



NETAJI SUBHAS UNIVERSITY

JAMSHEDPUR

(A Unit of Sitwanto Devi Mahila Kalyan Sansthan)

Estd. Under Jharkhand State Private University Act, 2018

7.1.10

Constitution and proceedings of monitoring committee

S.no.	Document	Page No.
1.	Monitoring Committee for Code of Conduct	2-3
2.	Proceedings for Violations of the Code of Conduct	4-5





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Monitoring Committee for Code of Conduct

Monitoring Committee for Code of Conduct in the University is for the students, faculty members, administrators, non-teaching staff and other stakeholders of the University.

This committee ensures on ethics, values, culture and other important areas for the betterment of the University.

The following are the members of the Committee.

- Vice Chancellor, Chairperson
- Pro Vice Chancellor – Co-Chairperson
- Registrar- Secretary
- Dean Administration – Deputy Secretary
- IQAC Coordinator – Coordinator cum Convener
- Dean Academics- Member
- Dean Research- Member
- All HODs – Member

About Monitoring Committee

Netaji Subhas University has a prescribed code of conduct for staff and students, and is also displayed on the University website.

The University believes that to guide and equip staff and students in moral and ethical values are a prime responsibility. To acquittal this responsibility, it conducts awareness programs so that students and staff are supported to carry out their duties and responsibilities by adhering to the rules and regulations and prescribed code of conduct.





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Objectives

Monitor the adherence of the code of conduct organize programs on professional ethics for staff and students organize awareness programs on code of conduct for staff and students implement the annual awareness programs on code of conduct

Functions

1. The committee monitors the implementation of the annual awareness action plans made by the IQAC to drive home the code of conduct through awareness programs, motivational sessions and guest lectures for staff and students.
2. Roles and responsibilities are assigned to faculty coordinators of different committees/cells, HoDs, Dean and Controller of Examinations. The committee monitors the functioning of the following committees concerned with matters of discipline, ethics, and codes of conduct:
 1. Discipline Committee
 2. Anti-Ragging Committee
 3. Grievance Redressal Committee (Student and Faculties)
 4. Internal Complaints Committee / PoSH
 5. The committee maintains reports with supporting documents of the programs organized

The committee meets once in every semester and records the minutes of the meetings.





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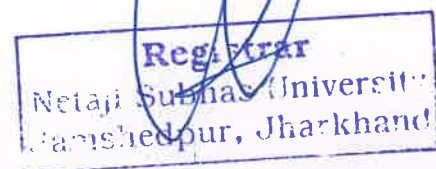
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Proceedings for Violations of the Code of Conduct

Proceedings for violations of the Code of Conduct are carried out in accordance with the established rules and regulations of the university, ensuring fairness, transparency, and adherence to the principles of natural justice.

1. **Receipt of Complaint:** The process is initiated upon receipt of a written complaint or report of alleged misconduct from students, faculty members, staff, or through institutional monitoring mechanisms.
2. **Preliminary Scrutiny:** The complaint is examined by the designated authority or Monitoring Committee to determine whether it falls within the purview of the Code of Conduct. If a prima facie case is established, the matter is formally registered.
3. **Issuance of Notice:** A written notice is issued to the concerned individual, specifying the nature of the allegations and the relevant provisions of the Code of Conduct, and seeking a written explanation within a stipulated time.
4. **Inquiry and Hearing:** A duly constituted committee conducts a fair and impartial inquiry, which may include examination of evidence, interaction with witnesses, and personal hearings. The concerned individual is given an adequate opportunity to present their case.





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5. **Findings and Recommendations:** Upon completion of the inquiry, the committee records its findings and submits recommendations regarding disciplinary action to the competent authority.
6. **Decision and Disciplinary Action:** The competent authority reviews the recommendations and imposes disciplinary measures proportionate to the gravity of the violation, in accordance with institutional regulations.
7. **Right to Appeal:** Provision is made for an appeal against the decision before the appropriate appellate authority within the prescribed time frame.

