



RNB

GLOBAL UNIVERSITY

Educating stars for tomorrow

CODE OF CONDUCT MANUAL

2021

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RNB GLOBAL UNIVERSITY

RNB Global City, Ganganagar Road,
Bikaner, Rajasthan 334601



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PREFACE

This edition of RNB Global University's (Bikaner – Rajasthan) Code of Conduct Manual is a structured guideline of rules and regulations which will be in place to maintain a conducive environment for teaching and learning process of the university.

The University hopes that this manual will facilitate a discipline and effective functioning which in turn will accelerate the transition to attain as one of the finest education centers of the nation and even worldwide in times to come.

The University is looking forward for the cooperation from the entire fraternity associated in any form with the university's affairs to strengthen its efforts in this direction to make the university as one of the most renowned centers of education in the years to come.

As the whole of the world has faced a new challenge in form of Covid-19, university has incorporated Covid-19 appropriate behavior in this Code of Conduct manual. Also the guidelines issued time to time has been incorporated in this document.



CHAIRMAN'S MESSAGE

It gives me immense pleasure to present this latest edition of code of conduct manual which sets the spectrum of high teaching and learning standards of the university.

This university must grow with the commitment of honesty, integrity and dedication with the determination to maintain high esteem to attain excellence in every domain.

I am sure that the present Code of Conduct will serve its purpose in absolute precision and become beacon of light to take the university to the new heights with holistic education standards.

I extend my best wishes to everyone and hope that no stone shall be left unturned to achieve excellence in the functioning of the university.

Chairman



ABOUT RNB GLOBAL UNIVERSITY - BIKANER (RAJASTHAN)

The RNB Global University has been established by act No 20 of 2015 passed by the Rajasthan Legislative Assembly and notified by state of Rajasthan on 27/04/2015. The university offers various courses in Commerce, Management, Law, Basic Sciences and Agriculture, which have the approval of University Grants Commission (UGC).

Facilities at RNB Global University-

World Class Infrastructure- Optimizing learning experience through a perfect ambience that corresponds with qualitative academia initiates an ability in the students to perform better. At RNB Global University, we render following for the pursuits of systematic learning through:

- Amphitheatre style Lecture Halls with Audio Visual aids
- Adequate stock of books in library
- Wide range of Sports Facilities
- Fully equipped Labs

Hi- Tech Campus-At RNB Global University, we understand the indispensable role technology plays in education. The University campus is endowed with uninterrupted internet access to assist learning in the most effective manner through:

- Learning Management System
- Comprehensive UTM to overcome security threats
- Intra campus connectivity on 10 GBPS backbone
- E- Library

Highly Secured and Disciplined Campus-"Confidence comes from discipline and self-control." The administrative and security measures adopted by the University are:

- Zero tolerance for ragging & sexual harassment
- Round the clock surveillance
- Tobacco free Campus

Modern Education System-RNB Global University follows a progressive learning approach that facilitates forward thinking culminating in a curriculum based on a modernist value system. Some of the futuristic steps endorsed by the University are:

- Industry Oriented Syllabus
- Multi-Disciplinary Approach
- International Methodologies



Holistic Education

The University follows a pedagogical approach which enhance holistic development of students. The following are the measures taken for achieving this objective-

- Centre for Leadership development
- Skill Enhancement Program
- Personality Development Programs
- Sports and cultural activities

Innovative Pedagogy-The University tries to bridge the capability gap by embracing the below mentioned practices to fulfill the needs of industry.

- Group learning exercises
- Projects and Summer Internship
- Global exposure through E- learning
- Presentation , role plays and case studies

Add on enhancements-The University tries to ensure that the students should be the biggest gainers at the end. Therefore, the University has adapted a grading policy wherein students can gain points beyond their subject curriculum. Some of the features are:

- Get marks for what is not in syllabus
- Foreign languages
- Certificate courses from HP, Tally, NSE etc.
- Soft skill training

Diversified and Experienced Faculty-The University has a very rich pool of faculty members who have a rich experience of academics as well as industry. University provides extensive exposure to students through:

