BAREILLY INTERNATIONAL UNIVERSITY
(Established Under Govt. of U.P. Act 26 of 2016)
Rohilkhand Medical College Campus, Pilibhit Bypass Road, Bareilly-243006 (U.P.) INDIA
Phone : 0581-2526011-12, Fax : 0581 - 2303345
Email :info@rmchbareilly.com, info@biu.edu.in Website : www.biu.edu.in

# Code of Conduct for Students

## Introduction

Bareilly international Universitys is committed to fostering an inclusive, respectful, and supportive environment for learning, teaching, and research. This Code of Conduct applies to all members of the University community, including students, faculty, staff, administrators, and visitors. It sets forth the standards of behavior expected to uphold the University's values of integrity, respect, and excellence.

## 1. General Principles

1. **Respect and Dignity**
   - **Inclusivity**: Embrace and support diverse backgrounds, perspectives, and ideas, fostering an environment where everyone feels welcome.
   - **Anti-Discrimination**: Refrain from any form of discrimination, harassment, or bullying based on race, ethnicity, gender, sexual orientation, disability, age, religion, or any other characteristic.
   - **Communication**: Use respectful language and tone in all forms of communication, both verbal and written, within and outside the University.
   - **Cultural Sensitivity**: Acknowledge and respect cultural differences and promote understanding through open dialogue.
2. **Integrity and Honesty**
   - **Academic Integrity**: Avoid any form of academic dishonesty, including plagiarism, cheating, and fabrication of information. Ensure that all academic work is the result of one's own efforts.
   - **Professional Conduct**: Conduct oneself with honesty and integrity in all professional and academic activities, including research, collaborations, and representations.
   - **Accountability**: Take responsibility for one's actions and decisions, acknowledging mistakes and learning from them.
   - **Transparency**: Be transparent in dealings with colleagues, students, and stakeholders, maintaining trust and credibility.
3. **Safety and Well-being**
   - **Health and Safety**: Prioritize the safety and well-being of oneself and others, adhering to safety protocols and reporting unsafe conditions.
   - **Supportive Environment**: Promote a supportive and non-threatening environment for all community members, encouraging mental and physical well-being.
   - **Substance Abuse**: Avoid the use of illegal substances and the abuse of legal substances that may impair one's ability to participate fully in University activities.
   - **Conflict Resolution**: Address conflicts and grievances in a constructive and respectful manner, seeking resolution through appropriate channels.

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## 2. Conduct for Students

1. **Academic Responsibility**
   - **Class Participation**: Attend all classes regularly and participate actively in discussions, labs, and other learning activities.
   - **Timely Submissions**: Complete and submit all assignments, projects, and assessments by the specified deadlines.
   - **Collaboration**: Engage in collaborative work with peers while respecting individual contributions and giving credit where due.
   - **Feedback and Improvement**: Seek and accept feedback on academic performance and strive for continuous improvement.
2. **Behavioral Expectations**
   - **Respectful Interactions**: Treat faculty, staff, and fellow students with respect and courtesy at all times.
   - **Disruptive Behavior**: Avoid behaviors that disrupt the educational environment, such as using electronic devices inappropriately or speaking out of turn.
   - **Dress Code**: Adhere to any specified dress code, ensuring attire is appropriate for the academic setting.
   - **Community Engagement**: Participate positively in campus activities, clubs, and events, contributing to a vibrant university community.
3. **Use of University Resources**
   - **Resource Conservation**: Use University resources, such as libraries, laboratories, and equipment, responsibly and sustainably.
   - **Technology Use**: Follow all policies related to the use of technology, including computer labs, online platforms, and University networks.
   - **Property Respect**: Respect University property and facilities, reporting any damages or misuse.
   - **Study Environment**: Contribute to maintaining a quiet and focused environment in study areas, libraries, and classrooms.
4. **Ethical Conduct**
   - **Honesty**: Provide truthful information in all dealings with the University, including applications, assessments, and communications.
   - **Confidentiality**: Respect the privacy and confidentiality of peers and staff by not disclosing personal or sensitive information without consent.
   - **Intellectual Property**: Respect the intellectual property rights of others, ensuring proper attribution in academic work and research.
   - **Legal Compliance**: Abide by all relevant laws and regulations, both within and outside the University context.

