

QUANTUM UNIVERSITY

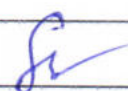



Campus: - Mandawar, 22 Km Mile Stone, Roorkee, Dehradun Highway (NH-73)
ROORKEE- 247 667 (UK)

Minutes of Meeting of Code of Conduct

Date: 2nd July, 2018

A meeting was held on 2nd July, 2018 at 2:30 PM in the conference room.

The meeting was chaired by Mr. Satender Kumar (Convener). The following members attended the meeting

S. No	Name of Faculty Member	Designation	Signature
1.	Mr. Satender Kumar	Convener	
2.	Dr. A K Seth	Member, QU	
3.	Dr. Amit Dixit	Member, QU	
4.	Mr. Deepak Singhal	Member, QGC	
5.	Ms. Gunjan Agarwal	Member, QGC	
6.	Mr. Vaibhav Rathi	Member, QU	
7.	Ms. Pooja Barthwal	Member, QGC	

The following points were discussed in the meeting:


1. Mr. Satender Kumar warmly welcomed all attendees and presented the agenda for the gathering. He presented the Policy for code of Conduct for the university which was approved by 1st Meeting of BOM. He emphasized that the Policy should be circulated among all students, faculty and staff members. He further informed that the Code of Conduct for students have been included in Student Handbook. Similarly, the Code of Conduct for faculty and staff have been included in the Faculty Hand Book.
2. The Convener described the roles and responsibility of the Code of Conduct Committee. He emphasized that the committee will ensure the code of conduct in the Quantum university will be critical for creating a positive and respectful learning environment.

3. During the meeting, the following decisions were made by all the members to use various channels like the university website, orientation sessions, and printed materials to make the code widely accessible:

They further

- a) Emphasized the importance of establishing a comprehensive orientation program for students that includes an introduction to the University's code of ethics
- b) Provided an overview of the University's structure and the responsibilities of new faculty members during faculty orientation for all faculty members and newly introduced faculty members.
- c) Discussed an outreach initiative to raise awareness about UGC Guidelines among faculty and staff members.
- d) They proposed a workshop aimed at enhancing and promoting professional and ethical behavior among both teaching and non-teaching staff members.
- e) To conduct workshops, seminars, and awareness campaigns on topics like diversity, inclusion, and respect. For the current year, it was suggested to explore the importance of Agriculture and patriotism within the community through the Jai Jawan Jai Kissan Awareness program.

5. Ms. Gunjan Aggarwal expressed her gratitude and delivered the vote of thanks at the conclusion of the meeting.


Satender Kumar
Convener

Cc: Chancellor / Vice Chancellor / Secretary / Registrar/ Deans / Directors / COE/ HODs / Concerned Dept. Coordinators / Concerned Faculty Members




Registrar
Quantum University

QUANTUM UNIVERSITY


ROORKEE- 247 667 (UK)

Minutes of the Meeting of the committee for Code of Conduct

Date of Meeting: 4th Jan 2019, Venue: Board Room

A meeting was held on 4th Jan, 2019 at 11:30 AM in the Board Room

The meeting was chaired by Mr. Satender Kumar (Convener). The following members attended the meeting

S. No	Name of Faculty Member	Designation	Signature
1.	Mr. Satender Kumar	Convener	
2.	Dr. A K Seth	Member, QU	
3.	Dr. Amit Dixit	Member, QU	
4.	Mr. Deepak Singhal	Member, QGC	
5.	Ms. Gunjan Agarwal	Member, QGC	
6.	Mr. Vaibhav Rathi	Member, QU	
7.	Ms. Pooja Barthwal	Member, QGC	

Agenda 1: Ms. Gunjan Agarwal, Member presented the Action taken report for the meeting held on Friday, 2nd July, 2018, which is as follows

Agenda	Description	Action Taken
1	The Policy and its implementation	Included the policy in the faculty and student handbook The Policy were told to all students and the faculty members through orientation Program
2.	The Role of COC Members	No further action required. The roles were circulated among members

3.	Wide circulation and Awareness Program for Code of Conduct	<p>comprehensive orientation program for students were conducted in the beginning of session</p> <p>The sensitization of faculty members through orientation in the beginning of 2018-19 session</p> <p>Conducted three events (Guest Lectures/Workshops) for sensitization</p> <p>Initiation of Community Services programs</p>
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The members showed their satisfaction to the action taken on the agenda points and approve the ATR of the last meeting held in July 2018

Agenda 2: The review of the student related indiscipline cases and ragging complains held between session August' 2018 & December 2018

The convener presented the review the cases of the student related indiscipline cases and ragging complains and subsequent action taken by proctor board. The member shown their satisfaction related to the action taken by the administration.

