

NEHRU GRAM BHARATI

(Deemed to be University)



Guidelines for Code of Conduct

[Internal Quality Assurance Cell]

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NGB(DU) has in place Code of Conduct for students, teachers, other academics, administrators and non-teaching staff.

For students, NGB(DU) has in place conduct and discipline rules, which are made available to all the stakeholders through its website. Notwithstanding this, the code of conduct for teachers, other academics and non-teaching staff, and rules and regulations pertaining to the discipline of the students are fundamental part. The Internal Quality Assurance Cell, NGB(DU) for the purposes of ease of access to the Code of Conduct for all the stakeholders of NGB(DU) and for the requirements of assessment and accreditation, compiled all the rules and regulations in this Handbook, entitled Code of Conduct Guidelines for Students, Faculty and Staff & Girls Hostel Students.

NGB(DU) operates and implements its Code of Conduct through various authorities such as Executive Council, Academic Council, Finance Committee, Deans of faculties, Heads of the Departments and by constituting various related committees. However, with regard to students, the permanent academic and administrative units and offices of NGB(DU) such as Proctor's Office, Dean Students' Welfare Office and so on directly carry the responsibility of monitoring and implementing the Code of Conduct. Other Committees like Anti-ragging, ICCASH & Anti-discrimination are also in place to look after cases related to ragging, sexual harassment and discrimination respectively.

The code of conduct Guidelines is shared to students in the form of booklet in the Student Profile. These guidelines are also shared to Teaching staff through Deans of Faculties & HODs and to Non Teaching Staff through the office of Registrar with a strong instruction to abide by them.

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1. Code of Conduct for Students

- 1 Students are subject to rules of conduct and behavior framed by the authorities of NGB(DU).
- 2 Special emphasis is put on maintaining the discipline and good conduct in the institution and students should abide by it.
- 3 Students should reach the University on time.
- 4 Students should wear their I.D. Cards in the campus.
- 5 Students should maintain absolute discipline inside the class rooms as well as the University premises.
- 6 Students should be punctual to classes and attend their work with devotion.
- 7 Students should acquaint themselves in time with the notifications put up on the Notice Board.
- 8 Students should not be permitted roaming outside the class room or out of the University during class hours.
- 9 During class hours, students are not permitted to visit office of HoD or Dean.
- 10 Student should keep the class rooms and college premises absolutely neat and clean. Disfiguring and scribbling on the walls, University buses and doors or breaking the furniture is a violation of discipline and will be severely punished.
- 11 Students should use dustbins for throwing garbage and any unwanted material.
- 12 Students are not allowed to entertain outsiders inside the premises of the University without prior permission from the University authorities.
- 13 Students shall not enter the University premises in intoxicated state and should not possess such materials.
- 14 Usage of Mobiles inside the classrooms is not permitted.
- 15 If a student's behavior goes wrong, the parent of the student concerned should come and meet the HoD and the Proctor of the University.
- 16 Ragging of any kind is strictly prohibited.
- 17 The students will fully obey various rules and laws laid shown by State and Central Governments, honorable High Court and honorable Supreme Court of India regarding prevention of ragging, on use tobacco and alcoholic products, possession and use of weapons, explosives, possession and use of drugs of any kind and other discipline related matters.

