



WEST BENGAL STATE UNIVERSITY



# CODE OF CONDUCT HANDBOOK



## About West Bengal State University



West Bengal State University was established in 2008 for the public benefit and it is recognized globally. Throughout our great history, we have offered access to a wide range of academic opportunities.

### **Our Vision**

To Strive for academic excellence that is accessible and inclusive to all.

### **Our Mission**

- To encourage research of a high standard and ensure its dissemination to the community.
- To create an academic ecosystem of the sciences and the areas that is innovative and holistic in approach.

- To build an institution that is flexible and interdisciplinary in approach to knowledge.
- To ascertain that we cater to the needs of the wider society.
- To help shape professionals who are competitive within and outside the boundary of the country.

### **Code of Conduct**

Code of Conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior.

### **Why Code of Conduct is important ?**

It defines the VALUES of an organization and provides to all employees the boundaries of their behavior relative to their duties to the organization . A well-written code of conduct clarifies an organisation's mission, values and principles, linking them with standards of professional conduct, written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

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## **Code of Conduct for Teachers**

- a)** A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the University pertaining to his/her sphere of responsibility/duties.
- b)** A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/ teachers against other students or other teachers, colleagues or administration/Governing body of the University.
- c)** A teacher shall not remain absent from duty without proper sanction of leave except in case of emergency.
- d)** A teacher shall desist/refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the University.
- e)** A teacher may be permitted to take up consultancy under terms and conditions as outlined in the relevant Statute/Ordinance as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any to student of the University private tuition.
- f)** Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- g)** Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such of ces may demand.
- h)** Co-operate with the authorities for the betterment of the University's keeping in view the interest and in conformity with dignity of the profession.

**(i)** Should adhere to the conditions of contract.

**(j)** Give and expect due notice before a change of position is made, and

**(k)** 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.

**(l)** Must follow the HR Policy, Travel Policy, Leave Policy, Research Policy, Social Media Policy and instructions issued by the University authorities from time to time.

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## **Code of Conduct for Students**

This Code shall apply to all kinds of conduct of students that occurs on the University premises and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking

- That, He/she shall be regular and must complete his/her studies in the University. Students must have a compulsory attendance of 75%. On medical grounds or in any legitimate reason the students with a minimum of 60% shall be qualified for appearing in the final examinations after submission of valid certificate along with fine considered by university administration as per policy.
- That, in the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the University subject to written consent of the Registrar.
- As a result of such relieving, the student shall be required to clear pending hostel/mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.
- That every student will maintain proper discipline, integrity and dignity in the University Campus and will behave appropriately with the Officers, Authorities, Faculty Members, Staff Members and other students of the University.
- That in case any student causes any damage/breakage fully or partially to any property, article, equipment, apparatus which belongs to the University, by mistake or deliberately, the University will have all the rights to recover the damages caused by him/her and impose monetary fine on him/her, and in case of non-payment, University may cancel his/her admission or may take any legal action against him/her.



- That during the entire duration of his/her course he/she will not enroll himself/herself for any other Regular Course in any other University/College/Institution.
- That he/she will neither indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, fraud nor will get involved in consumption of liquor, drugs, smoking or any other kind of addiction in any manner in the University premises. In case he/she is found indulging in any of the above the University may take any legal action against him/her.
- That he/she shall be liable to pay late fine of Rs. ..../- for the period of every 15 days in case he/she fails to deposit his/her fees till stipulated last date of payment of fee and in case of non-payment of fee (whether full or partial) within a period of 60 days after last date his/her admission will be liable to cancel.
- That his/her absence from his/her scheduled classes of more than 30 days without information can lead to his/her name getting struck off and readmission will be granted only at the discretion of the University and he/she will be liable to pay Re-Admission fee of Rs. ..../-
- That he/she would attend the University in prescribed University Uniform and carry and display his/her Identity Card issued by the University, every day, if unable to do so the University can initiate action as per rules and regulations.
- That in case he/she is found travelling in the University Bus without due authorization and permission he/she shall be liable to pay the transport fee of concerned route for the whole academic year.
- That research is not allowed to stay in the university hostel without the written permissions and authorization of the warden and senior authorities of the University. In case he/she is found in the Hostel Premises, he/she will be liable to pay ne as decided by the University.

- That his/her participation in any Dharna / Pradarshan / Strike can lead to strict disciplinary action against him/her including his/her rustication from the University.
- That he/she will park his/her personal vehicle(s) in the University parking entirely on his/her own risk and in case of any mishappening to it i.e. theft, damage, breakage, loss etc. he/she will not claim any compensation from the University.
- That during his/her future visits on any educational/industrial tour or extracurricular activity if he/she sustains any injury or suffer any accident, West Bengal State University will not be responsible for the same.
- That he/she shall maintain proper discipline, peace and abide by the rules and circulars issued by the University time to time and in case of any default by him/her, the University can take action against him/her including cancellation of his/her admission and debarring his/her entry in the University Campus, Library, Sports Grounds, Mess, Canteen, Reception, Labs ,Workshops etc.

