



7.1.10

**CODE OF CONDUCT FOR STUDENTS,  
TEACHERS, GOVERNING BODY AND  
ADMINISTRATION**

*[Handwritten Signature]*  
19/4/24

Registrar  
कुल सचिव  
Usha Martin University  
सुषा मार्टिन विश्वविद्यालय  
Ranchi-835103(रांची)-835103

**Usha Martin University**

Village Narayansoso, Near Angara Block Office, Ranchi - Purulia Highway, Angara, Ranchi - 835103,  
Jharkhand

## 7.1.10 Code of Conduct For Students, Teachers, Governing Body And Administration

### INDEX

S.NO.	Part I: POLICY ON CODE OF CONDUCT FOR STUDENTS	PAGE NO.
1	About the UMU Code of Conduct for Students	2
2	When does the code apply	3
3	Prohibited Conduct	3
4	Disciplinary measures	5
5	Student Resources	6
S.NO.	Part II: POLICY ON CODE OF CONDUCT FOR EMPLOYEES	PAGE NO.
1	Preamble	8
2	Objective	8
3	Teacher shall	11
4	Non-Teaching Staff Shall	11
5	Dispute Resolution, Disciplinary Proceeding and Procedure	12

  
Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103



**POLICY**  
**ON**  
**CODE OF CONDUCT**  
**FOR**  
**STUDENTS**

**At Village Narayansoso, Near Angara Block Office, Ranchi-Purulia Highway,**

**Angara, Ranchi-835103, Jharkhand**

(Established by Jharkhand Government under Sec.2(f) of UGC Act 1956)

## **1. About the UMU Code of Conduct for Students**

The Student Code of Conduct sets out the standards of conduct expected of students while they are enrolled for the Usha Martin University. It holds individuals and groups responsible for the consequences of their actions while on the campus and off campus if those actions have implications for the reputation of the University or well-being of other students. Failure to fulfil the responsibilities emanating from the UMU code of conduct may result in withdrawal of privileges as students or the imposition of sanctions.

The University is a community of students, faculty and staff involved in learning, teaching, research and such other activities to generate well rounded graduates vested with values such as nationalism, pluralism and sense of service to society. In accordance with UMU code of conduct for respective members, all members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, courtesy, diversity, civilised behaviour and inclusiveness are valued, so as to assure the success of both the individual and the community. The Code of Conduct for students reflects a concern for these values and tries to ensure that members of the University and the public can make use of and enjoy the activities, facilities and benefits of the University without undue interference from others and with regard to the rights of others.

The information provided in this document is summary of the Code of Conduct for students. It has to be followed in conjunction with the University's full policies and regulations regarding ragging, non-academic and academic student misconduct, prevention of gender discrimination and sexual harassment, misbehaviour with university faculty or staff or any indecent behaviour. Students are responsible for learning and abiding by the Code. The entire UMU Code of Conduct is available in the Policies and Regulations section of the UMU Rules and Regulation under the heading UMU code of Conduct.

## **2. When does the code apply?**

The Code of Conduct for students applies to every student enrolled in a programme offered by the University, and including co-op and exchange students.

The Code applies to conduct that occurs on or off the premises of the Usha martin University. It also applies to conduct that occurs elsewhere if it is related to university sponsored programs or activities, (such as travelling for sports or as teams for inter-university competitions) or if it occurs in the context of a relationship between the student and a third party that involves the student's standing, status or academic record at the University.

Students living in university hostels would also be subject to hostel discipline policy for conduct in any building managed by University Housing and Community Services or the property surrounding these residences. For further information, please review the applicable Hostel residence and allied discipline policy.

## **3. Prohibited conduct:**

Prohibited conduct under the Code includes but is not limited to:

- Violating the campus discipline in respect of attendance, maintenance of decorum and observance of rules;
- Intentionally damaging Institutional property or property of other students and/or faculty members;
  - Indulging in any disruptive activity in class room or in an event sponsored by the University;
  - Assaulting, harassing, intimidating, or threatening another individual or group of students;
  - Endangering the health or safety of others;

