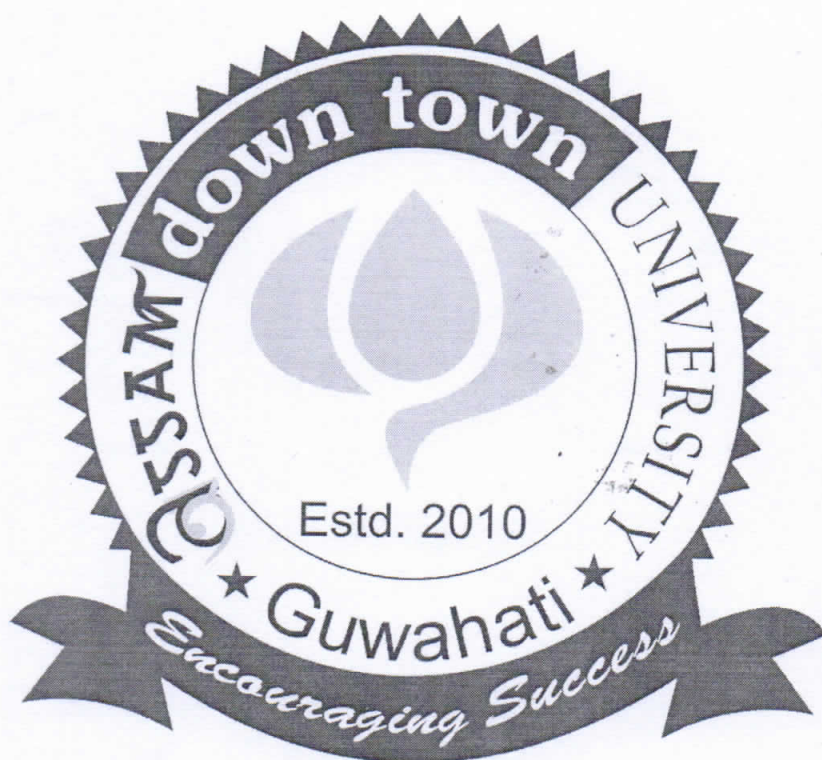


CODE OF CONDUCT HANDBOOK

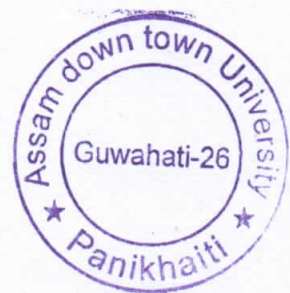


**ASSAM DOWN TOWN UNIVERSITY,
PANIKHAITI, GUWAHATI,
ASSAM-781026**

Approved
27/10/21
Vice Chancellor
Assam Down Town University
Panikhaiti, Guwahati-26

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Code of Conduct for Vice-Chancellor

The Vice-Chancellor Shall

1. Ensure faithful observance of the provisions of the Act, the statutes and the ordinances and shall, without prejudice to the powers of the Chancellor, possess all such powers as may be necessary on that behalf;
2. Be responsible for the maintenance of discipline in the University.
3. Have the powers to convene, meetings of the authorities of the university & committee of which he/she is the Chairman.
4. Delegate such powers as he may deem necessary to any other staff/faculty of the University.
5. Exercise such powers & performs other function that may be specified by the ordinance.
6. The Vice-Chancellor shall adhere to the following principles to maintain standards in Public Life.

Selflessness, Objectivity, Accountability, Openness, Leadership

7. The Vice-Chancellor shall uphold values accepted by the University as listed below

Integrity, Honesty, Respect, Innovation, Excellence, Service, Hospitality, Freedom of Thought and Expression

8. The actions of Vice-Chancellor should promote and protect the good reputation of the University, and the trust and confidence of those with whom it deals.
9. Decisions taken by him with the consent of the Chancellor must have the intention of the benefit of the University, its students, staff, and others with an interest in it, and must be taken with a view to safeguarding the University's financial health.
10. The Vice-Chancellor shall act for the effective and efficient use of resources, the solvency of the University and for safeguarding its assets.
11. The Vice-Chancellor shall promote the interests of the University; act prudently with reasonable care, skill, and diligence; complying with all legal responsibilities imposed by law.
12. The Vice-Chancellor shall act selflessly in the interests of the University; acting with integrity, in good faith, honestly, objectively and stays accountable to the purpose.
13. The Vice-Chancellor shall ensure compliance of good governance practice and principles.