The members emphasized to involve the parents in the cases, appreciated the administration for taking necessary actions for stopping ragging, and zero tolerance for the matter in the campus. The members emphasized to increase resident faculty and staff's participation in maintaining the discipline, especially after non-Academic hours.

One senior member, Dr. A. K. Seth explored the role of Senior Students as mentors cum friend to provide as safe and comfortable environment to the fresher. He mentioned to develop the culture of evening hobby clubs, Sports and other academic activities to enrich harmony among students.

They appreciated the segregation of mess timing for the Senior students and Fresher students.

The members approve the steps taken to curb down the ragging and indiscipline and recommended to administration to take necessary steps as suggested by the committee.

Agenda 3: The review of faculty and staff related issues and resolution made by the administration.

The convener informed the committee about the issues related to code of conduct breach staff and faculty members and subsequent decisions taken by the administration.

The members found the penalties and punishments imposed to the faculty members and staff in order to minimize the practices like late coming to campus, student's attendance not marked in ERP, Not preparing course files, ill evaluation of examination and assignments, Ill response to the instruction and notice.

The members also suggested awarding the oriented and motivated faculty members. They proposed faculty conventions and welfare measures to motivate faculty members.

The members approved the recommendations of above mentioned measures to the University administration.

Agenda 4: IQAC Initiatives to Streamline Office Operations and Enhance Student and Faculty Satisfaction

The IQAC has undertaken several initiatives to reduce administrative and documentation workload while providing mentoring support to improve the satisfaction levels of students and faculty, addressing a significant contributor to misconduct.

The convener apprised the committee of the collaborative efforts between the administration and IQAC, aimed at achieving this objective. These initiatives include:

1. **Awareness:** Conducting Orientation Programs for New Students Covering Various Student Functions
2. **Autonomy and transparency:** Implementing an Automated Question Paper Generation System based on Bloom's Taxonomy to increase
3. **Fairness and Transparency:** Designing and Implementing an Examination System and Process.
4. **Fairness, ownership and Transparency:** Creating a Structured Feedback System that collects data from all stakeholders through ERP and cloud platforms, followed by analysis, action-taken reports, and the integration of recommendations for enhancing

the teaching and learning processes. These reports are widely circulated among faculty and institutional websites

5. Automation and Control Mechanism: Transitioning to an ERP-based teaching and learning process that emphasizes student-centric methods and ICT-enabled tools.

6. Faculty Welfare Initiative: Formulating Policies for Research Promotions and Seed Money Funding

7. Fairness and Transparency: Establishing a Faculty and Staff Appraisal System

8. Canalizing the Energies: Introducing a Passion Programme System

9. Fairness and Transparency: Implementing an Academic Audit System and Procedure

10. Fairness and Transparency: Conducting External Financial Audits

11. Student's Welfare: Launching the Mentor-Mentee System within the University

12. Fairness: Establishing a recruitment system for faculty and staff within the University

13. Fairness and Justice: Creating a system for addressing student grievances related to examinations and other aspects

The committee members recommended these endeavors and expressed their high confidence in nurturing a disciplined environment within the university.

Agenda 5: Report on the events held since last meeting to sensitize on the topics of code of conduct and institutional ethics for the students, staff and faculty members

The convener of the committee presented the report of events held since last meeting to sensitize on the topics of code of conduct and institutional ethics for the students, staff and faculty members as follows

S.NO	NAME OF EVENT	TOPIC	DATE (dd/mm/yyyy)	OBJECTIVE
1.	Awareness Programme	Annual Awareness Programme on code of conduct for students	18/08/18	The objective of the "Annual Awareness Programme on Code of Conduct for Students" is to promote a strong and ethical campus culture by educating

