

## Criteria VII

### Supporting Documents

#### 7.1 Institutional Values and Social Responsibilities

##### 7.1.10.

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

##### 7.1.10.1.a.

Link for code of conduct display on website (Student)

<https://makautwb.ac.in/policies/Code%20of%20Conduct%20%20For%20Students.pdf>

##### 7.1.10.1.b.

Executive Council resolution for Staff Code of Conduct.  
(Refer Annexure I)

7.1.10.2a. Circulars related to Code of Conduct (Refer Annexure II)

7.1.10.2b. Photo of staff meeting on Code of Conduct held on 09/11/2022.



7.1.10.3. Report on Annual awareness programmes on Code of Conduct

# Annexure :: I ::



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**  
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)  
Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin – 741249  
City Campus: BF-142, Sector-I, Salt Lake, Kolkata-700064

**Minutes of 47<sup>th</sup> Executive Council Meeting held on 18.11.2022 in the Haringhata Campus  
of the University**

Members present:

|     |                              |                        |   |
|-----|------------------------------|------------------------|---|
| 1.  | Prof. Saikat Maitra          | Chairman               | Vice-Chancellor, MAKAUT, WB.                                      |
| 2.  | Prof. Debashis De            | Member                 | Professor, Dept. of Computer Science & Engineering, MAKAUT, WB.   |
| 3.  | Prof. Raja Banerjee          | Member                 | Professor, Dept. of Biotechnology, MAKAUT, WB.                    |
| 4.  | Prof. Indranil Mukherjee     | Member                 | Director School of Management Sciences, MAKAUT, WB.               |
| 5.  | Dr. Ranjita Biswas           | Member                 | Asso. Prof. Dept. of Biotechnology, MAKAUT, WB.                   |
| 6.  | Dr. Mihir Sing               | Member                 | Asst. Prof. Dept. of Computer Science & Engineering, MAKAUT, WB.  |
| 7.  | Dr. Jadav Chandra Das        | Member                 | Asst. Prof. Dept. of Information Technology, MAKAUT, WB.          |
| 8.  | Prof. Krishnendu Chakraborty | Member                 | Principal, Govt. Coll. of Engg. & Ceramic Technology.             |
| 9.  | Prof. Amitava Ray            | Member (Joined online) | Principal, Jalpaiguri Govt. Engg. College                         |
| 10. | Dr. Sutapa Mukherjee         | Member (Joined online) | Principal, B. P. Poddar Inst. Of Mgmt. & Tech                     |
| 11. | Dr. Goutam Mukherjee         | Member                 | Prof. Govt. Coll. of Engg. & Leather Technology.                  |
| 12. | Dr. Satyajit Chakrabarti     | Member (Joined online) | Director, Inst. Of Engg. & Mgmt.                                  |
| 13. | Dr. Biswarup Neogi           | Member                 | Prof. Dept. of ECE, JIS College of Engineering.                   |
| 14. | Prof. Nabarun Bhattacharya   | Member                 | Director, School of Information Science & Technology, MAKAUT, WB. |
| 15. | Dr. Md. Aftabuddin           | Invitee                | Information Scientist, MAKAUT, WB.                                |
| 16. | Dr. Swapan Kumar Maity       | Invitee                | Inspector of Colleges, MAKAUT, WB.                                |
| 17. | Dr. Atri Bhowmik             | Invitee                | Finance Officer, MAKAUT, WB.                                      |
| 18. | Dr. Partha Pratim Lahiri     | Secretary              | Registrar, MAKAUT, WB.  |



per the resolution of the Finance Committee held on 11.11.2022.

**Action to be taken by:** Registrar/Finance Officer.

**47.16 To report the formation of Scrap Disposal Committee.**

The report on the formation of Scrap Disposal Committee was placed in the meeting for consideration by the Registrar (Annexure-XIV).

**Resolved:** The members unanimously accepted the proposed Scrap Disposal Committee.

**Action to be taken by:** Registrar.

**47.17 To report the formation of Survey Committee.**

The Survey Committee report was placed in the meeting for consideration by the Registrar (Annexure-XV).

**Resolved:** The members unanimously accepted the proposed Survey Committee report as well as its constitution for future guidance.

