

Patna University, Patna



[Estd: 1917]

Book of Code of Conduct



Patna University, Ashok Rajpath, Patna-800005
Website: www.patnauniversity.ac.in



Patna University, Patna
Code of Conduct

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1. The Vice Chancellor/Pro-Vice Chancellor Should:

- i. Safeguard promote and propagate the values enshrined in the constitution of India as becoming of the constitutional authority;
- ii. Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- iii. Be sensitive to gender, caste, religious and ethnic justice;
- iv. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university and conduct himself/herself in a polite, courteous and dignified manner towards all the stakeholders in the university;
- v. Act as to safeguard and augment the university's assets in managing the resources with responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- vi. Promote the collaborative, shared and consultative work culture in the university, paving the way for innovative thinking and ideas;
- vii. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the society, state and nation;
- viii. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour;


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2. COLLEGE PRINCIPALS

College Principal should:

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources, concern for environment and sustainability;
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the institution;
3. Act as steward of the College's assets in managing the resources with responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
4. Promote the collaborative, shared and consultative work culture in the college, paving the way for innovative thinking and generation of ideas;
5. Endeavour to promote work culture and ethics that brings about quality, professionalism, satisfaction and service to the society and nation;
6. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
7. Refrain from allowing considerations of caste, creed, religion, race, gender or sex to interface him/her in their professional endeavor;

3. UNIVERSITY OFFICERS

Officers of the University including, Financial Advisor, Dean Students Welfare, Proctor, Deputy Registrar, Budget & Account Officer, Finance Officer, Development Officer;

- i. The officers of the university shall conduct themselves in a manner that augments its executive supportive function to the university;
- ii. They shall be punctual, efficient, and ethical in all the professional practices;
- iii. All files shall be disposed off within 72 hours and a movement registrar be maintained to insure prompt tracking of files and documents;
- iv. They shall be available in the respective offices during working hours;
- v. They shall be accountable of all work that is assigned to them;



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4.1. REGISTRAR

Registrar should:

- a. Be the custodian of the records, the common seal and such other properties of the university as the Vice-Chancellor and the Syndicate shall commit to his charge;
- b. Conduct the official correspondence of the University, and ensure punctual and efficient functioning of the university officers;
- c. Perform such other duties as may be specified in the Statutes or prescribed by the Ordinance of the Regulation or as may be required from time to time by the Vice-Chancellor, Pro Vice Chancellor or the Syndicate;
- d. Represent the University in suits or proceedings by or against the University, sign power of Attorney and verify pleadings or depute his representative for the purpose;
- e. Render assistance to the **Vice-Chancellor** and **Pro Vice Chancellor** in discharge of their duties in regard to the all programmes, functions and events;
- f. Look after the proper functioning of the Institutions Colleges and the Departments of University and shall report to the Vice Chancellor;
- g. Have power to take disciplinary action against the employees belonging to the subordinate staff and suspending them pending inquiry to administer warning to them or to impose on them the penalty or censure or the withholding of increment;

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4.2 LIBRARIAN

University/College/Librarian (University/College) should;

- i. To actively promote reading research and scholarship;
- ii. Work toward the modernization of the library, digitization of research materials, and subscribing to online journals and global e-resources;
- iii. Install mechanisms to check plagiarism such as obtaining MHRD approval anti-plagiarism software and promote academic ethics;
- iv. Hold annual library day and faculty specific library week to augment scholarship;
- v. To make the central library inviting for faculty and students maintaining a high order of cleanliness and provide adequate space for academic discussions with arrangement of drinking water and beverages;

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5. TEACHERS

5.1 Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the idea of the profession. A teacher is constantly judged a by his/her students and society. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i. Safe guard the provisions of the Indian constitution in his/her professional and personal life.
- ii. Adhere to a responsible and acceptable manner of conduct and demeanor expected of them by the community.
- iii. Seek to make professional growth continuously through study and research.
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences are contribute towards generation and growth of knowledge.
- v. Maintain active membership of professional organizations and strive to improve education and professional competence through them.
- vi. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication.
- vii. Discourage and not indulge in plagiarism and other non ethical conduct in teaching and research.
- viii. Abide by the Acts, Statutes and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
- ix. Cooperate and assist in carrying out the functions related to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.



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- x. Participate in extension, co-curricular and extra-curricular activities, including community service.

5.2 Teachers and Students:

Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion.
- ii. Deal justly and impartially with students regardless of their gender, religion caste, nationality, ethnicity and disability;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to strive higher, improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to fair assessment of merit;
- viii. Make themselves available to the students helping and guiding students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national and state heritage and national goals; and encourage students to think critically and act with responsibility;


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5.3 Teachers and Colleagues:

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Not speak disrespectfully to colleagues and render assistance for professional betterment;
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities;
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor;

5.4 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 professional interest;
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching which are likely to interfere with their professional responsibilities;
- iii. Cooperate in the formulation of policies of the institution when required;
- iv. Cooperate through their university in the formulation of policies of the other institutions;
- v. Cooperate with the authorities for the betterment of the University;

5.5 Teachers and Non-Teaching Staff :

Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative manner, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff;



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5.6 Teachers and Guardians

Teachers should:

- Try to see, that departments and institutions maintain contact with parents / guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians at meetings convened for the purpose for mutual exchange of ideas and for the benefit of the students and the institution;

5.7 Teachers and Society

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes that are being provided;
- ii. Work to improve education in the community and strengthen the community's cultural, 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 and actively work for national integration;

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6. CODE OF CONDUCTS FOR STUDENTS:

- i. Students should strictly adhere to all the rules and regulations in force and amendments in future and any breach of any rule would entail summarily forfeiture of her seat in the institution.
- ii. If the student is admitted in hostel, she should strictly abide the rule and regulations in the hostel and any breach of discipline rule and conduct will be summarily forfeiture of seat both in hostel and the institution in addition to other disciplinary proceeding that may be taken against her.
- iii. The student should not involve herself in any activity pre-judicial to the proper conduct of study or discipline, or peace in the college campus, such as involving herself in strike, unlawful assemblies, consumption of intoxicating drinks and drugs, late attendance and any other infringement of rules and regulations.
- iv. Student should not involve in any form of ragging.
- v. Student should abide to the modest dress code of the institution.

A handwritten signature in black ink, appearing to be 'A. S. Singh'.

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