				students about the institution's code of conduct and fostering a sense of responsibility and accountability among them.
2.	Workshop	"Professional Conduct and Excellence: A Workshop for Non-Teaching Staff"	23/08/18	The objective of the workshop, "Professional Conduct and Excellence: A Workshop for Non-Teaching Staff," is to provide non-teaching staff members with a comprehensive understanding of the code of conduct and ethical standards expected in their roles.
5.	Ethics Enrichment Programme	Building Ethical Foundations: Adding a Course on Human Values and Ethics to Foster Professional Ethics.	January 2019 to June 2019	The objective of implementing the course on "Human Values and Ethics" is to cultivate a strong ethical foundation among students, professionals, and individuals within the organization.
6.	Awareness Programme	A Play on "Jai Jawan, Jai Kisan: Upholding the Spirit in Our Code of Conduct"	19/01/2019	The objective of the event "Jai Jawan, Jai Kisan: Upholding the Spirit in Our Code of Conduct" is to celebrate and reinforce the values of patriotism, agriculture, and ethical conduct within the community.

The members appreciated the efforts and planned annual event for Teachers and staff for the semester.

Agenda 6: Ms. Gunjan Aggarwal expressed her gratitude and delivered the vote of thanks at the conclusion of the meeting.


Satender Kumar
Convener

Cc: Chancellor / Vice Chancellor / Secretary / Registrar/ Deans / Directors / COE/ HODs / Concerned Dept. Coordinators / Concerned Faculty Members

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Quantum University, Roorkee

Minutes of the Meeting of the Committee for Code of Conduct

Date of Meeting: 21st September 2019, 2:00 -3:45PM, Venue: Board Room

A meeting of committee the code of conduct was held on 21st September 2019, 2:00 -3:45PM, Venue: Board Room. The Chairman welcomed all the newly appointed members stating the purpose of the committee.

The following members were present in the meeting

S.No	Name of Faculty Member	Designation	Signature
1.	Mr. Satender Kumar	Convener	
2.	Dr. A K Seth	Member	
3.	Dr. Amit Dixit	Member	
4.	Dr. Mousami Goel	Member	
5.	Dr. Gaurav Agarwal	Member	
6.	Mr. Vaibhav Rathi	Member	
7.	Dr. Anjay Singh Bisht	Member Secretary	

Agenda 1: To confirm the minute of the previous meeting held on 04th Jan 2019.

The minutes were circulated. Dr. Anjay Kumar Bisht presented the minutes. The committee approved the minutes.

Agenda 2: The Action taken report on the decisions made in the meeting held on 04th Jan 2019

Dr. Anjay Kumar Bisht presented the Action taken report as follows

Agenda Item	Description	Action Taken
Agenda 2	The review of the student related indiscipline cases and ragging complains	<p>A copy of decision is started sending to parents</p> <p>ACER is founded for Hostel Duties</p> <p>Provision of Campus Ambassador was established in campus</p> <p>Registration of all senior and junior students on UGC Portal at the time of registrations</p>

Agenda 3	The review of faculty and staff related issues and resolution made by the administration	welfare measures has been incorporated in the policy
Agenda 4	IQAC Initiatives to Streamline Office Operations and Enhance Student and Faculty Satisfaction	Impact Analysis is being conducted

The members approved the ATR.

Agenda 3: To promote a 'Culture of Respect' among students to minimize the reoccurrence of some fights among students

During the review of instances of student misconduct related to minor issues in the last semester, the members emphasized the importance of pay respect to others in a university community that embraces principles of respect, inclusion, and diversity. Additionally, a recommendation was made to encourage values and conduct that align with the established code of ethics. The pivotal role of parents and mentors in this endeavor was acknowledged, and it was proposed that mentors receive guidance and training to impart the values of respect to their mentees.

Agenda 4: Review of night duties by ACER members

The members review the night duties by ACER members in Hostels. It has been observed that these duties are very effective for maintaining the discipline in the Non- Academic Hours. The activities of various Clubs in non –Academic hours to enhance the creativity and learning of the students

The members told the committee that over timing at Library and internet lab have attracted students to spend more time in learning, which has reduced serious confrontation among students.

The members recommended the practices to be continued.

Agenda 5: Review of Faculty Convention for promotion of Faculty Welfare

The members reviewed the faculty Convention an annual event for faculty promotion. This event was organized to promote and motivation among teachers. The best teacher award was also presented in which one criteria of judgment was code of conduct.

Agenda 6: To recommend ERP Access on web

The members recommended the ERP access on teachers mobile also so that they may finish their Academic tasks at home also. This will held faculty members to adhere the task deadlines.

The members recommended Assignment Evaluation, Attendance marking and uploading teaching materials, Quizzes etc. from their home too.