- Guest Faculty from reputed institutions
- Guest lecture by Industry leaders
- International faculty



CODE OF CONDUCT FOR PRESIDENT

The President Shall-

1. Faithfully observe the provisions of this Code of Conduct and will set an example for all stake holders of RNB Global University.
2. Be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of the authorities of the University.
3. Preside at the convocation of the University in the absence of the Chairperson.
4. Ensure that this Code of Conduct is followed in letter and spirit and overall discipline is maintained in the University.
5. Have the power to call the meetings of the authorities of the University and the committees of which he is the Chairman.
6. Have the rights to attend & speak in meetings of any other Authority or body of the University but not entitled to vote unless he is the member of their Body.
7. Have the right to delegate such powers, which he feels are in better interest of university to any other staff/faculty of the University.
8. The president shall uphold values accepted by the University in its mission and vision.
9. Decisions taken by him with the consent of the Chairman must have the intention of the benefiting University and its stakeholders.
10. The President shall promote the interests of the University as well as comply with all legal responsibilities imposed by law.
11. President shall not misuse the position and authority.
12. The actions of President should promote and protect the good reputation of the University.



CODE OF CONDUCT FOR REGISTRAR

1. The disciplinary control over all employees of the university will rest with Registrar, including the following officers of the University, Deputy Registrars, Assistant Registrars, Faculty members & non teaching staff of the University.
2. The Registrar shall have power to order dismissal, removal, reduction in rank or reversion of an employee referred to and shall also have the power to suspend such employee during the pendency or in observation of an inquiry.
3. The Registrar shall be responsible for the safe custody of the record documents and the common seal of the University. He/ She will be the Secretary of the Governing Body, the Board of Management, and the Academic Council.
4. He /She shall be member of Academic Council and of every Selection Committee for the appointment of teachers and other staff members of the University.
5. The Registrar shall also-
 - a. Take care of the property of university and all contract, tenders shall be made or signed on his/her name.
 - b. All official correspondence on behalf of the University shall be done by him/her
 - c. issue notice for convening meetings of the Authorities of the University and all Committees and Sub Committees.
6. The Registrar shall promote accountability and integrity among the faculty members and other admin staff of university.
7. The Registrar should ensure that the university's policy of zero tolerance for sexual harassment at work place is followed in letter and spirit.
8. Registrar shall also ensure that Covid appropriate behaviour is observed in university campus.



CODE OF CONDUCT FOR CONTROLLER OF EXAMINATIONS

1. The Controller of Examinations (COE) shall be responsible for the smooth conduct of examinations and make all other arrangements in that aspect.
2. If the office of Controller of Examinations, because of any reason, is unable to act, or the office of Controller of Examination is vacant, all the duties of the office shall be performed by Deputy Controller of Examination.
3. The COE shall be responsible for the safe custody of all question papers and answer sheets.
4. The COE will be responsible for maintaining the secrecy while conducting term exams & end semester exams.
5. The Controller of Examination shall maintain secrecy while selecting the external examiners.
6. Assistant Controller of examination shall fulfill all those duties as entrusted to him by COE.
6. Controller of Examination shall see to it that proper social distancing is observed in the examination hall & students observe Covid appropriate behaviour.
7. The COE will ensure that the evaluation of answer sheets should be done in such a way that the standards set by university are meet up.



CODE OF CONDUCT FOR FACULTY MEMBERS

This Code of Conduct applies to the faculty members of the university.

THE GENERAL CODE OF CONDUCT FOR FACULTY MEMBERS

Every Faculty member,

- Shall read, understand and comply with University policies.
- Shall abide by the University policy to value and support all stakeholders of university which are divers in Gender, Caste, Creed, Religion, Region, Educational background, Talent, Skill, and Experience.
- Shall be regular and punctual at university.
- Must conduct one hour class and take attendance in the beginning of class.
- Daily lesson should be planned ahead and taught in the most effective and innovative way.
- Class should be well structured, interactive and involving student participation.
- Class notes should be regularly uploaded on LMS.
- Additional Material, Assignments should be uploaded on LMS.
- When faculty member will be accompanying the students on any industrial or educational tour, he shall be expected to behave in the same manner as he behaves at university campus.
- Faculty members will ensure that , the university name, logo or other signs are used in the manner, as permitted by the university 's policies and authorities.
- Submission of forged documents, related to academic qualifications or work experience, shall be considered as a violation of Code of Conduct.
- Faculty members shall not be hiding any information of their previous work experience or association with any organization at the time of their entry in university.