2. Code of Conduct for Faculty and Staff

- 1 NGB(DU)'s working hours is 10.00 AM to 5.00 PM for faculty, staff and students.
- 2 Faculty should sign in the attendance register twice a day (9.45 AM – 10.00 AM in the morning and 4.45 PM - 5.15 PM in the evening) at the Department / Dean Office/Incharge Campus.
- 3 All staff members should be available in the University during working hours.
- 4 Faculty should handle the theory, laboratory and other classes for the full duration.
- 5 University Examination work is mandatory for faculty as per NGB(DU)s Regulations.
- 6 The faculty in the University will be relieved from his duties on his request either by submitting One months “notice or on payment of three months” salary as the case be under unavoidable circumstances subject to the decision of the management. The relieving will be considered only at the end of the academic year.
The promotion to higher cadre depends on Vacancy opening for the position, Faculty Performance Appraisal Score, Teaching, Research and Satisfactory performance in academic and other related activities in the Deemed to be University.
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- 8 The faculty / staff should abide by the rules and regulations of the institution deemed to be University framed from time to time for the effective functioning.
- 9 The faculty and staff members shall not engage themselves either directly or indirectly in conduct of any business or trade, part time job in other concerns or by own.
- 10 The faculty and staff members shall not involve themselves in activities not related to their allotted work, during working hours.
- 11 The faculty members shall not engage in private tuition. In exceptional cases, the prior permission of the Vice Chancellor should be obtained.
- 12 The faculty and staff members are encouraged to take up consultancy projects, however, with the permission of the Vice Chancellor or the authorities.
- 13 The faculty and staff members should not accept valuable gifts in any form from the students / parents / companies having business transactions with the Deemed to be University.
- 14 The faculty and staff members shall not interfere in any matter not

connected to their job requirements.

- 15 The details of student feedback and performance appraisal reports given by the superiors shall be treated as confidential.
- 16 All correspondence to the Management should be routed through proper channel(HOD, Dean and to the University authority).
- 17 Faculty members should take active participation in co-curricular and extra-curricular activities.
- 18 Faculty should take active participation in conducting value added courses to the students to enhance their employability skills.
- 19 All the faculty should continuously update their knowledge by attending FDP, Seminars /Workshops etc., and by utilizing library resources.
- 20 A faculty member having teaching experience of more than 3 years is expected to publish at least two Research paper per year in peer reviewed journal. The research paper may be an outcome of research / student project work.
- 21 Faculty promotions are considered during September each year considering his educational qualifications, experience, score in the Faculty Performance Appraisal and UGC and University norms.
- 22 Faculty / staff should not deviate the said provisions/norms, if any deviations, the ViceChancellor/Authority may take necessary disciplinary action.

3. Code of Conduct of Students in the Examination:

- Students are expected to be in their seats before the second bell. During the distribution of question papers no one should enter the hall or room. No one can enter the hall 30 minutes after the commencement of the examination. No one can receive a question paper before taking his assigned seat in hall.
- Candidates will be allowed to leave the examination hall only after 2 hours.
- Candidates for all the examinations shall write their answers on both sides of the sheets of the book supplied.
- Every one should bring his own pen, pencil, rubber, mathematical instruments and calculators (if necessary)
- No paper other than the question paper and hall ticket should be taken out of the examination hall.
- Register number, course name, class and subject of the paper should be clearly indicated on the answer paper.
- When additional paper is needed, candidates shall stand in their places and thus call attention. Making sound for this paper is strictly forbidden.
- Any materials like storing devices, manuscripts, part of book etc found with the student then he will be charged as copying and doing malpractice.
- Providing aid to a co examinee in any form to copy during an examination is considered as indulging in malpractice.
- The Chief superintendent of examination and invigilators shall strictly enforce the above rules of conduct. Charges of malpractice shall be duly recorded and the written charge shall be signed by the concerned; invigilators(s) and duly forwarded to the COE through the superintendent. The decision of the enforcement of the above rules of conduct as he/she is to ensure the orderly conduct of the examination.
- A flying Squad comprising of 4 or 5 staff members will be formed and they visit the exam halls then and there.
- Cell phones are strictly prohibited inside the exam hall and if any student is found with cell phone it will be seized and deposited in the college office and will be returned only after the completion of the course.