Agenda 7: Review of Wearing casual dresses by faculty members

The members emphasized regarding casual culture of teachers not wearing formals during classes. This deviation is noticed frequently in many cases. Therefore, Members requested the Chairman to issue notices to teachers to follow the rules mentioned in the rule book.

The Chairman took note of the problem.


Agenda 8: Report on the events held since last meeting to sensitize on the topics of code of conduct and intuitional ethics for the students, staff and faculty members

The convener of the committee presented the report of events held since last meeting to sensitize on the topics of code of conduct and intuitional ethics for the students, staff and faculty members as follows

S.No.	Event	Title	Place	Date	Summary
1.	Workshop	"Guiding Principles: A Workshop on the Code of Conduct for Teachers"	Conference Room	20/03/19	The workshop, "Guiding Principles: A Workshop on the Code of Conduct for Teachers," aims to provide educators with a comprehensive understanding of ethical guidelines and professional standards in their roles as teachers. Total Attendance in the event was 34 faculty members
2.	Panel Discussion	Role of Sr. Officers for the effective implementation of Code of Conduct	Conference Room	29/03/19	The objective of the Panel Discussion on "Role of Sr. Officers for the effective implementation of Code of Conduct" is to promote a culture of ethical behaviour, professionalism, and integrity within the academic institution or organization. Total 12 officers including Chancellor, Vice Chancellor, Registrar, COE and Deans attended the programs. Dr. Ashu Rani, Dean Research, Kota University, Rajasthan was resource person for the Program

The members appreciated the efforts and planned similar programs for next session.

Agenda 9: Ms. Gunjan Aggarwal expressed her gratitude and delivered the vote of thanks at the conclusion of the meeting.


Satender Kumar
Convener

Cc: Chancellor / Vice Chancellor / Secretary / Registrar/ Deans / Directors / COE/ HODs / Concerned Dept. Coordinators / Concerned Faculty Members


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Quantum University, Roorkee

Minutes of the Meeting of the Committee for Code of Conduct
Date of Meeting: 28th March 2020, 5:00 -5:45PM, Venue: Google Meet

A meeting of committee the code of conduct was held on 28th March 2020, 5:00 -5:45PM, Venue: Google Meet. The Chairman welcomed all the members and pray God for wellbeing during COVID time
The following members were present in the meeting

S.No	Name of Faculty Member	Designation	Signature
1.	Mr. Satender Kumar	Convener	Online Present
2.	Dr. A K Seth	Member	Online Present
3.	Dr. Amit Dixit	Member	Online Present
4.	Dr. Mousami Goel	Member	Online Present
5.	Dr. Gaurav Agarwal	Member	Could Not attend the Meeting
6.	Mr. Vaibhav Rathi	Member	Online Present
7.	Dr. Anjay Singh Bisht	Member Secretary	Could Not attend the Meeting

The Convener took agenda point.

He informed that the campus is closed due to lockdown imposed, as COVID is all round. He emphasized that Online protocol will be followed for teaching learning process

Following steps are taken for smooth conductions of classes

1. SOPs for Online teaching
2. The rule and regulation for Examination and assignments
3. The rules for attending classes
4. Establishing Help Desk for students' problems related to general administrations and Examination.
5. Wide Circulation of SOPs among faculty Members and Students
6. To help faculty members, their families and for the student's a COVID help line, Whatsapp group is formed by which they may access medical emergencies like Gas Cylinder (which is stocked by the University), ICU and Other related issues
7. The members showed their satisfaction regarding financial help in terms of continuation of salaries and reduction in Hostel and Bus Fees for students.
8. The university has developed facilities for online creation as some of the faculty members are residing inside the campus

9. COVID advisory are in place.

The members had the opinion that these small measures in light of welfare will definitely be establishing good trust among all students and teachers which in turn inculcate belongings for university.

The meeting ended with vote of thanks

S/d

Satendra Kumar

Convener

Vinod Kumar

Vice Chancellor
Quantum University
Roorkee, India

Cc: Chancellor / Vice Chancellor / Secretary / Registrar/ Deans / Directors / COE/ HODs / Concerned
Dept. Coordinators / Concerned Faculty Members




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Quantum University, Roorkee

Minutes of the Meeting of the Committee for Code of Conduct

Date of Meeting: 23rd January 2021, 3:00 - 4:00 PM, Venue: Google Meet

A meeting of committee the code of conduct was held on 23rd January 2021, 3:00 - 4:00 PM, Venue: Google Meet. The Chairman welcomed all the members some members attended the meeting on Google Meet as they were on 'Work from Home' status.