**Action to be taken by:** Registrar.

**47.18 To report on Code of Conduct for Employee of the University.**

Registrar reported in the meeting that since there is no Statute of the University, no Code of Conduct for Employee of the University could be formulated like other State Aided Universities.

**Resolved:** The members unanimously observed that unless any other existing policy document is available, the Code of Conduct for Employee of the University to be as per the West Bengal Service Rule as amended time to time (extant WBSR).

**Action to be taken by:** Registrar.

**47.19 To consider the requirement of faculty members for different departments of the University as per UGC guidelines.**

Hon'ble Vice Chancellor reported that different departments conduct various self-financed programs of unique nature keeping in pace with the industry as well as academic requirements. Since it is very difficult now-a-days to obtain posts from the State Govt., the University may utilized its power to create posts against requisite number of faculty members considering the student intake and cadre ratio. The matter is placed before the Executive Council Meeting for consideration and adoption subject to the condition that recruitment will be made taking into consideration the Student – Teacher ratio as has been notified time to time by UGC/AICTE.

**Resolved:** The members unanimously accepted the proposal.

**Action to be taken by:** Registrar.

*Q*

47.56 To place the overall progress report of the ERP (Enterprise Resource Planning) for consideration.

The overall progress report of the ERP (Annexure-XXXIV) was placed for consideration of the members.

**Resolved:** The report was noted and accepted.

**Action to be taken by:** Registrar.

The meeting ended with thanks to the Chair.

Prof. (Dr.) Saikat Maitra  
*Vice-Chancellor & Chairman, Executive Council,*  
MAKAUT, WB.

Dr. Partha Pratim Lahiri  
*Registrar & Secretary, Executive Council,*  
MAKAUT, WB.

Annexure :: II ::

**VICE-CHANCELLOR'S OFFICE  
MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**

MEMO

No. MAKAUT/VCO/2021/68A

Date: 29/11/2021

|                                     |   |
|-------------------------------------|---|
| From :-<br>Vice-Chancellor's Office | To<br>1. Registrar<br>2. Prof. Indranil Mukherjee<br>3. Prof. Sibamay Dasgupta<br>4. Prof. Sukhendu Samajhdar |
|-------------------------------------|---|

In accordance with the direction of Hon'ble Vice Chancellor a team is being constituted with the following members to draft the code of conduct for the staff and faculty members of the University. The committee will comprise of the following members:

1. Prof. Indranil Mukherjee
2. Prof. Sibamay Dasgupta
3. Prof. Sukhendu Samajhdar

The committee will submit a draft policy document within 15 working days.

*Koita Samita Khan*  
Vice-Chancellor's Secretariat.

 Office of the Vice-Chancellor  
Maulana Abul Kalam Azad University  
of Technology, West Bengal  
Kolkata-64



**VICE-CHANCELLOR'S OFFICE  
MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**

MEMO

No. MAKAUT/VCO/2022/10a


Date : 17/02/2022

|                                  |                              |
|----------------------------------|------------------------------|
| From<br>Vice-Chancellor's Office | To<br>Registrar, MAKAUT, WB. |
|----------------------------------|------------------------------|

In accordance with the direction of the Hon'ble Vice Chancellor, Registrar, MAKAUT, WB. is advised to circulate Code of Conduct for Students through different departments of the University.

*Kosha Samita Khan*

Vice-Chancellor's Secretariat.

 Office of the Vice-Chancellor  
Maulana Abul Kalam Azad University  
of Technology, West Bengal  
Kolkata-64

**VICE-CHANCELLOR'S OFFICE**  
MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST  
BENGAL

**MEMO**

No. MAKAUT/VCO/2022/69A

Date : 21/06/2022

|                          |                       |
|--------------------------|-----------------------|
| From :                   | To :                  |
| Vice-Chancellor's Office | Registrar, MAKAUT, WB |

In accordance with the direction of Hon'ble Vice-Chancellor, Registrar, MAKAUT, WB. is advised to notify all Staffs that as there is no statute of the University, the Code of Conduct for Staffs will be as per West Bengal Service Rule as amended from time to time.

Further, Registrar, MAKAUT, WB. is advised to report the matter at the Executive Council Meeting.

