



कुमारभास्करवर्मसंस्कृतपुरातनाध्ययनविश्वविद्यालयः
কুমার ভাস্কর বর্মা সংস্কৃত আৰু পুৰাতন অধ্যয়ন বিশ্ববিদ্যালয়
KUMAR BHASKAR VARMA SANSKRIT AND ANCIENT STUDIES UNIVERSITY

HANDBOOK OF CODE OF CONDUCT

Approved by the Executive Council, Kumar Bhaskar Sanskrit and Ancient Studies University Nalbari
dated 4th December 2020

Introduction

Kumar Bhaskar Varma Sanskrit and Ancient Studies University stands as an icon of integrity and ancient Indian values. All the teachers, students, governing body, administrators and employees of the University are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which it functions. The University values integrity, honesty and fairness and strives to integrate these values into all its functions and practices. The Handbook of Code of Conduct is a shared statement of the commitment of the University to uphold the ethical, professional and legal standards used as the basis for the daily and long-term decisions and actions.

Purpose

Each member of the University is individually as well as collectively accountable for their conduct and for upholding their standards of behavior and for compliance with all applicable laws and policies. It is important that all the members of the University must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide the functions of the University. This Handbook would serve as a guide and ‘rudder of the ship’ for the conducts of the members of the University. The Handbook would address the interdependent duties, rights and responsibilities of the members of the University. It seeks to encourage continued reflection and thoughtful response to ethical issues. The University’s endeavour by means of enforcing this Code is to pioneer and administer a value system that is democratic, conscientious and effective; and maintain a system which promotes development of all the stakeholders. All the members of the University are requested to be well conversant with the Code of Conduct, which can be also viewed on the official website of the University.

CODE OF CONDUCT FOR VICE-CHANCELLOR

The Vice-Chancellor is the principal academic and administrative officer of the University. The Vice-Chancellor is responsible to provide academic and administrative leadership to the whole University, represent the University externally, secure a financial base sufficient to allow the delivery of the University's mission, aims and objectives and carry out certain important ceremonial and civic duties.

The Vice-Chancellor of the University should—

- Provide inspirational and motivational value-based academic and executive leadership to the University through policy formulation, operational management, optimization of human resources and concern for environment and sustainability;
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision-making that is in the best interest of the university;
- Act as steward of the University in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
- Promote the collaborative, shared and consultative work culture in the University, paving way for innovative thinking and ideas;
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- Comply with applicable governmental laws, rules, and regulations;
- Understand the University's objectives and policies and contribute constructively to their continuous evaluation and reformulation;
- Maintain the confidentiality of privileged information that infringes upon another person's right to privacy and not disclose information to secure personal gain;
- Refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties;
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

CODE OF CONDUCT FOR EXECUTIVE COUNCIL

The Executive Council is the principal Executive body of the University. The function of the Executive Council is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. This Code is intended to ensure that members are aware of and accept the responsibilities associated with coveted membership and follow high standards of ethical and professional conduct, as members of the Executive Council.

Members of the Executive Council of the University should—

- Treat each other, and other staff members and students with professionalism, courtesy and respect;
- Participate actively and work cooperatively with fellow members in carrying out their responsibilities as members;
- Act at all times honestly and in good faith;
- Not influence other members negatively;
- Maintain the confidentiality of information received in the course of their duties; and
- Not use confidential information for any purpose outside that of understanding the work of the Council.

CODE OF CONDUCT FOR ADMINISTRATIVE OFFICERS

(Registrar, Treasurer, Controller of Examination, Librarian or equivalent)

The Registrar of the University is the executive head of the University and should act according to the direction and advice of the Vice-Chancellor and Executive Council. The Treasurer of the University exercises general supervision over the funds of the University and gives suggestion to the Registrar in regard to its financial policy, subject to the control of the Executive Council. The Controller of Examinations is the officer-in-charge of the conduct of examinations and tests of the university and declaration of their results under the supervision of the Registrar. The Librarian maintains the University library.

The Administrative Officers of the University should—

- Promote a collaborative and supporting work culture and working environment of the University;
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision-making that is in the best interest of the University;
- Protect, encourage and recognize faculty and staff in the performance of their duties and have respect for the rights and opinions of others;
- Retain professional independent objectivity and not promote dogma or political bias to others in their working activities;
- Maintain the confidentiality of privileged information that infringes upon another person's right to privacy and not disclose information to secure personal gain;
- Act in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- Co-operate and liaison with colleagues, as appropriate, to ensure coherent and comprehensive service;
- Endeavor to assist the University to achieve its objectives—in particular, by adopting a positive attitude to quality;
- Ensure all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;

- Use the social media carefully and responsibly, particularly while representing the University or posting matters related to the University;
- Not interact, on behalf of the University, with media representatives or invite media persons on to the campus without prior approval or authorization of the Vice-Chancellor;
- Avoid words and deeds that might bring the institute into disrepute or might undermine its dignity;
- Not use their position in the University for private advantage or gain;
- Refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties;
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

CODE OF CONDUCT FOR TEACHERS

Teaching is a noble profession and whoever adopts it as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The values which he/she seeks to inculcate among students must be his/her own ideals.