The following members were present in the meeting

S.No	Name of Faculty Member	Designation	Signature
1.	Mr. Satender Kumar	Convener	
2.	Dr. A K Seth	Member	Online
3.	Dr. Amit Dixit	Member	
4.	Dr. Mousami Goel	Member	Online
5.	Dr. Gaurav Agarwal	Member	
6.	Mr. Vaibhav Rathi	Member	Online
7.	Dr. Anjay Singh Bisht	Member Secretary	Online

The Convener initiated the meeting with the following agenda point. He apprised the attendees that, in light of the prevailing COVID-19 situation, the campus had been temporarily closed due to lockdown measures due to this previously scheduled meeting was not be able to held.

Agenda 1: Online Protocols

The convener emphasized that the efforts to implement an online protocol for the teaching and learning process have been highly successful. According to student feedback, they are satisfied with the timely declaration of the previous semester's results.

Agenda 2: Circulation of COVID-Appropriate Advisory to Students

Members expressed concern about the need for proper Standard Operating Procedures (SOPs) for COVID-Appropriate Behavior and Travel Guidelines before students return to the campus after the lockdown. The convener assured everyone that he would request the registrar to develop these guidelines in accordance with government directives.

Agenda 3: Vaccination Drive for Staff, Faculty Members, and Students

Members also suggested that the university administration should engage with the Health Department to organize a health and vaccination camp in the college, making vaccinations

available to staff and faculty members, followed by students of a certain age. The convener assured everyone that he would discuss this matter with the registrar.

Agenda 4: Working Flexibility Measures

Members appreciated the administration for providing working flexibility to all staff and faculty members during the COVID-19 pandemic. Members expressed their satisfaction. They also requested the periodic publication of advisories on COVID-Appropriate Behaviors to ensure that faculty members and staff coming to campus for work remain uninfected.


Agenda 5: Matters of Indiscipline

During the lockdown, no disciplinary matters related to staff, students, or teachers were reported.

Agenda 6: Formation of Research Ethics Committee and inclusion of minutes of Research Ethics committee in the Code of Conduct Committee

The convener informed that the University formed the Research Ethics Committee in August 2020 as per the University Research Advisory Group. The convener presented the list of members. He further mentioned that the minutes of Research Ethics Committee will be included to review in the Code of Conduct meeting to evaluate the adherence as per the policy.

The members of the meeting believed that these considerate measures, focused on the welfare of all students and teachers, would foster trust and a sense of belonging within the university community. The meeting concluded with a vote of thanks.


Satendra Kumar
Convener

Cc: Chancellor / Vice Chancellor / Secretary / Registrar/ Deans / Directors / COE/ HODs /
Concerned Dept. Coordinators / Concerned Faculty Members


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Minutes of the Meeting of the Committee for Code of Conduct
Date of Meeting: 04/11/2021, 2:00 - 3:00 PM, Venue: Board Room

A meeting of committee the code of conduct was held on 04/11/2021, 2:00 - 3:00 PM, Venue: Board Room. The Chairman welcomed all the members.

The following members were present in the meeting

S.No	Name of Faculty Member	Designation	Signature
1.	Mr. Satender Kumar	Convener	
2.	Dr. A K Seth	Member	
3.	Dr. Amit Dixit	Member	
4.	Dr. Mousami Goel	Member	
5.	Dr. Gaurav Agarwal	Member	
6.	Mr. Vaibhav Rathi	Member	
7.	Dr. Anjay Singh Bisht	Member Secretary	

The Convener initiated the meeting with the following agenda point. He apprised the attendees and congratulate members successfully handled challenges imposed by COVID'19

He informed the committee regarding 1st year admission which is going on currently. The senior batches studies are going in full swing. The Covid protocols are being followed. The students are advised to follow the Covid appropriate behavior. The university has arranged social distancing in Mess, Canteen and common areas. A constant vigilance has been imposed in hostels and corridors.

He further took up the following agenda points

Agenda 1: Steps taken by Discipline Committee for curbing ragging in the campus

The convener informed that the Disciplinary Committee and Anti Ragging committee has been formed and the duty charts have been in force. The members reviewed the efforts that are being adopted by the university.

