

KAZI NAZRUL UNIVERSITY
INSTITUTE CODES OF CONDUCT POLICY

Kazi Nazrul University has various institutional mechanisms in place to implement different codes of conduct for the smooth functioning of its different academic and administrative wings. All the activities of the University are governed by its rules Act, Statutes, Ordinances, Regulations and Rules. The statutory authorities of the University are in charge of implementations of the University codes of Conduct. All the members of KNU fraternity, including students, teachers, administrative staff and all other employees are made aware through periodically organised awareness programmes of these codes of conduct and charter of etiquettes that the University follows in its everyday functioning.

Select portions of the University policy documents are given bellow for ready reference:

Codes of Conduct For Students as laid down in the Ordinance 2018 : Appendix – Rules of Discipline

Section 3. No Student shall –

- (a) by words spoken or written, or by songs or visible representation offend or insult a fellow student or any teacher of a college or any employee, officer or authority of the University, College, hall or hostel; or
- (b) misappropriate, destroy, mutilate, disfigure or otherwise damage any property of the University, college, hall or hostel including furniture, books, equipment and apparatus; or
- (c) disobey and order issued by the University or by the Principal of the college or the authorities of the hall or hostel; or
- (d) disobey any Rule or order for the time being in force in the University or the college, hall or hostel.

Section 4. A student shall be guilty of a breach of discipline if he violates any of the provisions of Rule 3 or is otherwise guilty of misconduct or indecorous behaviour.

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Codes of Conduct for Teachers as laid down in the Ordinance 2018

Codes of Conducts For Teachers

U. Ord. 7 (AP.SR.) (1) Every teacher of the University shall be subject to such rules of discipline and conduct as the Executive Council may make in this behalf.

(2) A teacher of the University shall have full liberty to hold his own opinion regarding any question relating to any affair of the University; but shall not take part in any controversy in respect of any such question in a manner which may lead to or encourage any act of indiscipline on the part of the students or any University employee.

Codes of Conduct for all Employees including teachers as laid down in the Ordinance 2018

U. Ord. 39 (AP.SR.) Any of the following acts of an employee shall be construed as an act of misconduct:

- (a) gross negligence in the discharge of duties;
- (b) willful insubordination or disobedience to a reasonable order of a higher authority or breach of discipline;
- (c) theft, fraud or dishonesty in connection with the property of the University;
- (d) giving false information regarding one's name, father's name, age, qualifications, previous service etc, at the time of employment;
- (e) habitual late attendance or wilful absence from duty without leave or sufficient causes;
- (f) taking or giving bribes or any illegal gratifications or indulging in corrupt practices;
- (g) indecent behaviour or any other act subversive of discipline;
- (h) assaulting or intimidating any employee of the University;

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- (i) sabotage or wilful damage to or causing loss of goods or properties of the University;
- (j) spreading false information with a view to causing disruption of the normal work of the University;
- (k) unauthorized use of land and building of the University;
- (l) conviction in a Court of Law for offence involving moral turpitude;
- (m) breach of rules and regulations, orders and circulars of the University or of any of the higher authorities;
- (n) abatement or attempt to commit any of the acts of misconduct;
- (o) any other ground which may be considered by the Executive Council to be detrimental to the interest of the University or the institution he is serving.

Report of the Task Force

CODE OF PROFESSIONAL ETHICS FOR TEACHERS as per the Report of the Task Force on Code of Professional Ethics for University & College Teachers, UGC 1989.

PREAMBLE

I. Goal of Higher Education in our Country :

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principle enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity

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with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

II. Teachers and their rights :

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

THE CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND RESPONSIBILITIES :

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher 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 further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- i. adhere to a responsible pattern of conduct and demeanour 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;

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- v. maintain active membership of professional organisations and strive to improve education and profession through them;
- vi. perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- vii. co-operation and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- viii. participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND 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;
- iii. recognise 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;

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- 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 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. TEACHER AND COLLEAGUES :

Teacher 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 the lodging unsubstantiated allegations against colleagues to higher authorities;
- iv. refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES :

Teachers should

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- i. discharge their professional responsibilities according to the existing rules and adhere to procedures 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 organisations 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-operation 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 organisations 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 leaving 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 institutions;
- ii. teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

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VI. TEACHER AND GUARDIANS :

Teacher should

Try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHER AND SOCIETY :

Teacher should

- i. recognise 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 community, religions or linguistic groups but actively work for National Integration.

For All Stakeholders :

All the stake holders of the university like students, teachers and academic staff members are obeying different Acts, Ordinances, Rules and Regulations related to this university. Additionally the university stake holders are also bound to obey different rules, regulations and recommendations of regulatory and funding agencies like UGC, AICTE, DST, SERB,

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CSIR, DBT, MHRD, ICSSR and Bar Council. They are also supposed to obey the advices given by central, state and local governments time to time.

KNU Etiquette Facilitation Committee

It is an overarching body to facilitate the rules, regulations related to various codes of conduct or etiquette specified by the Statutes, Ordinance, and Regulations of the University towards the Students, Teachers, Administrator and other staff.

Following Statutory and non-statutory Committees are already there in the University to facilitate the etiquette of the Kazi Nazrul University, Asansol.

- Research Ethics Committee
- Animal Ethics Committee
- Human Ethics Committee
- Disciplinary Committee for the Students
- Disciplinary Committee for the Teachers
- Disciplinary Committee for Officers & Staff
- Internal Complaints Committee
- Publication Ethics Committee
- Chemical hazard Ethics Committee

KNU Etiquette Facilitation Committee facilitates in coordinating with different rules and regulation adherence bodies. If any specific issue related to ethics, norms and regulations arises in any context of violation of conduct, this committee will try to resolve it through a coordination among different disciplinary bodies by referring to rules and regulations.

- If required, KNUEFC could take positive role to expedite the process of redressal related to violation of rules and regulations and norms.
- If required, KNUEFC shall place the matter to the Honourable Vice Chancellor for his kind perusal and necessary instruction.
- Honourable Vice Chancellor may discuss the issue in the Executive Council Meeting if required.

Composition of KNU Etiquette Facilitation Committee:

Registrar, KNU, Chairperson (Ex-officio)
Director, IQAC, Member
All Ethics Committee Heads, Members
All Disciplinary Committee Head, Member
Any other member, if any specialised assistance is required

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Responsibility of the KNUEFC

- Arrange awareness generation programmes related to best practices, and Codes of Conduct laid down by the University Statutes, Ordinance, Regulations
- Arrange sensitization programmes for the students, teachers and other employees regarding roles and responsibilities of the entire stakeholders
- Encourage all the statutory and non-statutory committee members to follow the guidelines of the committee and ensure best practices
- Facilitate the role of bridging the gap between the committee and the complainer if required
- Ensure the impartial and unbiased judgement by the committee concerned
- In case of delay, facilitate the speedy process of redressal.

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Registrar (Addl. Charge)
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