

A Hand Book

of

Code of Conduct for Staff

**BANDA UNIVERSITY OF AGRICULTURE & TECHNOLOGY,
BANDA- 210001**



Drafted by

Dr. B. K Singh
(Chairman)

Dr. Vishal Chugh
(Member Secretary)

Dr. Vandana Kumari
Member

(S.K. Singh)

Registrar

Banda University of Agriculture & Technology
Banda-210001

CODE OF CONDUCT FOR STAFF

"A staff of the University is any person at technical and/or administrative position appointed on regular basis"

As members of Banda university of agriculture and Technology their responsibility in providing necessary support services in imparting education, research and extension activities of the University and in the administration of the University is enormous. They are responsible for sustaining the highest ethical standards of the University and the broader community in which they function. This code serves as a guide to all the members of both the category.

RELATIONSHIP WITH STUDENTS

While the aim of the University is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,

- (i) According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
- (ii) Making regular contribution for the personal development of students, while looking after their interest and welfare.
- (iii) Not disclosing confidential information about students, which the member knows, to anyone other than to authorized persons/agency or in the interest of law.
- (iv) Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge.
- (v) Abstaining from indulging in any corrupt practices with the students by showing favour of any kind.
- (vi) Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
- (vii) Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the University values them.

RELATIONSHIP WITH TEACHERS

As the staff is expected to work closely with the faculty of the University in day to day activities, the staff should

- (i) respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.


(S.K. Singh)
Registrar

Banda University of Agriculture & Technology
Banda-210001


Vandana

- (ii) develop friendly and co-operative relationship with the faculty members.
- (iii) Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.
- (iv) not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.
- (v) provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

RELATIONSHIP WITH COLLEAGUES

A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,

- i) move with his/her colleagues in the University in a manner that he/she expect them to move with him/her.
- ii) extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- iii) eschew writing anonymous letters in self interest to the authorities about his/her colleagues thereby harming others in self interest.
- iv) desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
- v) refrain from passing information about colleagues to any individual or agency without his/her express permission.

RELATIONSHIP WITH MANAGEMENT

A member is expected to develop proper rapport with the employer viz. Management of the University. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) Perform all professional activities through proper channels.
- ii) Do not discuss with unauthorized individuals about professional and other information pertaining to the University.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics.
- v) Honour the provision of the bilateral agreement viz. bond/University, which the member committed/entered with the employer viz. University.


(S.K. Singh)
Registrar

Banda University of Agriculture & Technology
Banda-210001

 Vandana

- vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the University.
- vii) Co-operate whole heartedly with the authorities of the University in the fulfillment of mission and goals of University by performing his/her role in a professional manner.
- viii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of University.
- ix) Every member is required to conduct the University's transaction with utmost honesty, integrity and fairness.
- x) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- xi) Should follow all norms and job details assigned by the University to the member from time to time with dedication.

USE OF UNIVERSITY RESOURCES

The University resources include, but limited to, the use of telephone systems, data communication and networking services, university domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the University. They should not be used for personal gain and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

REPRESETATION AND GRIEVANCE REDRESSAL

- i) A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.
- ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.
- iii) The affected member should address his/her problem through channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.


(S.K. Singh)
 Registrar

Banda University of Agriculture & Technology
 Banda-210001

Vandana 

RELATIONSHIP WITH SOCIETY

The activities of a member of technical and administration are not only related to the University but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

- i) Adherence to desirable standards expected of the University by the society.
- ii) Participation in diverse activities of the community as a good citizen.
- iii) Soliciting public co-operation in the educational programmes of the University.
- iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

CONFLICT OF INTEREST/COMMITMENT

A staff member owes his/her primary professional allegiance to the University and its mission to engage in the highest level of education, research and extension activities. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the University working hours.

MISCELLANEOUS RULES OF CONDUCT

The following are the miscellaneous items of rules of conduct, which a member is expected to follow.

- i) A staff member shall not indulge in any adverse criticism of the University and its officers by means of any article, broadcast or any other document or statement.
- ii) A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.
- iii) Use of cell phones by students in the University campus during working hours is discouraged and hence a technical staff member should not use them during practical class hours, meetings, etc.
- iv) Not only with understanding rules and regulations and code of conduct specified under this document, all technical and administrative staff should follow the various rules and regulations


(S.K. Singh)

Registrar

Panda University of Agriculture & Technology
Banda-210001

 V. Nandani

framed, instructions issued by the University from time to time in true letter and spirit.

APPLICABILITY AND VIOLATIONS

The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a concern is a service to the University and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action upto and including termination from employment of the University. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.

Note: *The hand book of code of conduct for staff may be revised as per need.*



(S.K. Singh)

Registrar

Banda University of Agriculture & Technology

Banda-210001

Vandana 