Agenda 2: Steps taken and planned for sensitizing students, faculty and staff regarding Code of Conduct in forth coming session

As practiced in the previous years, the members suggested that Campus Ambassadors Program, Orientation Program for fresher students to sensitize about Code of Conduct adopted by the faculty members for the coming session. Further, the convener informed that the orientation for seniors and newly admitted faculty members have already been conducted and code of conduct was one of the topic which has been covered in these orientations.

Agenda 3: Review of the Discipline cases of Students in last semester.

As the semester went in lock down no discipline case was reported

Agenda 4: Review of Research Ethic committee Minutes

The convener informed the committee that all final year dissertation, Ph.D. Synopsys reports were attached with Plagiarism Report which is issued by the Research Ethics Committee.

The members shown their satisfaction and requested through convener that these report should be part of Shodh Ganga, Infilbnet and central repository of the University.

The member also observed that all the research topics related to Bio Sciences are free from other related research ethics (Bio Safety and Chemical Hazards) which is investigated by the Ethic Research Committee.

Agenda 5: Review of the code of conduct of staff and faculty members

The convener informed the committee that no serious complain was there related to misconduct except late coming. The convener informed the committee that penalties were imposed as pr the rule of the university.

Agenda 6: The events conducted for sensitization of Code of Conduct

The convener informed that he following events were conducted to sensitized regarding Code of Conduct since the last meeting

S.NO	NAME OF EVENT	TOPIC	MODE OF ACTIVITY	DATE (dd/mm/yyyy)	OBJECTIVE
1.	Orientation Program	Orientation Program for Freshers (1st Year: 2020-2021)	Online	23/09/2020	The objective of the Online Orientation Program for Freshers (1st Year: 2020-2021) was to provide a comprehensive introduction to the university campus, its academic offerings, and resources for incoming 1st-year students. Due to the COVID-19 pandemic, the program was conducted entirely online to ensure the safety and well-being of all participants.
2.	Enrichment Programme	Building Ethical Foundations: Adding a Course on Human Values and Ethics to Foster Professional		Offline (Six-month Course for all Students)	For academic session 2020- 2021

		Ethics.			
3.	FDP	Ethics versus Morality: A Problematic Divide	Offline	04/10/20	The objective of this discourse is to critically examine the division between ethics and morality, highlighting the challenges and complexities that arise when attempting to separate the two concepts. The note aims to explore how the distinction between ethics and morality can be problematic and potentially misleading, as well as to foster a deeper understanding of their interconnectedness in shaping human behaviour and decision-making.
4.	Workshop	"Guidelines for Professional Excellence: A Workshop on Code of Conduct for Teaching Staff"	Offline	17/08/2020	The objective of "Guidelines for Professional Excellence: A Workshop on Code of Conduct for Teaching Staff" is to provide teaching staff with a comprehensive understanding of ethical and professional standards in education.
5.	Workshop	Setting Standards: A Workshop on Code of Conduct for Non-Teaching Staff	Offline	10/02/21	The objective of "Setting Standards: A Workshop on Code of Conduct for Non-Teaching Staff" is to equip non-teaching staff members with a clear and comprehensive understanding of the organization's code of conduct and ethical guidelines. Through engaging discussions and practical exercises, participants will learn how to exemplify professionalism, integrity, and teamwork in their roles. This workshop aims to foster a workplace culture characterized by respect, responsibility, and accountability, enabling non-teaching staff to contribute effectively to the organization's mission and uphold the highest standards of conduct in their daily work.
6.	Awareness Programme	Annual Awareness Programme on code of conduct for students.	Offline	03/04/21	The objective of the Annual Awareness Programme on Code of Conduct for Students is to educate and inform the student body about the established rules, regulations, and ethical guidelines governing their behaviour and conduct within the educational institution.

The members appreciate the efforts by the Committee.

The members of the meeting believed that these considerate measures, focused on the welfare of all students and teachers, would foster trust and a sense of belonging within the university community.

The meeting concluded with a vote of thanks.


Satendra Kumar
Convener

Cc: Chancellor / Vice Chancellor / Secretary / Registrar/ Deans / Directors / COE/ HODs /
Concerned Dept. Coordinators / Concerned Faculty Members




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Quantum University

Quantum University, Roorkee

Minutes of the Meeting of the Committee for Code of Conduct
Date of Meeting: 05/09/2022, 2:00 - 3:00 PM, Venue: Board Room

A meeting of committee for the code of conduct was held on 05/09/2022, 2:00 - 3:00 PM, Venue: Board Room. The Chairman welcomed all the members.