14. The Vice-Chancellor shall not act for promoting at the University's expense; in a sectional interest; and shall not misuse the position and authority. He/she shall ensure compliance of good governance practice and principles.
15. The Vice-Chancellor shall conduct in an orderly, fair, open and transparent manner.
16. The Vice-Chancellor shall preside at the convocation of the university in the absence of both the Visitor and the Chancellor.
17. If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred or any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor then such case shall be referred to the Chancellor, whose decision thereon shall be final:

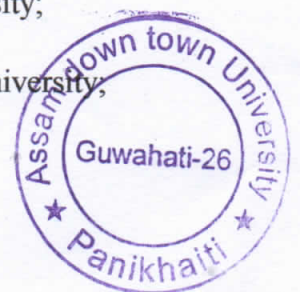
Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Vice-Chancellor.

18. If, in the opinion of the Vice-Chancellor, any decision of any authority of the university is outside the powers conferred by this Act or Statutes, Ordinances, Regulations or Rules made there-under or is likely to be prejudicial to the interests of the university, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision thereon shall be final.



Code of Conduct for Registrar

1. The Registrar shall have disciplinary control over all employees of the University, including the following,
 - a) Officers of the University;
 - b) Deputy Registrars and Assistant Registrars;
 - c) Teachers of the University;
2. For creating & maintaining quality among the students, as well as keeping record for Accreditation/ranking purpose, planned programs/activities/events must be organized by the Concerning Dept./Cell/Committee & the record must be kept by Registrar Office: - Minutes book, Photographs, Newspaper cuttings, Event attended Students list etc. and share with IQAC.
3. The Registrar, shall in the execution of his official duties, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his official duties.
4. The Registrar is responsible,
 - a) to issue all notices for covering meeting of the Governing Body, Boards of Management, Academic Council, the Faculties, the Board of Studies and the committees appointed by those authorities and to prepare and maintain a record of the proceedings of the meetings;
 - b) to manage, under the directions of the Board of Management, the property and investments of the University and the University Fund;
 - c) to sign contracts and other agreements on behalf of the University under the direction of the Board of Management.
5. The Registrar shall be responsible for the due custody of the record documents and the common seal of the University.
6. He shall be member of the Governing Body, the Board of Management, and the Academic Council and of every Selection Committee for the appointment of teachers of the University without having any voting right.
7. He shall be bound to place before the authorities all such information and documents as may be necessary for the transaction of their business.
8. The Registrar shall also perform such other duties as required from time to time by the authorities but he shall not, by virtue of this subsection, be entitled to vote.
9. The Registrar shall also:
 - be responsible for the proper custody of the Common Seal of the University;
 - be the custodian of the property of the University as entrusted;
 - conduct the official correspondence on behalf of the authorities of the University;

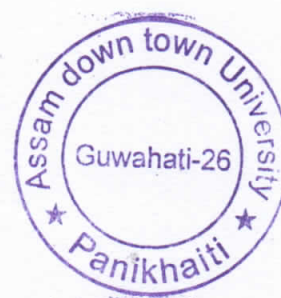


- issue notice for convening meetings of the Authorities of the University and all Committees and Sub Committees appointed by them;
10. The Registrar shall adhere to the following principles to maintain standards in Public Life.
Selflessness, Objectivity, Accountability, Openness, Leadership
11. The Registrar shall uphold values accepted by the University as listed below:
Integrity, Honesty, Respect, Innovation, Excellence, Service, Hospitality, Freedom of Thought and Expression



Code of Conduct for Chairman/Director/Principal

1. They are herewith informed to prepare yearly "Plan of Action" at beginning of the session, for their Department/Cell/Committee, for the current session & conduct the students' centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
2. They are expected to organise minimum two programs in first session and other two programs in second session under concerning Dept/Cell/Committee, apart from indicated programs in The University Annual Calendar for each session.
3. It is also expected from every Dept./Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under chairmanship of the Principal, before the program. And 'Minutes Book' of each meeting must be maintained by the Coordinator/Head/Director/ Convener in proper manner.
4. And it is necessary to all to submit the month wise reports of the organized program/activity/event to the Dean of Studies office/IQAC office at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 31st March of every year.
5. Coordinator/Head/Director/Convener should not organise any meeting/any program/event/activity etc. in the University, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organizing under the (E-officio) chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
6. Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.
7. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, Newspaper cuttings, Event attended Students list, Minutes book, etc.) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.