4. Code of Conduct for Girls Hostel Students

- 1 The Hostel is available to all residents from the day University opens (1st July) till last day of their respective semester/annual University examination/submission of dissertation/thesis. All residents shall vacate their room within seven days of completion of their respective examinations or completion of statutory period/submission of dissertation or thesis.
- 2 Residents must bring their own crockery and cutlery for use in their rooms.
- 3 Every resident must bring her own curtains, bucket, mug and table lamp. The Hostel will not provide these items.
- 4 With respect to closure of the Hostel Gate i.e. entry and exit time, residents of the Hostel shall not be allowed to leave the Hostel premises after 10.00 p.m. If a resident comes after the scheduled time, she must inform the hostel office in advance, failing which her parent/LG will be informed.
- 5 All the residents should mark their attendance at 10.00 p.m.. They must be present unless prior leave has been granted. The resident must mark her attendance in person on time. Disciplinary action will be taken against the residents who violated the attendance rule repeatedly and also against the resident who is found to mark attendance for other residents.
- 6 Every resident is responsible for proper maintenance of the Hostel property. Residents will be charged three times the actual cost of the damaged item of the hostel property they use, individually or collectively, as the case may be.
- 7 No resident is allowed to shift from the room allotted to her to another room. No furniture should be shifted from one room to another without prior written permission of the Hostel administration. The administration shall have the right to shift any resident to another room with a view to ensure double occupancy of rooms in the Hostel.
- 8 The responsibility of keeping their rooms clean and tidy will rest with the residents.
- 9 As per University decision, residents are required to produce 'No dues' certificate from the Hostel office for obtaining admit card for the Semester/Annual examinations.
- 10 A resident must hand -over the complete charge of her room, while vacating the Hostel accommodation after paying all dues and must obtain gate pass at least three days before vacating the Hostel. A copy of the gate pass is to be handed over to the Security Guard on duty before leaving the Hostel premises. The residents are not allowed to hand over the keys of their rooms to any person other than the Hostel officials.

- 11 In case any resident remains away from the Hostel without informing the Hostel administration in writing, it will be presumed that she has left the Hostel and Hostel administration reserves the right to take possession of the room and re-allot it to another eligible student. The luggage of the resident concerned, if any, will be deposited in the store/any other room of the hostel. If the luggage is not claimed within three months, the Hostel Administration may dispose it off in any manner considered suitable. A penal rent @ Rs.30/- per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.
- 12 Admission shall be terminated in the case of a resident against whom disciplinary action has been taken by Faculty/Department/Hostel of the Nehru Gram Bharati (Deemed to be University).
- 13 The room/s of resident/s shall be double-locked if at any given point of time hostel and mess dues outstanding towards them exceed the amount of Hostel caution money
- 14 Lights and fans should always be switched off while leaving the rooms, common room, library etc.
- 15 Battery operated transistor, music systems may be played at a low volume so as not to disturb other residents.
- 16 Residents should intimate in writing to the office immediately any change in the address and telephone number of their parents/husband and in case of local guardian duly verified by the parents/husband.
- 17 The Warden/Resident Tutor/Block Tutor or their nominee shall have the right to enter the resident's room to make a surprise check or for an inquiry/search, as and when considered necessary.
- 18 Residents are expected to give due respect to hostel staff (office employees, mess workers, safai karamcharis, malis and security staff, etc.). If and when residents encounter any problem with or notice any lapse on the part of any employee, she may report the same to the Block Tutor/Resident Tutor/Warden. In case the resident/s is/are not satisfied with the action taken by the Resident Tutor/Warden in this regard, the matter may be brought to the notice of the higher authorities.
- 19 However, residents shall not take the law in their own hands and do nothing to hurt the honour and dignity of the Hostel employees. Any act of misconduct towards the hostel employees on the part of a resident will be treated as an act of serious breach of discipline & liable for disciplinary action/fine upto Rs. 1000/-.