The following members were present in the meeting

S.No	Name of Faculty Member	Designation	Signature
1.	Dr. Satender Kumar	Convener	
2.	Dr. A K Seth	Member	
3.	Dr. Amit Dixit	Member	
4.	Dr. Mousami Goel	Member	
5.	Dr. Gaurav Agarwal	Member	
6.	Mr. Vaibhav Rathi	Member	
7.	Dr. Anjay Singh Bisht	Member Secretary	

The Convener initiated the meeting with the following agenda points.

Agenda 1: Action taken report of the previous meeting held on 04/11/2021. Dr Anjay Singh Bisht presented the Action Taken Report for the meeting which as follows

S. No.	Agenda	Action Taken
1	Steps taken by Discipline Committee for curbing ragging in the campus	Due to very effective measures, the ragging cases are almost nil in the current semester.
2.	Steps taken and planned for sensitizing students, faculty and staff members regarding Code of Conduct in forth coming session	Necessary action taken and implemented for current semester
3.	Review of the Discipline cases of Students in last semester.	No action required
4.	Review of Research Ethic committee Minutes	No action required
5.	Review of the code of conduct of staff and faculty members	No action required
6	The events conducted for sensitization of Code of Conduct	No action required

The members approved ATR.

Agenda 2: Review of the Discipline and Code of Conduct cases of Students in last semester.

The members reviewed the cases of indiscipline reported in Proctorial Board and Woman Cell and the decisions made by Proctorial Board. While reviewing the cases, the member observed that there is a requirement of legal cell in the University. The member of the legal cell may be part of Proctorial Board. In every case, the legal angle should also be considered so that culprits should not use escape using legal aspects.

The convener assured the members to forward the issue to the Vice Chancellor so that proper steps may be taken in this matter.

Agenda 3: Review of the Code of Conduct cases of the staff and faculty members in the last semester.

The convener reported no such case found in the last semester

Agenda 4: Review of Code of Research Ethics

The convener reviewed the minutes of last meeting on the Code of Research Ethics. All PG and Doctoral reports were examined for plagiarism according to the rule of the Policy. The members emphasized the similar reports for final year students UG programs too. The suggested that Anti plagiarism software should be made available to UG student through the teachers. They suggested to use Shodhsudhi Portal for this purpose.

Agenda 5: Review of Events for sensitization of Code of Conduct held since last meeting

Mr. Anjay Kumar Bisht presented a report of Events for sensitization of Code of Conduct held since last meeting as follows

1.	Orientation Programme	Orientation Program for Freshers (1st Year: 2022-2023)	Offline	28/07/2022 to 01/08/2022	The "Orientation Program for Freshers (1st Year: 2022-2023)" aims to provide a comprehensive and welcoming introduction for newly admitted students who are entering the academic institution for the first time in the academic year 2022-2023. The program's primary objective is to help these students smoothly transition into college life by acquainting them with the institution's culture, academic environment, support services, and extracurricular opportunities. The orientation program seeks to create a positive and inclusive atmosphere, ensuring that the freshers feel comfortable, informed, and well-prepared to embark on their educational journey.
2.	Induction Programme	Induction Program for faculty & Staff (Odd Semester: 2022-2023)	Offline	08/08/2022 to 13/08/2022	The "Induction Program for Faculty & Staff (Odd Semester: 2022-2023)" aims to facilitate a smooth and effective on boarding process for newly hired faculty and staff members who have joined the academic institution or organization for the first time in the odd semester of the academic year 2022-2023. The program's primary objective is to familiarize these individuals with the institution's culture, values, policies, procedures, and their respective roles and responsibilities. By providing

					comprehensive orientation and professional development opportunities, the induction program seeks to foster a positive and productive work environment, encouraging new faculty and staff to integrate seamlessly into their roles and contribute to the institution's success.
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The members appreciated the efforts made.

The meeting ended with vote of thanks.


Satendra Kumar
Convener

Cc: Chancellor / Vice Chancellor / Secretary / Registrar/ Deans / Directors / COE/ IIODs /
Concerned Dept. Coordinators / Concerned Faculty Members




Registrar
Quantum University

Quantum University, Roorkee

Minutes of the Meeting of the Committee for Code of Conduct
Date of Meeting: 07/04/2023, 1:00 - 2:30 PM, Venue: Board Room

A meeting of committee the code of conduct was held on 07/04/2023, 1:00 - 2:30 PM, Venue: Board Room. The Chairman welcomed all the members.