All the faculty members shall observe Covid appropriate behavior and encourage others to follow the same. Also the below mentioned steps should be encouraged-

- Wearing of face masks, maintaining social distancing, provision for thermal scanning and use of hand wash or sanitizer will be mandatory.
- Faculties are required to maintain physical distancing at eating points.
- Class rooms should be kept uncluttered.
- Proper distance to be maintained in labs.
- Use of hand Sanitizers to be adequately used before and after any event.
- Dustbins to be used for proper disposal of masks, gloves or other related material.



- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Spitting shall be strictly prohibited.
- In case of a suspect or confirmed case in the premises, the ill person should be isolated.
- All faculty members should submit their two dose vaccination certificate to the Registrar office.

FACULTY MEMBERS AND THE STUDENTS

- Faculty Members should prepare students for their examinations hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the University.
- Syllabus completion should be according to academic calendar.
- Students learning should be assessed regularly and modification of teaching and assignments done accordingly.
- Shall maintain the Faculty file with all necessary documents..
- Mentorship duties shall be fulfilled in order to enhance student's academic performance.
- Do not show partiality or hold grudges towards students/colleagues.
- The faculty is in-charge of students during the class.
- Be impartial in discharging allocated duties and should not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.
- A faculty finding a student committing an act of academic or non-academic misconduct within the University campus shall be responsible to immediately report to authorities concerned.
- Faculty members should avoid unnecessary closeness with students.

FACULTY AND THE PARENT

- Shall attend to the parent's queries as a responsible representative of the university, clarify their doubts, give them freedom to express their views and help them understand the University's framework.
- The faculty member will brief the parents about the progress of their wards in academics without showing any biasness or prejudice.



Faculty shall observe good personal conduct in terms of:

- Follow Dress code -Shall be in respectable attire, befitting the society's expectations.
- Every staff member shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.
- Shall endeavor to assist fellow faculty to discharge their duties effectively and make adjustments flexibly.
- Inform the authorities and take consent, if availing the leave, the early exit and late entry facility. Also faculty should arrange for substitution class in his place.
- Use the University's resources lawfully, efficiently and by finding innovative solutions.
- Ensure that the highest standards of scholarly conduct are understood and practiced.
- Shall avoid Plagiarism in research and shall encourage students also on the same.
- Refuse any gift/favor that could be an embracement for faculty himself or university as a whole.

FACULTY MEMBER AND COLLEAGUES

- University expects every faculty members to show respectable behavior towards female colleagues. Gender sensitive behavior should be abided with showing respect for fellow faculty members.
- Communicate opinions to others in a fair and decent manner and respect the rights and dignity of others regardless of personal differences.
- Voicing any differences of opinion at common areas should be done in a very respectful and decent manner. Faculty members should avoid talking to each other in loud voice in corridors.
- Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence.
- Make the university a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
- Adhere to the university grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.
- Promote sustainability and reduce the impact on environment in all actions.



SEXUAL HARASSMENT

RNB Global University have a zero tolerance towards "Sexual Harassment at work place"

"Sexual harassment" shall includes-

- Physical contact and advances;
- Demand or request for sexual favors;
- Sexually colored remarks;
- Showing any pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

CODE OF CONDUCT FOR EMPLOYEES INCLUDING ADMIN STAFF

The term Admin Staff includes non-teaching staff, house keeping staff, guards and other staff which helps in smooth functioning of university.