- 20 No notice will be put up on any of the notice boards of the Hostel without written permission/signature of the administration. Sticking of unauthorized bills, posters or notices in any of the public spaces within the Hostel premises is strictly prohibited and violation of this provision shall be treated as an act of serious indiscipline on the part of the defaulter.
- 21 Residents are expected to come to the dining hall, common room, visitor's room and the office properly dressed and on time.
- 22 Residents are advised not to entertain their visitors at the Hostel gate.
- 23 Residents are required to abide by instructions from the Hostel authorities, which are displayed on the Notice Board from time to time or conveyed otherwise.
- 24 Residents are expected to participate actively in the various Hostel activities including running of the mess, cultural activities, maintenance of garden, computer facility or any other duty assigned to the resident/s by the Warden/Resident Tutor/Block Tutor.
- 25 The residents are not allowed to engage any person for personal services. No employee of the Hostel should be engaged to do personal job by any resident.
- 26 General complaints regarding civil/electrical work on the floor should be reported in writing to the Caretaker with a copy to the Resident Tutor/Warden.
- 27 Any resident found carrying mess utensils outside the Dining Hall will be subjected to fine.
- 28 Uncleaned utensils of residents found in the pantry of any floor will be disposed off and a fine will be imposed on the residents of that particular floor collectively.
- 29 Any complaint regarding mess must be immediately brought to the notice of the Housekeeper/Warden.
- 30 Possession/use of alcoholic drinks, narcotics, drugs and smoking are strictly prohibited in the Hostel premises. Heavy fines (Rs.5,000) will be charged from the defaulters and/or expulsion from the hostel.
- 31 Any Resident found forging parents/authorized guardians' signature, will be expelled from the hostel.
- 32 The use of electrical appliances such as heater, blower, electric iron, immersion rod etc. in the Hostel rooms by the residents is strictly forbidden. If any electrical appliance has been found during the surprise visit, fine Rs.300/- per item will be charged. The same may be kept in the hostel office for one week. Within the week, the resident must take back the appliance from the hostel
- 33 Keeping and using LPG cylinder in the Hostel rooms by the residents is an offence since it may be fatal. A fine of Rs.2000/- would be levied if any resident is found violating the rule.
- 34 A fine of Rs. 50/- per day will be levied on retaining the sports items for personal use for more than two days.

- 35 The residents are warned not to tamper with the electrical installations in the rooms or in the Hostel premises inclusive of Water pump. Disciplinary action will be taken against those who violate these rules.
- 36 All residents are required to keep their Identity cards ready for inspection by the Gate Keepers and Hostel authorities.
- 37 The residents should keep their rooms locked as and when they go out of their rooms. The Hostel is not responsible for loss of valuable due to theft or fire. However, every case of theft is to be reported immediately to the Hostel authorities. Residents are requested not to leave their belongings unprotected in the verandah, balcony, garden, laundry, washroom etc. Unclaimed items shall be confiscated by the Hostel officials.
- 38 Residents who discontinue their studies in the middle of the session shall inform the Hostel office in writing and vacate the Hostel accommodation immediately after clearing the dues.
- 39 Forcible eviction shall be undertaken by the Eviction Committee constituted by the higher authorities and if necessary, with the inclusion of the University Security/Proctorial staff.
- 40 Residents are required to abide by the rules and instructions given in the information Bulletin and notified on the Notice Board from time to time.
- 41 At the time of admission every students shall be required to sign a declaration that she will submit herself to the disciplinary jurisdiction of the Vice-Chancellor, and other authorities, who may be vested with the authority to exercise discipline under the Act, the Statutes and Ordinances and rules that have been framed by the Deemed to be University for the Hostel.
- 42 Residents working on a temporary basis elsewhere will continue to be related as bonafide students of the Nehru Gram Bharati (Deemed to be University) and as such be allowed to stay in the Hostel on payment of an amount as per rules. However, such residents will be allowed to stay for a maximum of six months only. All such residents must inform the office immediately on getting the job.

2. Related Committees: The code of conduct is also monitored and resolved through the following committees:

* Anti-Ragging Committee. [Link](#)

* Internal Complaint Committee against Sexual Harassment. [Link](#)

* Anti Discrimination Cell. [Link](#)