### **Code of Conduct for Vice-Chancellor**

The Vice-Chancellor Shall

1. Ensure faithful observance of the provisions of the Act, the statutes and the ordinances and shall, without prejudice to the powers of the Chancellor, possess all such powers as may be necessary on that behalf;
2. Be responsible for the maintenance of discipline in the University.
3. Have the powers to convene, meetings of the authorities of the university & committee of which he is the Chairman.
4. Have the rights to attend & speak in meetings of any other Authority or body of the University but not entitled to vote unless he is the member of their Body.
5. Delegate such powers as he may deem necessary to any other staff/faculty of the University.
6. Exercise such powers & performs other function that may be speci ed by the ordinance.
7. The Vice-Chancellor shall adhere to the following principles to maintain standards in Public Life.
  - Selflessness
  - Objectivity
  - Accountability
  - Openness
  - Leadership
8. The Vice-Chancellor Shall uphold 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 the consent of the Chancellor must have the intention of 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 by law.
- The Vice-Chancellor shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively and stays accountable to the purpose.
- The Vice-Chancellor shall ensure compliance of 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. Chancellor shall ensure compliance of good governance practice and principles.
- The Vice-Chancellor shall conduct in an orderly, fair, open and transparent manner.

### **Code of Conduct for Registrar**

1. The Registrar shall have disciplinary control over all employees of the University, including the officers of the University and the Teachers of the University;

2. The power to take disciplinary action under clause (1) shall include the power to order dismissal, removal, reduction in rank or reversion of an employee referred to in said clause and shall also include the power to suspend such employee during the pendency or in contemplation of an inquiry.

3. The Registrar shall be responsible for the due custody of the record documents and the common seal of the University.

4. He shall be Ex-officio Secretary of the Governing Executive Council and of every Selection Committee for the appointment of teachers of the University without having any voting right.

5. He shall be bound to place before the authorities all such information and documents as may be necessary for the transaction of their business.

6. The Registrar shall also perform such other duties as required from time to time by the authorities but he shall not, by virtue of this subsection, be entitled to vote.

7. The Registrar shall also

- be responsible for the proper custody of the Common Seal of the University;
- be the custodian of the property of the University as entrusted;
- conduct the official correspondence on behalf of the authorities of the University;
- issue notice for convening meetings of the Authorities of the University and all Committees and SubCommittees appointed by them;

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

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

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

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

### **Code of Conduct for Chief Finance Officer**

1. The Chief Finance Officer shall have access to and may require the production of such records and documents of the University and the

furnishing of such information pertaining to its affairs as in his opinion may be necessary for the discharge of his duty.

2. The Chief Finance Officer shall exercise general supervision over the funds of the University and shall advise it as regards to its financial policy and perform such other financial functions as may be prescribed by the statutes or the ordinances.

3. The Chief Finance Officer shall

- hold and manage the property and investment of the University including endowed property;
- be responsible for the preparation of annual accounts and the budget of the University;
- keep a constant watch on the state of the cash, re-payment of loans and advances and bank balances and on the investments;
- watch the process of the collection of revenue and advise on the methods of collection;
- ensure that the registers of land, buildings, furniture, equipment, and other stocks are maintained up to date and that stock -checking is conducted, of equipment and other consumable materials.
- bring to the notice of the Vice-Chancellor, unauthorized expenditures and other financial irregularities and suggest disciplinary action against persons at fault;
- call from any of ce, department, any information or return that he considers necessary for the performance of his duties.

4. The Finance Of cer shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness

- Leadership

5. The Finance Officer shall uphold values accepted by the University as listed below

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

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### **Code of Conduct for Controller of Examinations**

1. The Controller of Examinations shall conduct Examinations and make all other arrangements there of and be responsible for the due execution of all process connected therewith.



2. When the Controller of Examinations, for any reason, is unable to act, or the office of Controller of Examinations is vacant, all the duties of the office shall be performed by a person not below the rank of an Associate Professor or Deputy Registrar, as may be appointed by the Vice-Chancellor.

3. The Controller of Examination shall adhere to the following principles to maintain standards in Public Life:

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

4. The Controller of Examination shall uphold values accepted by the University as listed below:

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

#### General Code of Conduct for all Employees

The university expects its Employees to foster an environment which respects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct:

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.

3. Maintain independence & be impartial in the discharge of official duties.

4. Must not be absent without sanctioned leave.

5. Maintain a responsible and decent standard of conduct in private life.

- Must not indulge in bigamy except permitted in religious personal laws.

- Must not give dowry, take dowry and demand dowry.

- Must not neglect wife, children, and parent.

- Must not employ child labor at home.

- Must not involve in adultery, moral turpitude.

6. Render courteous services to the public.

7. Maintain political neutrality.

8. Keep away from demonstrations organized by political organizations.

9. Refrain themselves and their family from joining any organization that involved in subversive/criminal activities.

10. If arrested, must inform his/her superior in the office.

11. Avoid consumption of intoxicating drinks & drugs in of General Code of Conduct for all Employees The university expects its Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct:-

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6. Render courteous services to the public.
7. Maintain political neutrality.
8. Keep away from demonstrations organized by political organizations.
9. Refrain themselves and their family from joining any organization that involved in subversive/criminal activities.
10. If arrested, must inform his/her superior in the office.
11. Avoid consumption of intoxicating drinks & drugs in office, in public place or at home.
12. Must not travel abroad without information to the university and must not express any view on Indian or foreign affairs while visiting foreign countries.
13. Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.
14. Must not take private consultancy work.
15. Must follow the Social Media Policy of West Bengal State University.

Apart from the points mentioned above, all the employee are expected to refrain themselves from any act which is against the mission, vision and core values of the University.



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