



Y B N UNIVERSITY

RAJAUlatu, NAMKUM, RANCHI (Jharkhand)

Established by the Act. of Government of Jharkhand Act. 15, 2017

Gazette Notification No. 505, Dated 17 July 2017

As per Section 2(f) of UGC Act. 1956

Office of the Registrar

NOTICE

Date: 08-04-2022

Subject: Constitution of the Code of Conduct Committee for the Academic Year 2022-23

This is to inform all concerned that the **Code of Conduct Committee** for the academic year 2022-23 has been constituted as per the university's policy to ensure adherence to ethical and professional standards within the institution.

The members of the committee are as follows:

1. Dr. Satya Prakash Yadav (Vice-Chancellor)
2. Dr. Arpana Sharma (Dean, Academics)
3. Dr. Asha Mishra Dean, Science Department)
4. Dr. Shyam Deo Gond (Secretary)
5. All committee members.

Objectives of the Committee:

- To ensure that all members of the university uphold the institution's code of conduct.
- To investigate and resolve any issues pertaining to violations of the code of conduct.
- To promote an environment of respect, integrity, and professionalism within the campus.

The first meeting of the committee will be held on 14-04-2022 Seminar Hall YBN University 10-AM to 01-PM All members are requested to make themselves available for the meeting.

For any queries kindly contact the undersigned.

Registrar
YBN University, Ranchi



Campus: YBN University, Rajaulatu, Power Grid Road, Namkum, Ranchi-834010(Jharkhand)

Ph : 9431104112 , 9709500400

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Code of Conduct

YBN University, Ranchi

Preamble: This Code of Conduct outlines the ethical standards, responsibilities, and expectations for all members of YBN University, Ranchi, including teachers, students, non-teaching staff, and management. Adherence to this code ensures a harmonious, respectful, and productive environment conducive to academic excellence and personal growth.

1. Code of Conduct for Teachers

1.1 Professional Responsibilities:

- Uphold the highest standards of integrity, honesty, and professionalism in all academic and administrative activities.
- Foster a safe, inclusive, and respectful environment for students and colleagues.
- Ensure teaching methodologies and materials align with university policies and are free from biases or inappropriate content.

1.2 Academic Duties:

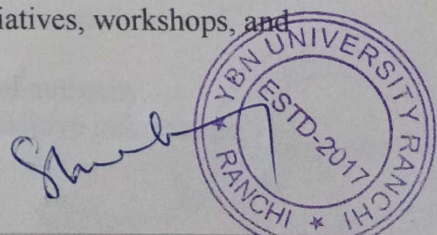
- Conduct classes and examinations as per the academic calendar and university guidelines.
- Be punctual and prepared for classes, consultations, and other academic commitments.
- Continuously upgrade knowledge and skills to ensure the delivery of quality education.

1.3 Ethical Guidelines:

- Avoid any form of discrimination based on religion, caste, gender, ethnicity, or disability.
- Refrain from engaging in any form of harassment, favoritism, or exploitation.
- Maintain confidentiality regarding student records, research data, and other sensitive information.

1.4 Collaboration and Teamwork:

- Cooperate with colleagues in curriculum development, research, and institutional activities.
- Actively participate in departmental and university initiatives, workshops, and committees.



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2. Code of Conduct for Students

2.1 Academic Responsibilities:

- Attend classes regularly and actively participate in academic activities.
- Complete assignments, projects, and examinations with honesty and diligence.
- Maintain academic integrity by avoiding plagiarism, cheating, and other forms of misconduct.

2.2 Behavioral Expectations:

- Respect teachers, staff, peers, and the university property.
- Avoid engaging in acts of violence, bullying, or harassment, including cyberbullying.
- Adhere to the university dress code and maintain a professional demeanor on campus.

2.3 Campus Discipline:

- Abide by all university rules, including those related to hostel life, library use, and extracurricular activities.
- Avoid the consumption or possession of drugs, alcohol, and tobacco on campus.
- Use university resources responsibly, including labs, libraries, and digital platforms.

2.4 Grievance Redressal:

- Approach designated authorities for grievances or conflicts and follow the prescribed grievance redressal mechanism.
- Refrain from participating in protests or activities that disrupt academic and administrative functioning.

3. Code of Conduct for Non-Teaching Staff

3.1 Professional Duties:

- Perform assigned duties with efficiency, integrity, and dedication.
- Ensure timely and accurate processing of administrative tasks to support academic and institutional goals.

3.2 Ethical Conduct:

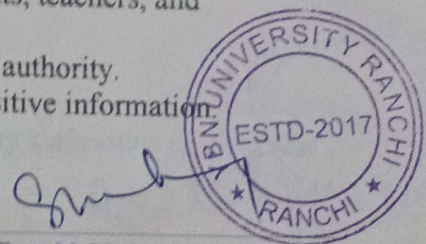
- Maintain a respectful and supportive attitude toward students, teachers, and colleagues.
- Avoid any form of favoritism, discrimination, or misuse of authority.
- Safeguard the confidentiality of university records and sensitive information.

3.3 Work Environment:

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- Promote teamwork, cooperation, and a positive workplace culture.
- Adhere to safety protocols and ensure a clean, organized campus environment.
- Report any incidents of misconduct or policy violations to the relevant authorities.

4. Code of Conduct for Management

4.1 Leadership Responsibilities:

- Ensure transparent and accountable decision-making processes that align with the university's mission and vision.
- Provide strategic direction for academic and institutional growth while respecting the autonomy of academic departments.