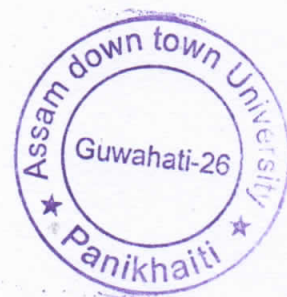
Code of Conduct for Controller of Examinations

1. The Controller of Examinations shall conduct Examinations and make all other arrangements thereof and be responsible for the due execution of all process connected therewith.
2. When the Controller of Examinations, for any reason, is unable to act, or the office of Controller of Examinations is vacant, all the duties of the office shall be performed by a person not below the rank of an Associate Professor or Deputy Registrar, as may be appointed by the Vice-Chancellor.
3. The Controller of Examination shall adhere to the following principles to maintain standards in Public Life:
Selflessness, Objectivity, Accountability, Openness, Leadership
4. The Controller of Examination shall uphold values accepted by the University as listed below:
Integrity, Honesty, Respect, Innovation, Excellence, Service, Hospitality, Freedom of Thought and Expression



Code of Conduct for Faculty

1. A Faculty shall carry out the legitimate academic and administrative decisions taken by the authorities of the University pertaining to his/her sphere of responsibility/duties.
2. A Faculty shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/ teachers against other students or other teachers, colleagues or administration/Governing body of the University.
3. A Faculty shall not remain absent from duty without proper sanction of leave except in case of emergency.
4. A Faculty shall desist/refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the University.
5. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
6. Co-operate with the authorities for the betterment of the University's keeping in view the interest and in conformity with dignity of the profession.
7. Should adhere to the conditions of contract.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
9. Must follow the AdtU Policies and instructions issued by the University authorities from time to time.
10. Contribute to the development and promotion of sound educational policy,
11. Contribute to the development of an open and reflective professional culture.
12. Treat colleagues and associates with respect, working with them in a very congenial environment.
13. Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose,
14. Respect confidential information on colleagues unless
15. Speak out if the behaviour of a colleague is seriously in breach of this code.

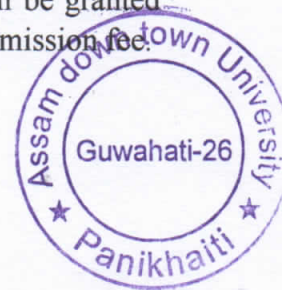


Code of Conduct for Students

This Code shall apply to all kinds of conduct of students that occurs on the University premises and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.

At the time of registration, each student must sign a statement accepting this Code and by giving an undertaking.

- That, He/she shall be regular and must complete his/her studies in the University. Students must have a compulsory attendance of 75%. On medical grounds or in any legitimate reason the students with a minimum of 60% shall be qualified for appearing in the final examinations after submission of valid certificate along with fine considered by university administration as per policy.
- That, in the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the University subject to written consent of the Registrar.
- As a result of such relieving, the student shall be required to clear pending hostel/mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.
- That every student will maintain proper discipline, integrity and dignity in the University Campus and will behave appropriately with the Officers, Authorities, Faculty Members, Staff Members and other students of the University.
- That in case any student causes any damage/breakage fully or partially to any property, article, equipment, apparatus which belongs to the University, by mistake or deliberately, the University will have all the rights to recover the damages caused by him/her and impose monetary fine on him/her, and in case of non-payment, University may cancel his/her admission or may take any legal action against him/her.
- That during the entire duration of his/her course he/she will not enrol himself/herself for any other Regular Course in any other University/University/Institution.
- That he/she will neither indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, fraud nor will get involved in consumption of liquor, drugs, smoking or any other kind of addiction in any manner in the University premises. In case he/she is found indulging in any of the above the University may take any legal action against him/her.
- That his/her absence from his/her scheduled classes of more than 30 days without information can lead to his/her name getting struck off and readmission will be granted only at the discretion of the University and he/she will be liable to pay Re-Admission fee.