The Teachers of the University should—

- Adhere to a responsible pattern of conduct expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other unethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the functions related 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 examinations, including supervision, invigilation and evaluation; and
- Participate in extension and co-curricular and extra-curricular activities of the University.
- Impart education to the students through any mode approved by the UGC, including online mode.

In relation to Students, the teachers should—

- Respect the rights and dignity of the student in expressing his/her opinion;

- Deal fairly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community development;
- Inculcate among students scientific temper, spirit of inquiry and moral, social and national values;
- Pay attention only to the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

In relation to Colleagues, the teachers should—

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

In relation to Authorities, the teachers should—

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions;
- Give and expect due notice before a change of position takes place;

- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular academic responsibility; and
- Refrain from undertaking any other employment and commitment, which are likely to interfere with their professional responsibilities.

In relation to Non-Teaching Staff, the teachers should—

- Treat the non-teaching staff as colleagues and equal partners in a cooperative manner; and
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

In relation to Guardians, teachers should—

- Maintain contact with the guardians and send them reports of their wards' performance whenever necessary; and
- Meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution, particularly the students.

In relation to the Society, teachers should—

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred among different groups but actively work for national integration.

CODE OF CONDUCT FOR STUDENTS

Students are the most precious human resource of a university. This Code of Conduct indicates the standard procedures and practices for all students enrolling in any programme or course in the University. It provides a clear statement of the University's expectations of students in respect of academic matters and personal behaviour.

The Students of the University should—

- Maintain their integrity, respect other members of the University, be open-minded, tolerant and uphold team spirit in all their conduct.
- Treat all members of the University with respect, dignity, honesty, impartiality, courtesy and sensitivity;
- Maintain a cooperative and collaborative approach to inter-personal relationships as well as help in maintaining a healthy academic environment;
- Promote good reputation of the institution and promote a good image of their University in the society at large;
- Attend classes according to their allotted classes specified in routine and not disturb other class, group or section;
- Maintain discipline in and around the University, violation of which may lead to disciplinary action against students who disobey the rules and regulations, based on the recommendations of the concerned Committee;
- Not indulge in any form of harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition, etc.
- Carry and wear the University Identity Card every day to the University and also when representing the University outside the campus.
- Make sure to respect the dress code and have a suitable and decent outfit, appropriate to an educational institution;
- Read notices/circulars displayed on the University Notice Board and uploaded on University website;

- Organize any programme or event with prior and proper permission of the Authority;
- Cooperate in maintaining the properties of the University and contribute towards maintaining and promoting the environment of the University campus;
- Use the social media carefully and responsibly, particularly while representing the University or commenting on matters related to the University;
- Not interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities;
- Not record audio or video lectures in classrooms or actions of other students, faculty, or staff without prior permission;
- Provide audio and video clippings of any activity on the campus to media without prior permission; and
- Not smoke, drink alcohol, consume tobacco and *gutkha* inside the University campus.

CODE OF CONDUCT FOR SUPPORT STAFF

Support staff functions in various contexts of the University—financial services, registration services, libraries, laboratories, computer centres, social, recreational environments, etc. This code of conduct represents a benchmark of expectations with respect to conduct of the support staff.

The Support staff of the University should—

- Maintain and display the highest possible standards of professional behaviour that is required in an educational establishment;
- Demonstrate courtesy, respect, patience, and willingness to help in all their interactions with students and other staff members in any context;
- Respect the professionalism of academic employees and fellow support staff members;
- Cooperate with their colleagues, provide support, help and guidance as required by them and the authority, and enable effective communication throughout the University;
- Be aware of and should follow the policies, systems and procedures of the University;
- Attend their place of work punctually in accordance with their conditions of service;
- Maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters (particularly the Confidentiality Staff);
- Refrain from behaviour that would prevent others from fulfilling their duties;
- Not use their position in the University for private advantage or gain;
- Avoid words and deeds that might bring the University into disrepute or might undermine colleagues in the perception of others; and
- Refrain from using work-time to promote personal, religious, political, social or business agendas.

VIOLATION OF CODE OF CONDUCT

- Violation of Code of Conduct in case of teacher/employees/officers will invite disciplinary action as per Govt. of Assam Code of Conduct Rule and Service Rule.
- Violation of Code of Conduct in case of students will invite disciplinary action under provision of disciplinary rules.

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Registrar
Kumar Bhaskar Varma Sanskrit and
Ancient Studies University,
Nalbari