

**SRI SAI UNIVERSITY**  
**HAND BOOK OF CODE OF CONDUCT**  
**(Code of Conduct, Professional Ethics for the Students, Administrative staff,**  
**Teaching Staff & Non-Teaching Staff)**

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Established by Govt. of H.P. by Act 2010 (No.3 of 2011) and Approved by UGC Act 1956

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## **ABOUT SRI SAI UNIUIVERSITY**

Sri Sai University is established with the objective for professional and technical value-based education as State Private University vide Act No.3 of 2011 of State Legislature of Himachal Pradesh. It has been notified by the U.G.C. under Section 22 of the UGC Act 1956 and empowered to award degrees vide letter F.No.8-2/2011(CPP-1/PU) dated 01 June 2011.

Evaluating the academic progress and based on the glorious achievements of Sri Sai Group of Institutes founded by **Sh. Ram Iqbal Bhardwaj Ji** and under the dynamic leadership of **Hon'ble Chairman Er. S. K. Punj** and **respected Managing Director Smt. Tripta Punj**, Government of Himachal Pradesh accorded approval through legislation to establish SRI SAI UNIVERSITY PALAMPUR in the year 2010. Sri Sai University Palampur is a multi-disciplinary and World Class University located amidst the sylvan surroundings of Kangra Valley. Guided by visionary educationist **Hon'ble Chancellor Er S K Punj**, Sri Sai University aims to develop global leaders who can make significant contribution to cater to the needs of society at large. The University provides access to the high quality education, cutting-edge research and development of new technologies in line with preparing successful professionals in various walks of life i.e. Engineering & Technology, Basic & Applied Sciences, Management and Information Technology, Education, Law, Sports and Pharmacy with a close interaction with industry. The University strives to its aim of "Transforming Dreams into Reality" by developing professional competencies with flexibility, adaptability and passion for learning.

## **VISION, MISSION STATEMENT OF SRI SAI UNIVERSITY**

### **Vision**

"To transform dreams into reality of the large human resource available in the country by imparting Quality Education at affordable price in the areas of technical and professional education and to disseminate knowledge through research and innovation."

## **Mission**

- To promote employability through dissemination of knowledge.
- To work for cause of weaker sections, physically challenged and women welfare through education and enlightenment.
- To make life healthier, better and nobler by inculcating in students great Indian values/heritage.
- To bring out a holistic development of society by educating individuals.
- To provide an environment of academic excellence.
- To promote creative and innovative research & development.
- To ensure quality education by periodic review of curricula through industry institute interaction.
- To make efforts for updating knowledge of faculty/staff through Quality Improvement Programmes.

## **CODE OF CONDUCT FOR THE UNIVERSITY STUDENTS**

### **Introduction**

The University has articulated Code of Conduct focusing overall development of students, faculty and staff by creating effective teaching–learning milieu. Since it will encourage the professional behavior and academic integrity. The reputation of the university depends on the academic performance as well as on behavior of the students.

We believe in “Self-Discipline Is the Best Discipline” The purpose of this code of conduct is to make the Students, Faculty, University Departments/Cells /Committees familiar about the rules and regulations of the University and to progress towards the achievement of the vision and mission of the University.

“SELF DISCIPLINE IS THE BEST DISCIPLINE” All students are expected to observe rules and regulations to enable the smooth working of the University and keep Harmony, Silence and Educational Environment in the University premises.

Therefore all students of the University are introduced to the following code of conduct which must be followed by every student of the University.

1. Classes start from 9:15 a.m. and continue up to 4:55 p.m. for five days of a week.
2. No student shall leave the premises before the University timing without the prior permission of HOD/class Faculty.
3. As per Sri Sai University, Palampur, 75% attendance is mandatory to appear in semester end examination.
4. Every student of the University must always carry the valid Identity Card issued by the University with their recent photograph affixed, bearing the signature of the Vice Chancellor.
5. Students should greet the lecturers when they see them/cross them for the first time, in a day, in the University.
8. University gives relaxation in having uniform to the students. Boys and Girl students have to wear the formal dress.

