II. TEACHERS AND THE STUDENTS

Teachers should:

(i) Respect the right and dignity of the student in expressing his/her opinion;

(ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

(ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

(v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;

(vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

(vii) Pay attention to only the attainment of the student in the assessment of merit;

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

(ix) Aid students to develop an understanding of our national heritage and national goals; and

(x) Refrain from inciting students against other students, colleagues or administration.

### III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) 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 organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(vi) Should adhere to the conditions of contract;

(vii) Give and expect due notice before a change of position is made; and

(viii) 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.

#### V. TEACHERS AND NON-TEACHING STAFF:

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

(ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### VI. TEACHERS AND GUARDIANS

Teachers should:

(i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### VII. TEACHERS AND SOCIETY

Teachers should:

(i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;

(iii) 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;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) 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.

### **Maintenance of Standards in Higher Education Institutions:**

In order to maintain the academic standards in higher education the following recommendations shall be adopted by the respective Universities/Universitys/Institutions:

i. The process for evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC regulations and their amendments from time to time, in this regard. The Universities shall be required to adopt these regulations within six months of their notification.

ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department,if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of Universitys and universities for doing Ph.D.

iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need based facility for University teachers to supervise Ph.D/M.Phil scholars. Universities shall amend their Statutes and Ordinances accordingly.

iv. All newly recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.

v. Ph.D. shall be made mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these regulations.

vi. Research clusters shall be created amongst the universities/Universitys/research institutions within in the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.

vii. An induction programme of one month shall be introduced for all newly recruited Assistant Professors in the universities /Universitys/institutions ideally before the starting of their teaching work but definitely within one year of the recruitment of the new faculty member.

In addition to the Human Resource Development Centers of UGC, Universities/Institutions with Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNTT) scheme shall also organize such induction programmes as per their mandate.

viii. These induction programmes will be treated at par with the Orientation Programmes already being run by the Human Resource Development Centers of UGC for the purpose of CAS requirements. Universities/Universitys/Institutions shall send the faculty members in a phased manner so that teaching does not suffer.

ix. All short term and long duration capacity building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline specific areas being conducted by centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) under PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these regulations.

Discipline.:

(1) The final authority responsible for maintenance of discipline among the students of the University shall be the Vice-Chancellor. His directions in that behalf shall be carried out by the heads of Universitys, hostels and other institutions.

(2) Notwithstanding anything contained in sub-section (1),-



(a) the punishment of debaring a student from examinations shall, on the report of Vice-Chancellor be considered and imposed by the Syndicate: and

(b) the punishment of rustication from a University or a hostel or an institution shall be, imposed by the head of the University or hostel or institution concerned.

(3) No resolution of any Authority or body of the University shall be deemed invalid on account of any irregularity in the service of notice upon any member: Provided that the proceedings of such authority or body were not prejudicially affected by such irregularity.

### **Code of conduct for students**

The various forms of Misconduct, the Students should refrain from, include:

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the University.
4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
5. Participating in activities including
  - i) Organizing meetings and processions without permission from the Institution.
  - ii) Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India
  - iii) Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
  - iv) Unauthorized possession or use of harmful chemicals and banned drugs.

v) Smoking within the University campus.

vi) Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.

vii) Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.

viii) Rash driving on the campus that may cause any inconvenience to others.

ix) Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.

x) Pilfering or unauthorized access to the resources of others.

xi) Misdemeanour and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.

xii) Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.

6. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

7. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, 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 print and/or electronic media without prior permission.

9. Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.

10. Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.

11. Causing damage to, or destruction of any property of the University, or any property of others on the Institution premises would invite punishment.

12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

### **Code of Conduct for the Principal**

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.

2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.

3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the University so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the University.

4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.

5. To create and maintain an unbiased gender-free atmosphere within the periphery of the University so that all the stakeholders enjoy equal opportunities.

6. To generate and maintain required alertness among all the stakeholder of the University so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of University campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the University and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the University in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
12. To endeavour for the upkeep of tranquillity of the region surrounding the University so that academic practices comes to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationships of the University with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution
14. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

#### **Code of Conduct for Support Staff**

Being the employees of the Government of West Bengal, all the support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

(i) The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

(ii) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.

(iii) 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 College Authority.

(iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.

(v) They should not hamper the functioning of the college by engaging themselves in political or antiseccular activities.

(vi) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

### **Code of conduct for Vice Chancellor**

The Vice Chancellor shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Vice Chancellor shall uphold core values accepted by the University as listed below

- Integrity
- Honesty

- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

The actions of Vice Chancellor should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.

Decisions taken by him with consent of the VC must have intention the benefit of the University, its students, staff and others with an interest in it, and must be taken with a view to safeguarding the University's financial health.

The Vice Chancellor shall act for the effective and efficient use of resources, the solvency of the University and for safeguarding its assets.

The Vice Chancellor shall promote the interests of the University; act prudently with reasonable care, skill and diligence; complying with all legal responsibilities imposed on by law.

The Vice Chancellor shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively, accountably and for a proper purpose; complying with good governance practice and principles.

The Vice Chancellor shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority.

The Vice Chancellor shall conduct in an orderly, fair, open and transparent manner.

The main function of the Vice Chancellor is to implement strategic policy approved by the GB in consultation and with concurrence of the Vice Chancellor.

## **CODE OF CONDUCT OF THE REGISTRAR**

Duties of the Registrar shall include :

- (i) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
- (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member-secretary but he shall not have a right to vote.
- (iii) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body I Board of Management from time to time. He will render desired assistance.
- (iv) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice Chancellor, and shall record the minutes and send the same to the Vice Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellor/Vice Chancellor may desire.
- (v) He shall discharge all such functions as assigned to him by the Governing Body/Vice Chancellor of the University.
- (vi) The registrar shall have powers to take disciplinary action against the non teaching employees working in the University and can suspend them, pending inquiry with the approval of the Vice Chancellor.
- (vii) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.

The Registrar may by writing under his hand addressed to the Chancellor, resign his office.

The Registrar shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The Registrar shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

The actions of Registrar should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.

Decisions taken by him with consent of the Registrar must have intention the benefit of the University, its students, staff and others with an interest in it, and must be taken with a view to safeguarding the University's financial health.

The Registrar shall act for the effective and efficient use of resources, the solvency of the University and for safeguarding its assets.

The Registrar shall promote the interests of the University; act prudently with reasonable care, skill and diligence; complying with all legal responsibilities imposed on by law.

The Registrar shall act selflessly in the interests of the University; acting with integrity, in good



faith, honestly, objectively, accountably and for a proper purpose; complying with good governance practice and principles.

The Registrar shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority.

The Registrar shall conduct in an orderly, fair, open and transparent manner.

The main function of the Registrar is to implement strategic policy approved by the GB in consultation and with concurrence of the Registrar.

### **CODE OF CONDUCT OF THE FINANCE OFFICER (FO)**

Duties of the FO shall include:

1. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
2. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
3. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
4. He shall discharge all such functions as assigned to him by the Governing Body Vice Chancellor of the University.

The FO shall adhere to following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

The FO shall uphold core values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression

The actions of FO should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.

Decisions taken by him with consent of the FO must have intention the benefit of the University, its students, staff and others with an interest in it, and must be taken with a view to safeguarding the University's financial health.

The FO shall promote the interests of the University; act prudently with reasonable care, skill and diligence; complying with all legal responsibilities imposed on by law.

The FO shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively, accountably and for a proper purpose; complying with good governance practice and principles.

The FO shall not act for profiting at the University's expense; in a sectional interest; and shall not misuse the position and authority.

The FO shall conduct in an orderly, fair, open and transparent manner.