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## 3. Disciplinary Procedures

1. **Reporting Violations**
   - Report any violations of this Code of Conduct to the appropriate University authorities.
   - Ensure confidentiality and protection for those reporting misconduct.
2. **Investigation and Resolution**
   - Conduct fair and timely investigations into reported violations.
   - Implement appropriate disciplinary actions, ranging from warnings to expulsion or termination, based on the severity of the violation.
3. **Appeals Process**
   - Provide an appeals process for individuals seeking to contest disciplinary decisions.
   - Ensure a transparent and unbiased review of appeals.

## 4. Compliance with Laws and Regulations

- Adhere to all applicable local, state, and national laws and regulations.
- Comply with University policies, procedures, and guidelines.

## 5. Review and Updates

- Regularly review and update the Code of Conduct to reflect changing needs and circumstances.
- Engage stakeholders in the review process to ensure the Code remains relevant and effective.

## Conclusion

Bareilly International University is dedicated to maintaining an environment where everyone can thrive. By adhering to this Code of Conduct, all stakeholders contribute to a vibrant, respectful, and dynamic academic community.

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## Code of Conduct for Employees
## (Teaching/Non-teaching/Administrative Staff)

1. Every employee shall, at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings. Every employee shall follow dress code applicable in the University from time to time.
2. An employee shall at all times be courteous in his dealings with other members of the staff, students and general public.
3. Unless otherwise provided specifically in the terms of appointment, every employee is a whole-time employee of the University, and may be called upon to perform such duties, as may be assigned to him by the concerned authority or officer, beyond scheduled working hours and on holidays and during vacations. These duties shall inter alia include attendance at meeting of committees to which he may be appointed by the University.
4. An employee shall be required to observe the scheduled hours of work, during which he is required to be present at the place of his duty.
5. Except for valid reasons and/ or unforeseen contingencies, no employee shall be absent from duty without prior written permission.
6. No employee shall leave station except with the previous written permission of proper authority, even during leave or vacation.
7. Whenever leaving the station, an employee shall inform the Head of the Department to whom he is attached, or Dean of Faculty if he is himself the Head of a Department, of the address where he would be available during the period of the absence from station.
8. No employee shall take active part in politics in the campus of the University or exploit his official position or permit the use of University facilities for political purposes.
9. No employee shall, in any broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:
   (a) which has the effect of an adverse criticism of any policy or action of the University; or
   (b) which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or organization or members of public; or



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(c) which exploits the name of the University or his position therein; and/ or

(d) Nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in due performance of the duties assigned to him. Save as provided in the Statutes:—

(i) no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.

(ii) no employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government.

(iii) nothing in this paragraph shall apply for:—

(e) evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or

(f) evidence given in any judicial inquiry; or

(g) evidence given at any departmental enquiry ordered by the University authorities.

10 No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

11 No employee shall, except with the previous written permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments.

12 No employee shall speculate in any business nor shall make or permit his spouse or **any members of his family to make** any investment likely to embarrass or influence him in the discharge of his official duties, and shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

13 An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt, becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University authorities.

14 In case any employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not, and the employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the University, unless he has obtained written permission to that effect from the Principal/ Director of the Institution/ school.

15 Every member of the staff shall, if so required by the University, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or



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special orders of the competent authority, submit return in such form as the University may prescribe in this behalf, of all movable and immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

16 No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character:

Provided nothing in this para shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

17 Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his representation to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months; Provided that no employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.

18 An employee shall be governed by the provisions of the Statutes made by the University subsequently regarding imposition of penalties for breach of any conduct rules or otherwise and preferring an appeal against any such action taken against him.

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