9. Ragging is an offence. Ragging is strictly prohibited in the University campus/premises. Any student/students involved in such activities will be immediately expelled from the University.
10. If any student/students is/are affected by the ragging in the University premises or outside of the University, He/She/They must inform immediately to the HOD/ Discipline & Ragging committee Coordinator.
11. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
12. Students must adhere to the Dress Code of the University and neat and tidy in their Formal wear/.
13. Consuming Alcohol, Guthkha And Smoking Is Strictly Prohibited In The Premises.
14. Every student should help to keep University premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
15. During the conduct of lectures, Students should not loiter in and around the University premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
16. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
17. For any kind of misbehavior with Faculty/administrative staff or creating disturbances in the University premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
18. In the event of continued poor performance in internal tests and poor class attendance by any student, the HOD has the authority to withhold permission for him/her to appear the university examinations.
29. No function/program/ birth day in the University campus / class room without prior permission.
20. Students should make use of University Library and must not loiter in the University premises whenever they have a free period.
21. Any student who damages the reputation of the University in any way is liable to be expelled. Offenders shall be liable to face legal action.

22. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
23. Students must take proper care of all the University property. Any damage done to the property of the University by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the University and will be considered a punishable offence.
24. Any type of malpractice is strictly prohibited in Unit Test/University/University Examinations.
25. Students are prohibited from doing anything inside or outside the University that with interfere with its orderly administration or affect its public image. No outside Influence, political or any other should be brought in to the University directly or indirectly.
26. In case of any kind of problem or need of medical emergency in the University student should report to the HOD/concerning Faculty, who will help them solve their problem.
27. Each student should park his/her vehicle at the parking of the University.
28. A student may not knowingly provide false information or make misrepresentation to any University office. In addition, the forgery, alteration, or unauthorized possession or use of University documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

### **Code of Conduct of University Library for The students of the University**

1. Every staff / student of the University is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 10:00 A.M. to 5.P.M. on working days.
5. Misbehaviour in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, library Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.
11. If the due date falls on holidays, return can be done on the following working day without fine.
12. A student who has lost borrower's token shall make a written report to the librarian.
13. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.
14. Students can use well equipped Library study room from 12.00 to 5.00 p.m. with kind permission of the Administrative Staff/Librarian.
15. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non-return of books issued him/her.
16. Members/students are not permitted to underline, write in, folding / tearing of pages.

## **CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR THE ADMINISTRATIVE STAFF, NON-TEACHING STAFF & TEACHING STAFF**

Following code of conduct/code of professional ethics for the Administrative Staff, Teaching Staff & Non-Teaching Staff of Sri Sai University, Palampur have been guided, suggested, approved & resolved by the Governing Body of Sri Sai University, Palampur. Governing Body.

Which are as following:-

### **Code of Conduct for The Administrative Staff**

1. The Administrative Staff should exhibit qualities of effective leadership in all academic and administrative activities of the University.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all University works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the University.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government,/U.G.C/ Director of Education/Higher Education/Regulatory Board and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non-teaching staff of the University.
9. Compel the teaching and non-teaching staff to follow the code of conduct of the University.
10. Assessing reports/Academic dairy/ teaching plan/ plan of action and action taken reports of Faculty's/head/directors/coordinators.
11. Assessing the academic syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
13. Assessing reports of members of the non-teaching staff, maintenance of their Service records.

14. A service record shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.
17. To provide platform to the students of the University by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
18. To encourage teaching and non-teaching staff for their professional development.

### **The Professional Ethics & Code of Conduct for Non-Teaching Staff**

1. Every one of non-teaching staff of the University shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and Behave in polite manner to everyone in the University. (The Administrative Staff, Faculty's, Students,visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;

9. Co-operate personally to the policies which have been made by higher authorities of the University.
10. Co-operate with the authorities for the betterment of the university keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere the Professional Ethics and Code of Conduct of the University.
12. Every employee should apply their knowledge and experience for overall development of the office work of the University.
13. Every employee of the University should cooperate to maintain discipline and good habits in the office as well as University premises.
14. Should maintain the positive relationship with all colleagues & teaching staff and the students of the University.
15. Every employee possesses his/her identity as an Employee of the University in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the University Campus, everyone should maintain the reputation, discipline & culture of the University at the public places/ in the society.
16. Avoid conflicts between their professional work and personal interest.
17. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
18. No one shall ordinarily remain absent from work without prior permission of the Administrative Staff or grant of leave.
19. Should adopt a humane approach in dealing with students who are physically challenged.
20. Be punctual & careful in availing professional opportunities for career development.
21. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Administrative Staff.
22. No one of the non-teaching staff of the University shall leave headquarter without permission of the Administrative Staff.

## **The Professional Ethics and Code of Conduct For The Faculty**

### **CODE OF PROFESSIONAL ETHICS**

#### **I. FACULTIES AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct him / herself in accordance with the ideal of the profession. A Faculty is constantly under the scrutiny of his students and the society at large. Therefore, every Faculty 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 among students must be his/her own ideals. The profession further requires that the Faculties should be calm, patient and communicative by temperament and amiable in disposition.