- Stealing, misusing, destroying, defacing or damaging University property or property belonging to someone else;
- Disrupting University activities;
- Using University facilities, equipment, services or computers without authorization or in an improper way;
- Providing false information to the University or forging, altering or misusing any University document or record;
- Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials on University premises;
- Using, possessing or distributing illegal drugs;
- Possessing, Consuming, distributing, selling of alcohol or any other toxic substance in the University Campus and/or throwing empty bottles on the campus;
- Smoking on the campus premises as UMU is a smoke free zone;
- Encouraging, aiding or conspiring in any prohibited activities or associations;
- Failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code;

In addition to the above, students would

- observe and follow the university timings and attendance rules;
- follow punctuality and timeliness in both their classes and assigned work;
- pay all their dues as per the prescribed schedule;



- comply with all examination rules regarding use of unfair means, plagiarism, intimidation or impersonation;
- use the social media responsibly. They would not be expected to post derogatory comments about other individuals from the University on the social media or indulge in related activities having grave ramifications on the reputation of the University; and
- make a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

Non-observance of these would amount to violation of privacy and punishable as per UMU code.

Remember, all Municipal, State and Central Laws apply on campus.

#### **4. Disciplinary measures:**

Disciplinary Measures that may be imposed under the Code include but are not limited to:

1. Written warning or reprimand;
2. Probation, during which certain conditions must be fulfilled and good behaviour must be demonstrated;
3. Payment of costs or compensation for any loss, damage or injury caused by the conduct;
4. Issuance of an apology publicly;
5. Loss of certain privileges;
6. Restriction or prohibition of access to or use of University facilities, services, activities or programs; and
7. Fines or loss of fees.

The disciplinary action will be taken on the recommendations of the UMU discipline

committee to which all cases of violation of the code of conduct shall be reported. The committee shall give its recommendations based on the facts of the case and with reference to the UMU rules and regulations

APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice Chancellor. The VC may decide on one of the following:

1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee;
2. Modify and impose any punishment stipulated in this Code and is commensurate with the gravity of the proved misconduct; and
3. Refer the case back to the committee for reconsideration.

In any case the VC's decision would be final and binding in all the cases where there is a reported misconduct by a student.

## **5. Student resources:**

1. [UMU Academic Calendar](#)
2. Handbook of University Policy and Code of Conduct
3. Office of the Dean, Student Welfare
4. Office of the HOD, Concerned Faculty
5. Student Counselling and Advisory services committee
6. Office of the Campus Director



**POLICY**  
**ON**  
**CODE OF CONDUCT**  
**FOR**  
**EMPLOYEES**

**At Village Narayansoso, Near Angara Block Office, Ranchi-Purulia Highway,**

**Angara, Ranchi-835103, Jharkhand**

(Established by Jharkhand Government under Sec 2(f) of UGC Act 1956)

## 1. Preamble:

The basic purpose of education is to create critically thinking, skilled and knowledgeable individuals who are aware of our glorious national heritage as well as the noble achievements of human civilization. It must sharpen their desire to contribute to national development with a sense of service, develop scientific temper and commit the youth to the ideals of democracy, secularism, socialism, inclusion and peace, in addition to the principles enunciated in the Preamble to our Constitution.

Higher education has to produce capable leaders of tomorrow who can push the frontiers of knowledge beyond the known and familiar. Our youth must strive for academic excellence in conformity with national needs and priorities. To achieve these broad objectives, the forefathers of the Indian republic recognised that university teachers have been leading opinion makers in the society and they carved out a place of special significance and dignity with political and democratic rights. That is how Dr S. Radhakrishnan and Dr Zakir Hussain rose to the highest office of the land. Pt. Nehru highlighted the role of a university in national life as:

*“University stands for humanism, for tolerance, for reason, for adventure of ideas and for the search of truth. It stands for the onward march of the human race towards even higher objectives. If the universities discharge their duties adequately, then it is well with the nation and the people.”*

## 2. Objective:

*The teachers have always been considered conscience-keepers of the society, who are admired by their students and respected by the society for their knowledge, learner-sensitivity and humane qualities. They are expected to observe their own code of ethical conduct and*

lead a disciplined life. By so doing, they inspire several generations of learners as role models with multiplier effect. This gives them authority to objectively discuss the policies of the university and take exception to those which are detrimental to its broad objectives. They could even register their criticism of the authorities, individually or jointly, without bringing the institution to disrepute in any way.