*Kajal Sarda Khan*

Vice-Chancellor's Secretariat



Office of the Vice-Chancellor  
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**MEMO**

No. MAKAUT/VCO-H/2022/ 148

Date: 01/11/2022

|                                  |                                      |
|----------------------------------|--------------------------------------|
| From<br>Vice-Chancellor's Office | To :<br>1. Registrar<br>2. OSD, VCO. |
|----------------------------------|--------------------------------------|

1. In accordance with the direction of Hon'ble Vice - Chancellor, a committee will be formed to monitor adherence to Code of Conduct of students.
2. The committee will comprise of :
  - a. Dr. Partha Pratim Lahiri, Registrar
  - b. Dr. Swapan Kumar Maity, Inspector of Colleges
  - c. Prof. Indranil Mukherjee, Director, School of Management Science.
3. Registrar, MAKAUT, WB. is requested to issue an official notification in this regard.

*Sudiptanshu Roy Chaudhuri*  
OSD, VCO, MAKAUT. WB.



**Sudiptanshu Roy Chaudhuri**  
Officer on Special Duty  
Vice Chancellor Secretariat  
Maulana Abul Kalam Azad University  
Of Technology, West Bengal  
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Haringhata, Nadia - 741249

01/11/22



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MEMO

No. MAKAUT/VCO-H/2022/ 149

Date: 01/11/2022

|                                  |   |
|----------------------------------|---|
| From<br>Vice-Chancellor's Office | To :<br>1. Registrar<br>2. Dr. Debdyut Thakur<br>3. OSD, VCO. |
|----------------------------------|---|

In accordance with the direction of Hon'ble Vice - Chancellor, Dr. Debdyut Thakur will organise an Annual Awareness Program on Code of Conduct.

The program may be organised by 10<sup>th</sup> of November, 2022.

  
OSD, VCO, MAKAUT. WB. 01/11/2022

  
**Sudiptanshu Roy Chaudhuri**  
Officer on Special Duty  
Vice Chancellor Secretariat  
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**MEMO**

No. MAKAUT/VCO-H/2022/162

Date: 14/11/2022

| From                     | To  |
|--------------------------|---|
| Vice-Chancellor's Office | 1) Registrar<br>2) Mrs, Nayana Bose<br>3) Dr. Md Aftabuddin<br>4) OSD,VCO |

1. In accordance with the direction of the Hon'ble Vice-Chancellor and in continuation of MEMO No. - MAKAUT/VCO-H/2022/148, Mrs. Nayana Bose and Dr. Md Aftabuddin may be included in the Code of Conduct Adherence Committee of students.
2. Registrar, MAKAUT, WB. is requested to issue an official notification in this regard.

  
OSD, VCO, MAKAUT. WB. 14/11/2022

  
**Sudiptanshu Roy Chaudhuri**  
Officer on Special Duty  
Vice Chancellor Secretariat  
Maulana Abul Kalam Azad University  
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Annexure :: III ::



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WB.**

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## **Report on Annual Awareness Program on Code of Conduct for students.**

A meeting was held at the Guest House, MAKAUT, WB on 17.11.2022 with the Class Representatives (CR) of the University to aware them about the code of conduct to be followed by the students inside and outside the University campus. It was explained that dignity of the University should be uphold by the students. CRs were requested to aware their class mates about the code of conduct to be followed. Special emphasis was given on the hostel rules to be followed by the students residing at the hostels. It was decided that different types of awareness programs

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will be taken inside to motivate the students take initiative in poster competitions, elocution competition addressing the their duties. Different awareness programs are to be organized by the students through out the year. 42 CRs (list attached) attended the meeting. Dr. Debdu Ghoshthakur, Director, Students Welfare addressed the students and briefed them about the need of awareness programs. He invited the students to form join various awareness programs such as Addiction and Substance Abuse Awareness program, Helath Awareness Program, Clean Environment Program, No plastic Awareness Program, Anti-aging awareness programs, Blood Donation Awareness Program, Green Campus Awareness Program, Self Awareness Program etc. The CRs will be distributed a Google form (attach herewith) which will be sent to students to invite them to join in awareness programs as their choices. Students will plan and organise awareness programs (poster competition, elocution, debate, rally, plantation, cleaning campus etc.) time to time and University will give required logistic support. The CRs will submit the names of volunteers and their subject of choice within a month.

From the table of – Dr. Debdyut Ghoshthakur, Director, Student Welfare