4.2 Ethical Governance:

- Uphold fairness, equity, and inclusivity in recruitment, promotions, and resource allocation.
- Foster an environment of mutual respect and collaboration among all stakeholders.

4.3 Financial Accountability:

- Ensure the ethical use of university funds and resources.
- Maintain transparency in financial transactions and adhere to statutory regulations.

4.4 Conflict Resolution:

- Address grievances and disputes promptly and fairly through established mechanisms.
- Promote dialogue and mediation to resolve conflicts among stakeholders.

5. General Provisions for All Members

5.1 Compliance with Laws:

- Adhere to all applicable laws, regulations, and university policies.

5.2 Anti-Corruption:

- Avoid engaging in bribery, corruption, or other unethical practices.

5.3 Reporting Violations:

- Report any breaches of this code to the designated university authorities without fear of retaliation.

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5.4 Disciplinary Actions:

- Violations of this Code of Conduct will result in disciplinary actions, which may include warnings, suspension, or termination, depending on the severity of the misconduct.

6. Implementation and Review

- This Code of Conduct will be reviewed periodically to ensure its relevance and effectiveness.
- Any amendments will be communicated to all stakeholders in a timely manner.

Acknowledgment: All members of YBN University are required to read, understand, and abide by this Code of Conduct. A signed acknowledgment form will be maintained as a record of compliance.



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Committee Code of Conduct

Purpose: The Code of Conduct for committees at YBN University, Ranchi, establishes guidelines to ensure that all committee members uphold professionalism, integrity, and transparency while executing their responsibilities.

1. General Principles:

1.1. **Accountability:** Each committee member is accountable for their actions and decisions.

1.2. **Integrity:** Members must act honestly and ethically, prioritizing the interests of the university.

1.3. **Respect:** Committee members are expected to respect the opinions of others and foster an inclusive environment.

1.4. **Confidentiality:** Information discussed within the committee must be kept confidential unless stated otherwise.

1.5. **Transparency:** Decisions must be made in a transparent and fair manner.

2. Roles and Responsibilities:

2.1. **Chairperson:** The chairperson will preside over meetings, ensure the agenda is followed, and facilitate effective discussions.

2.2. **Secretary:** The secretary will document minutes, circulate agendas, and maintain records of committee activities.

2.3. **Members:** All members will actively participate, share expertise, and contribute to decision-making processes.

3. Meeting Guidelines:

3.1. **Frequency:** Committees should meet as per the calendar provided or as required to address pressing issues.

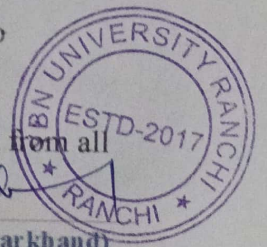
3.2. **Preparation:** Members should review the agenda and related materials prior to meetings.

3.3. **Participation:** Active engagement and constructive contributions are expected from all members.

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3.4. Decision-Making: Decisions should be reached through consensus. If consensus is not possible, voting will be conducted.

4. Ethical Standards:

4.1. Committee members must avoid conflicts of interest.

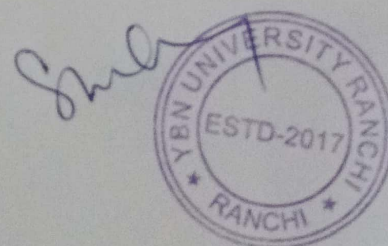
4.2. Any potential conflict of interest must be disclosed to the chairperson.

4.3. Misuse of position or resources is strictly prohibited.

5. Disciplinary Actions:

5.1. Non-compliance with the Code of Conduct may result in disciplinary action.

5.2. The severity of the action will depend on the nature of the breach and will be determined by the university administration.



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Minutes of Meeting

Academic Year 2022-2023

Date: April 13, 2022

Time: 11:00 AM - 1:00 PM

Venue: Conference Hall, YBN University

Agenda:

1. Review of academic performance.
2. Implementation of new curriculum guidelines.
3. Infrastructure development progress.
4. Upcoming events and workshops.

Attendees:

1. Dr. Satya Prakash Yadav (Vice-Chancellor)
2. Dr. Arpana Sharma (Dean, Academics)
3. Dr. Asha Mishra Dean, Science Department)
4. Dr. Shyam Deo Gond (Secretary)
5. All committee members.

Summary:

- Academic performance was reviewed, and overall results showed improvement in key areas.
- New curriculum guidelines for postgraduate courses were approved.
- Updates on the construction of new laboratories were shared, with completion expected by July 2023.
- Workshops on advanced technologies were planned for June 2023.

Action Points:

1. Finalize the curriculum by May 2023.
2. Monitor progress on infrastructure projects.
3. Confirm workshop dates and send invitations by the first week of May.



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Minutes for Academic Year 2023-2024

Date: October 10, 2023

Time: 2:00 PM - 4:00 PM

Venue: Board Room, YBN University

Agenda:

1. Review of admission statistics.
2. Discussion on student support initiatives.
3. Examination schedule finalization.
4. Research funding opportunities.

Attendees:

1. Dr. Satya Prakash Yadav (Vice-Chancellor)
2. Dr. Arpana Sharma (Dean, Academics)
3. Dr. Asha Mishra (Dean, Science Department)
4. Dr. Arti Gupta (Dean Students Welfare)
5. All committee members.

Summary:

- A mentorship program for first-year students was approved.
- Examination schedules for both semesters were finalized.
- Research funding opportunities were discussed, and applications were to be submitted by December 2023.

Action Points:

1. Launch the mentorship program by November 2023.
2. Ensure smooth coordination for exams.
3. Draft and submit research funding proposals by December 15, 2023



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