- (i) Adhere to a responsible pattern of conduct and character expected from 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;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and University examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

#### **II. FACULTIES AND THE STUDENTS**

Faculties 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) Recognize 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;
- (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 their class hours and help and guide students;
- (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. FACULTIES AND COLLEAGUES**

Faculties should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other Faculties and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### **IV. FACULTIES AND AUTHORITIES:**

Faculties should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps for their own 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-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other university and accept offices;
- (v) Co-operate with the authorities for the betterment of the university 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 leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. FACULTIES AND NON-TEACHING STAFF:**

- (i) Faculties should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational University; and
- (ii) Faculties should help in the function of joint staff-councils covering both Faculty and the non-teaching staff.

#### **VI. FACULTIES AND GUARDIANS**

Faculty should:

- (i) Try to see through faculty's' bodies and organizations, that university maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the University.

## **VII. FACULTIES AND SOCIETY**

Faculties should:

- (i) Recognize 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 communities, religions or linguistic groups but actively work for National Integration

### **Code of Conduct / Professional Ethics for the faculties**

Following code of conduct/code of professional ethics for the faculties of Sri Sai University, Palampur have been guided, suggested, approved & resolved by the resolution No. 01, by the Governing Body of

1. Every Faculty of the University shall carry-out his/her duties efficiently and meticulously to match with the academic standards and performance norms laid down by the U.G.C/University /Management from time to time.
2. Maintain their professional knowledge & skills updated professionally for the proper conduct of duties assigned to him/her.
3. Every Faculty should apply their knowledge and experience for overall development of the students of Sri Sai University.
4. The Faculty should be committed to the best interest of students of the University.

5. The Faculty should be sincere, dedicated and academically focused.
6. Adopt the process for developing the teaching-learning process by preparing subject-wise and semester wise individual teaching plan at the beginning of the session and execute accordingly.
7. Every Faculty should do indulge themselves in finding out slow learners & fast learners & to strive effectively for overall development of the students of the University.
8. The Faculty shall engage the classes regularly and punctually and put sufficient efforts to complete the syllabus within the University prescribed teaching days.
9. The Faculty should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the features of the University in giving extra inputs to the students so as to make the students not only academically vivid, but a confident, competent and overall developed personality keeping in mind the Vision and Mission and Objectives of the University.
10. Every Faculty should inform the University's code of conduct to the students time to time and encourage them to follow accordingly.
11. The Faculty should devote his time and energy to develop and improve his academic and professional competence.
12. Every Faculty of the University should unite to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the Faculty shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the University.
13. Faculty should assist the University Examinations, Valuation works, Moderation etc.
14. Examination evaluation/valuation, Practical examination should be fairly evaluated by the Faculty.
15. Every Faculty should be unbiased to give the internal marks to the students.
16. The Faculty should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.
17. The Faculty should maintain the positive relationship with all colleagues & students of the University.
18. The Faculty possesses his/her identity as a Faculty/Employee of the University in the society, therefore no Faculty should act in any manner that violates the norms of decency or morality in

his/her conduct or behavior inside or outside of the University Campus, every Faculty should maintain the reputation, discipline & culture of the University at the public places/ in the society.

19. The Faculty should inculcate a feeling of pride among the students for their Parents, Faculty's, Society, and Institution & Nation.

20. Create pleasant ambiance where students can actively participate in curricular and extracurricular activities of the University.

21. The Faculty should not indulge in any organized anti-institutional activity and shall not promote, assist or motivate any groupism or unhealthy activity.

22. Avoid conflicts between their professional work and personal interest.

23. No Faculty should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.

24. The Faculty shall not ordinarily remain absent from work without prior permission of the authorities or grant of leave.

25. The Faculty should adopt a humane approach in dealing with students who are physically challenged.

26. Every Faculty should respect the functional superiority of those set in authority over him/her by the Management/Principal

27. The Faculty should not interfere/ speak any personal matter/issue of his/her with any colleague Faculty among the students in the class/ inside or outside of the University, always speak respectfully of other Faculty.