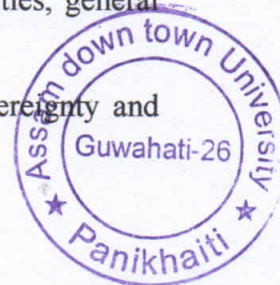


- That he/she would attend the University in prescribed University Uniform and carry and display his/her Identity Card issued by the University, every day, if unable to do so the University can initiate action as per rules and regulations.
- That in case he/she is found travelling in the University Bus without due authorization and permission he/she shall be liable to pay the transport fee of concerned route for the whole academic year.
- That he/she shall maintain proper discipline, peace and abide by the rules and circulars issued by the University time to time and in case of any default by him/her, the University can take action against him/her including cancellation of his/her admission and debarring his/her entry in the University Campus, Library, Sports Grounds, Mess, Canteen, Reception, Labs, Workshops etc.



General Code of Conduct for all Employees (administrative staff)

1. The university expects its Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct: -
2. Familiarize themselves with University policies that are relevant to their responsibilities.
3. Adhere to those policies to the best of their ability.
4. Assist and encourage others to adhere to the faculties (for example, directing a student to the appropriate channels).
5. Draw any kind of problem to the attention of the appropriate authority.
6. Not to use abusive or obscene language.
7. Not to make remarks or engage in behaviors that might reasonably be constructed as a violation of Human Rights code.
8. Not to be engaged in behavior or remarks that could reasonably be interpreted as threatening and will intervene if they witness such behavior.
9. Not to be disrespectful of others or intolerant of orders.
10. Not to promote their personal religious, political, social or business agendas.
11. To refrain from using work-time to promote personal, religious, political, social or business agendas.
12. All staff must apply professional and ethical standards while in their activities.
13. They must use computing and communication facilities and services only for the purposes for which they are authorized.
14. Technologies must not be used to access, use or distribute obscene, vulgar materials which might be perceived by others as harassment or intimidation.
15. They should maintain a supportive environment for working and learning.
16. Demonstrate a concern for the appropriate use and maintenance of all equipment and stationeries provided by the University for various use.
17. Ensure that University services such as photocopying and postage are used only for University purposes.
18. Support staff will demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, guardians, administrative personalities, general public in any context.4.
19. Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.



Code of Conduct for Governing Body

The code of conduct for the Governing Body of the University is:

1. The Governing Body approves and acquiesce in the matters proposed and passed through the Academic Council of the University after discussions and also endorse the prescribed new courses of study and syllabi, and restructure and redesign the courses to suit the local needs, to make it skill oriented and in consonance with the job requirements.
2. Prescribes the rules for admission in consonance with the reservation policy of the state govt./national policy.
3. Evolves methods of assessment of students' performance, the conduct of examinations and notification of results.
4. Use modern tools of effective implementation of education technology to achieve higher standards and greater creativity.
5. Constitute Academic Council and Board of Studies.
6. It will have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty.
7. The Governing Body will also be responsible:
 - a) to provide general superintendence and directions and to control functioning of the university by using all such powers as are provided by the Act or the Statutes, Ordinances, Regulations or Rules made thereunder;
 - b) to review the decisions of other authorities of the university in case they are not in conformity with the provisions of the Act or the Statutes, Ordinances, Regulations or Rules made thereunder;
 - c) to approve the budget and annual report of the university;
 - d) to lay down the extensive policies to be followed by the university;
 - e) to recommend to the Trust about the voluntary liquidation of the university if a situation arises when smooth functioning of the university does not remain possible, inspite of all efforts;
 - f) to bring about changes in the statutes and the ordinances of the University, if and when it feels the need to do so.
 - g) To review the work conducted by the Vice Chancellor, Registrar, Chief Financial officers and other important officers of the University, from time to time, and suggest accordingly.
 - h) Such other powers as may be prescribed by the Statutes.

