

THE W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

STAFF ETHICS AND CODE OF CONDUCT

The WB National University of Juridical Sciences is a law university of international repute, prominence and under constant public scrutiny. Maintaining high levels of integrity and decorum are therefore, a necessity. It is practically impossible for the university to list out in an exhaustive manner, all actions and directives an employee of this university must bear in mind during the course of their employment. Hence, an inexhaustive and indicative list of pointers employees must keep in mind are provided herein.

DO'S

- Maintain absolute integrity and absolute devotion to duty, high ethical standards and honesty at all times.
- Those holding responsible posts should maintain independence, and impartiality in the discharge of their duties. Make choices, take decisions and make recommendations on merit alone. Promote the principles of merit, fairness and impartiality in the discharge of duties.
- Maintain a responsible and decent standard of conduct in private life, and render prompt and courteous service to the public. Keep away from demonstrations organized by political parties in the vicinity/neighbourhood of Government and maintain political neutrality.
- Manage private affairs in such a way as to avoid habitual indebtedness or insolvency. If any legal proceedings are instituted for the recovery of any debt due from you or for adjudging you as an insolvent, report the full facts of such proceedings to the Competent Authority.
- Commit yourself to and uphold the supremacy of the Constitution and democratic values. Defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality.
- Maintain accountability and transparency. If a staff member's actions provide inappropriate personal advantage, or are detrimental to the University's mission, they present a conflict of interest that must be avoided or managed appropriately.
- Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of the society.

- Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices.
- Use the IT infrastructure and facilities for official purposes only. They should not be used for personal gain, and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.
- Encourage reporting in good faith, all information of the alleged improper or wrongful activities to the concerned university authorities:
 - Academic, scientific, or research misconduct;
 - Circumstances of substantial, specific, or imminent danger to a faculty or staff member or the public's health and/or safety;
 - Discrimination or harassment;
 - Fraud;
 - Non-compliance with University policies/procedures;
 - Unethical or unprofessional business conduct or other improper practices or policies.

Where the faculty or staff member is not satisfied with the response of the supervisor, college principal, department head, dean, or administrative head, or is uncomfortable for any reason addressing such concerns to one of these individuals, the faculty or staff member may contact the Office of Human Resources or the Office of the Vice Chancellor. All reports will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter.

- NUJS does not seek to inhibit individual choice in relation to appearance. However, you are expected to dress appropriately and formally to suit the requirement at all times in relation to your role, and to ensure that your personal hygiene and grooming are properly attended to prior to presenting yourself at work.

DON'TS

- Do not get involved in unauthorized communication of any document or any part thereof or classified information to any Government servant or any other persons to whom you are not authorized to communicate such document or classified information.
- Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc. having official dealings with you.
- Do not consume drugs, alcohol or any other intoxicating substance while on duty.

- Do not use your official position or influence directly or indirectly to secure employment for any member of your family in any company or firm.
- Do not join or support any illegal strike, or other forms of protest such as but not limited to a gherao, and lock-out.