#### A. The Code of Conduct and Professional Ethics:

The delivery of education in a university involves different categories of functionaries and each one is expected to contribute to the highest moral and ethical standards. While teachers plan, design and develop academic programmes, the delivery is coordinated, managed and serviced by the officers and other support staff. Moreover, to add value to learning, teachers in a classroom now-a-days utilise the services of IT professionals and such other categories of staff. It is therefore natural for the teaching and non-teaching staff to expect just conditions of service, professional independence and be treated at par with their peers in other universities without prejudice to their role and responsibilities. In fact, every employee of the University is entitled to a cordial and conducive work environment for giving his/her best output.

In the spirit of UMU Act and Statutes, a Code of Conduct and Professional Ethics is proposed for the teaching and non-teaching staff.

1. Every employee of the University shall take part in the activities of the University and perform such duties as may be required by, and in accordance with the Act, Statutes and Ordinances framed therein and shall contribute towards the fulfilment of the objectives of the University. They shall maintain absolute integrity and devotion to duty.
2. The employees of the University can express as an individual or as a group on any University policy.
3. An employee of the University is expected to exhaust all channels/avenues available for redressal of any grievance within the University.
4. Conduct with dignity and exhibit the highest moral and ethical values—honesty, strength of character, discipline, integrity, professionalism and transparency;
5. Be learner-friendly and add value to their learning experiences;

6. Refrain from non-professional and unethical practices for professional progression or showing favouritism to any individual or group;
7. Not indulge in any misbehaviour including physical violence, abusive language, casteist remarks, hate speech, etc while dealing with other members of the staff, learners and members of the public;
8. Refrain from any harassment and discrimination based on caste, creed, gender, language, region, race and religion;
  1. behave responsibly particularly towards SC/ST colleagues/students/members of public;
  2. behave responsibly with women colleagues and not indulge in any form of sexual harassment, as defined by the Supreme Court in Visakha judgement or by law made in this regard from time to time;
9. Not stay away from work without due authorisation for long periods and/or frequently.
10. Refrain from consuming intoxicating drinks and/or drugs while on duty in work place.
11. The employees shall be loyal to the institution and abide by the rules and regulations made from time to time.
12. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
13. No employees are permitted to accept gifts in cash or kind from visitors, patients, parents of the students, contractors, businessmen or any other party connected with the activities of the institution.
14. No employee shall tamper or cause to be tampered with the records or notices of the institution.
15. Without prejudice to the generality of the foregoing provisions, the employees shall follow the code of conduct and professional ethics detailed below for respective categories:

### **3. Teachers shall:**

- (i) Perform duties as laid down in Clause (1) of Statute 37;
- (ii) Undertake any academic, artistic and creative work other than teaching and research work only with the prior permission of the competent authority.
- (iii) Maintain absolute confidentiality in matters pertaining to student assessment and evaluation and shall not be influenced in any way whatsoever by extraneous considerations.
- (iv) Not indulge in plagiarism in any form in discharging their duties in respect of both teaching and research.
- (v) Engage directly or indirectly in any trade or business or private work to which any emolument or honorarium is attached only with the permission of the Board of Management

### **4. Non-teaching staff shall:**

- (i) Perform duties as laid down in Clause (1) of Statute 38;
- (ii) Maintain absolute confidentiality in matters pertaining to conduct of examinations and evaluation and shall not be influenced in any way whatsoever by extraneous considerations.
- (iii) Engage directly or indirectly in any trade or business or private work, to which any emolument or honorarium is attached, only with the prior permission of the Board of Management.
- (iv) Not be influenced by extraneous considerations while performing her/his duties.

Non-conformity to the above-mentioned provisions of the code of conduct and professional ethics will attract disciplinary proceedings as per laid down procedures.

## **5. Dispute Resolution, Disciplinary Proceedings and Procedures:**

1. Ordinarily, the University shall make efforts to resolve any dispute through consultation, negotiation and mediation before initiating any disciplinary inquiry. However, in cases of sexual harassment, caste based discrimination/harassment, financial irregularities and criminal offences, the University shall initiate inquiry following procedures laid down by the BOM.
2. The procedure laid down in CCS (CCA) Rules, 1965 published by the Government of India will be applicable to teachers for initiating disciplinary inquiry only. The Vice Chancellor of the University shall be the Appellate Authority for the penalty imposed by the BOM.