1. General Rules:

- Devotion to the duty, honesty, maintaining integrity and disciplined behavior is expected from all staff members.
- An employee who holds a supervisory position shall ensure that staff members under his control fulfill all assigned tasks with honesty and integrity.
- All the staff members should display a courteous and polite behavior while carrying out their assigned duties in respect to administrators, faculty members, students and other staff members.
- The appointment of every staff member, if otherwise specified, shall be of whole-time nature. Hence no staff member shall join any other organization during his tenure at RNB Global University.
- A staff member can be asked to perform his assigned duties beyond the working hours and on holidays, in case of urgency or emergency.
- The University is committed to maintain & endorse a culture which depicts excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects staff members to uphold these standards in their day-to-day actions, and interactions.
- Submission of forged documents, related to academic qualifications or work experience, shall be considered as a violation of Code of Conduct.
- Employees shall not be hiding any information of their previous work experience or association with any organization at the time of their entry in university.



2. Confidentiality:

- All the staff members shall protect and keep the information confidential , to which they have access due to the assigned duties. They shall also not reveal that information even after their separation from the university.
- Honor non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.

3. Gifts:

- All staff members shall be fair and honest while dealing with suppliers and vendors of the University's goods. No financial favor should be taken from students.
- No gifts should be accepted from people who are not the members of university family.

4. Presence in meetings:

- All staff members should ensure their presence in any meeting or committee of which they are members or they are called to attend the same.
- If, because of any specific reason, a staff member is not able to attend the meeting, he should inform his senior at the earliest.

5. Consumption of alcohol and drugs:

- University expects from all its staff members to abstain themselves from consuming alcohol or any other intoxicating substance.

6. Misconduct:

- Any act of submitting false information which includes personal, professional experience and academic at the time of appointment.
- Any behavior which is against the interest of university.
- Refusal to obey the instructions given by the superior or insubordination.
- Not obeying the orders of higher authorities, communicating with them, in written or oral, in high tone or Defiance of orders or direction of higher authority, writing letters with a high tone and drift.
- Being absent from job without permission.
- Damage to any property of the University.



7. Sexual Harassment:

RNB Global University have a zero tolerance towards "Sexual Harassment at work place"

"Sexual harassment" shall includes-

- Physical contact and advances;
- Demand or request for sexual favors;
- Sexually colored remarks;
- Showing any pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

8. Representations:

- All the grievance of employees, if any, should be forwarded to the authorities through proper channel. The Registrar shall be the highest executive authority for listening to the grievances of the admin staff.

9. All the Admin staff are advised to follow the Covid appropriate behavior by observing below mentioned steps

- Wearing face masks, maintaining social distancing, provision for thermal scanning and use of hand wash or sanitizer.
- Staff members are required to maintain physical distancing at eating points.
- Proper distance in labs.
- Use of hand Sanitizers kept at venue to be adequately used before and after the event.
- Dustbins to be used for proper disposal of masks, gloves or other related material.
- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Spitting shall be strictly prohibited.
- In case of a suspect or confirmed case in the premises, Place the ill person in a room or area where they are isolated from others and immediately inform the concerning authority.
- All admin staff have to submit their two dose vaccination certificate to the Registrar office.



CODE OF CONDUCT FOR STUDENTS

MISCONDUCT-

- Disciplinary measures shall be taken against any student who is found to be involved in the act of misconduct. University has the right to take disciplinary measures against such students.

Acts which shall be considered as Misconduct-

- Ragging in form is strictly forbidden and is a punishable offence as per the guidelines of Hon'ble Supreme Court of India.
- Student found to be involved in any criminal activity.
- Disrupting any academic, cultural, sporting or social activity of university.
- Interference in the normal functioning of university, or improper interference with the functions, duties or activities of any student or member of staff of the University, or any visitor to the University;
- If a student found of not wearing the identity card or does not discloses his/her identity.
- Threatening, harassing behavior against any student, faculty member, or any other individual in university campus. No offensive behavior against any student on the grounds of sex, race, religion or belief, disability, sexual orientation, gender reassignment, age or other grounds shall be allowed;
- Fraudulent behavior, deception, dishonesty in relation to the University or its staff, students or visitors;
- Involvement in unfair practices in examination, plagiarism in research;
- Stealing, misappropriating or misusing the property of university, or of any individual at university campus including computer, internet, electrical and electronic goods, furniture misuse;
- Involvement in unauthorized activities in university campus;
- Physical damage inflicted upon University property, or the property of the University's staff, students or visitors, caused intentionally or recklessly;
- Printing & pasting of posters or distributing pamphlets which are indecent or objectionable in nature or walls paintings or disfiguring building
- Action which can cause physical harm to any individual on University premises, at University organized events or on any other site associated with the University;
- Defiance or violation of provisions of this Code of Conduct
- Submission of forged documents, related to academic qualifications or work experience, shall be considered as a violation of Code of Conduct.