28. Every Faculty should follow the 'Formal Faculty's dress code' as per directed by the University.

***Code of conduct/ Nature of work/Directions/Guideline for the All Head of the Teaching Departments of the University.***

### **Head of the Teaching Departments**

Following code of conduct/code of professional ethics for the H.O.D.s of teaching departments of Sri Sai University, Palampur have been guided, suggested, approved & resolved by the resolution No. 01, by the Governing Body of

1. To prepare Annual Departmental Academic Calendar at commencement of the session, and a copy of it should be submitted to the Vice Chancellor and organize the planned events accordingly.
2. To prepare the Semester wise/ annual Time Table of the Department.
3. To guide/direct the faculties of the department to prepare semester-wise, subject- wise teaching plan and keep one copy of this plan with departmental file & submit one hard copy to the Vice Chancellor.
4. To manage the periods/Lectures & keep watch on smooth running.
5. Organize and take student feedback after one month of commencement of the teaching and at the end of the every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject Faculty. Find out solutions after analyzing the feedback forms of the students.
6. Every departmental meeting should be organize and intimated well in advance to each faculty for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom, etc.). Also allocation of responsibilities should be done taking seniority into consideration.
7. Any program or any activity should not be organized/ arranged by any department of the University, without permission/consent of the Vice-Chancellor.
8. To maintain the updated minutes book of the Departmental Meetings. And submit it to the Vice-Chancellor time to time.
9. Each year, every teaching department of the University should establish “Students’ Study Circle” of the students, by the students, for the students by constituting their Students’ executive body; at the beginning of the session, inspire them to organize the departmental programs/activities.
10. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
11. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
12. Organize “Industrial/Environmental study Tour” for the students. & after tour make evolution/output/benefit report of the tour & produce it to the Vice-Chancellor and also keep one hard copy of it with departmental document file.

13. Organize guest lectures on various subjects for the students, with kind permission of the Vice-Chancellor.
14. Organize student centric programs in first session as well as second session for their overall development by using innovative ideas.
15. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News-paper cuttings, Event attended Students list, Minutes book, etc.) in a proper 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.
16. Provide the subject notes/question papers/study material etc. to the students.
17. If any directed or planned Program, activity or event could not be organised due to any reason/s. Then Head of the concerning teaching department must submit the cause/s of it.

### **Coordinators / Director/Conveners**

Following Code of conduct/nature of work/directions/Guideline for **Coordinators/ Director/Conveners/H.O.D.s of other than teaching departments** of Sri Sai University, Palampur have been guided, suggested, approved by the Governing Body.

For knowing his/her duties, responsibilities, nature of work & for working smoothly and conveniently to all. Code of conduct/ Nature of work/Directions/ Guideline for the Coordinators / Directors/Conveners of N.S.S./N.C.C./ Library/Sport/Cultural & all University Committees are mentioned below:

1. All Co-coordinators/Directors herewith are informed to prepare yearly “Plan of Action” at beginning of each session, for their respective Department/Cell/Committee, for the current session & conduct the students’ centric programs/activities/efforts according to planned programs by using their innovative ideas.
2. There are expected minimum two programs in first session and other two programs in second session should be performed by the concerning Dept./Cell/Committee, apart from indicated programs in The University Annual Calendar for each session.
3. Whatever expenses of the programs/ events/activities will be occurred, it will be paid by the office, after submitting the bills of the programs, events to Administrative staff officer.

4. It is also expected from every Dept./Cell/Committee to organize a meeting with concerning committee members for Why, How, Where, for whom, by whom, under the chairmanship of the Vice-Chancellor, before the program. And 'Minutes Book' of each meeting must be maintained by the Coordinator/Head/Director/ Convener in proper manner.
5. For creating & maintaining quality among the students, as well as keeping record for NAAC purpose, planned programs/activities/events must be organized by the concerning Dept./Cell/Committee & must be kept all records just as: - Minutes book, Photographs, Newspaper cuttings, Event attended Students list etc.
6. And it is necessary to all to submit the reports at the end of each semester of the organized program/activity/event to the Vice-Chancellor in hard copy.
7. If any directed or planned Program/activity/event could not be organized/conducted due to any reason/s. Then Head/Coordinator, Director of concerning department, Cell, committee must submit the cause/s in 'written form' with name & duly signed to the Principal.
8. Coordinator/Head/Director/Convener should organize meeting, program, event, activity etc. in the University, with discussion/ consent/ permission of the Vice chancellor for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
9. Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Vice-Chancellor before the program.
10. Whatever expenses of the programs/ events/activities will be occurred, it will be paid by the office, after submitting the bills of the programs/activities/events to the Administrative staff officer.
11. 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.

***Note:- (Besides above Code conduct/Directions/guidelines, If any further information as per requirement will be time to time communicated to the concerning Faculty/faculty/Head of the teaching department by the Vice Chancellor.)***