- Vehicles found parked in unauthorized place. Refusal or resistance to checking of bags, wallet, luggage and eatable items at entry gate/Hostel gate of the university. Non cooperation with security staff. Refusing breath analyser test in case of suspicion of alcohol consumption.
- Bringing and supply of prohibited substances (tobacco/alcohol etc.) into RNBGU campus.
- Entering into the academic section or a laboratory, faculty room, office of an academic department, without permission and / or tampering / changing records / documents in any form.
- Entering areas exclusively reserved for opposite sex (washrooms, hostel and common rooms)
- Cell phones used by students inside the class rooms, examination halls, laboratory, library, offices
- Possession of Holi colours/Crackers in university premises. Celebrating Holi with colors in university premises. Burning crackers in university premises.
- Harassment via E-mail.
- Distributing , circulating information which can defame any individual socially or on social media;
- Bringing , circulating any pornographic material, in print or video;
- Indecent exposure/Email spoofing/Cheating and fraud
- Intellectual property crime
- Possession of unauthorized information
- Found to have bribed or threatened any guard or admin staff.
- Online gambling/Distribution of pirated software
- Defamation through social media or any other media by making derogatory statements against the University or its faculty/staff by any sign, writing, verbal or by any gestures.
- Narcotic products are strictly prohibited in the university campus. In the event of any such product found in the possession of any student, it will lead to immediate suspension without any explanation.
- Entry of the students in the classrooms will not be permitted in the event if anyone is late by 5 minutes. in the case of the 1st lecture in the morning, no student will be permitted to enter in the class after 9.20 AM.
- All the students of the university are advised to respect the sentiments of the university and not to use indecent, harsh, diatribe, impolite and improper language in their communications/ emails.



Code of discipline for cafeteria:

- Any type of glass bottle / tin-can is not allowed to be taken outside the cafeteria.
- University expects all its members to develop a habit of not wasting the food and throwing it in dustbins. Students should donate their food instead of wasting. If Students are found involved in spilling food on the floors, they will be asked to pay the cleaning charges.
- Proper decorum should be maintained at all times.

Students are advised to follow the below guideline during covid-19

- Wearing of face masks, maintaining social distancing, provision for thermal scanning and use of hand wash or sanitizer will be mandatory.
- Class rooms should be kept uncluttered.
- Proper distance in labs
- Avoid exchange of papers notes/lectures & use digital mode of communications/LMS for any updation of assignments/evaluations
- Proper use of sanitizers as & when required
- Dustbins to be used for proper disposal of masks, gloves or other related material.
- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Spitting shall be strictly prohibited.
- In case of a suspect or confirmed case in the premises, Place the ill person in a room or area where they are isolated from others and immediately inform the faculty-in charge.
- Students are advised to get themselves vaccinated.

Sexual Harassment:

RNB Global University have a zero tolerance towards "Sexual Harassment at work place"

"Sexual harassment" shall includes

- Physical contact and advances;
- Demand or request for sexual favors;
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GENERAL EXPECTATIONS FROM ALL MEMBERS OF RNB GLOBAL UNIVERSITY

Although this document is detailed in nature, but Code of Conduct cannot be captured in few pages of manuals. University has a firm faith in all of its members that they themselves, on their own, will behave in a manner which will reflect the values and beliefs RNBGU strives for.

University expects from its all members –

- To respect National symbols, Constitutional values & Law of Land
- Empathy towards all your fellowmen
- Honesty & Integrity to be observed in all sphere of life
- Patriotism
- Sensitive towards all weaker sections of society
- Working for environment conservation & sustainability
- Reduce waste generation
- Respect women of our country

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