The following members were present in the meeting

S.No	Name of Faculty Member	Designation	Signature
1.	Dr. Satender Kumar	Convener	
2.	Dr. A K Seth	Member	
3.	Dr. Amit Dixit	Member	
4.	Dr. Mousami Goel	Member	
5.	Dr. Gaurav Agarwal	Member	
6.	Mr. Vaibhav Rathi	Member	
7.	Dr. Anjay Singh Bisht	Member Secretary	

The Convener initiated the meeting with the following agenda point.

Agenda1: Action taken report of the previous meeting held on 04/11/2021. Dr Anjay Singh Bisht presented the Action Taken Report for the meeting which as follows

S. No.	Agenda	Action Taken
Agenda 2	Review of the Discipline and Code of Conduct cases of Students in last semester.	Legal Cell for formed in the Department of Law. Mr. Arjun Bhardwaj is included in Proctorial Board.
Agenda 3	Review of the Code of Conduct cases of the staff and faculty members in the last semester	No action Required
Agenda 4	Review of Code of Research Ethics	No action required
Agenda 5	Review of Events for sensitization of Code of Conduct held since last meeting	No action required

The members approved ATR.

Agenda 2: Review of the Discipline and Code of Conduct cases of Students in last semester.

The members reviewed the cases of indiscipline reported in Proctorial Board and Woman Cell and the decisions made by Proctorial Board. Some case was related to breakages. The Decision taken by Proctorial Board was highly appreciated in which students are asked to mend the breakages on their own cost as punishment. The members suggested that the students should have sense of belongingness.

The convener of the committee informed the members that the university mess committee initiated the drive among all the hostellers to avoid Food Wastages which went successful. Similarly, the university has install auto off switches in rooms to save electricity. The campaign went useful and able to save valuable electricity in class rooms and other areas.

Agenda 3: Review of the Code of Conduct cases of the staff and faculty members in the last semester.

The convener reported that some cases from teachers have been reported during Academic Audits for not uploading teaching material. The teachers were warned with letters issued to them.

The members are hopeful that the Teaching learning Practices shall be in order by close monitoring.

The system of monitoring attendance in classes were also adopted to curb down false attendance marking in some cases. Real time attendance monitoring is also adopted.

Agenda 4: Review of Code of Research Ethics

The convener reviewed the minutes of last meeting on the Code of Research Ethics. All PG and Doctoral reports were examined for plagiarism according to the rule of the Policy. For all the UG Projects and reports, the supervisors are instructed to perform plagiarism check by the software **Drillbit** which is made available to all teacher by signing membership by Infilbnet.

The members suggested that some SOPs are needed to ensure plagiarism check for UG reports across the university in a controlled fashion.

Agenda 5: Review of Events for sensitization of Code of Conduct held since last meeting

Mr. Anjay Kumar Bisht presented a report of Events for sensitization of Code of Conduct held since last meeting as follows

S.No.	Event	Title	Place	Date	Description
1.	Awareness Programme	"Guiding Principles: Fostering Ethical Conduct in Education" on code of conduct for students.	Offline	28/10/2022	The "Annual Awareness Programme on Code of Conduct for Students" aims to educate and sensitize students about the established code of conduct within an educational institution. The program is conducted annually to ensure that all students are well-informed about the expected behavioural standards and values that they are required to uphold

					during their time as members of the academic community.
2.	Enrichment of Ethical Foundation	Building Ethical Foundations: Adding a Course on Human Values and Ethics to Foster Professional Ethics.	Offline (Six-month Course for all Students)	For academic session 2022 - 2023	The "Enrichment of Ethical Foundation" initiative aims to strengthen and deepen the ethical principles and values within an organization or academic institution. The primary objective is to provide education, training, and resources to individuals to enhance their understanding of ethical decision-making, integrity, and accountability. By fostering a strong ethical foundation, the initiative seeks to promote a culture of trust, respect, and responsible behaviour, leading to a positive impact on the organization's reputation, employee or student morale, and overall success.
3.	Induction Program	Induction Program for New Joining (Even Semester: 2022-2023)	Offline	03/02/2023 to 09/02/2023	The "Induction Program for New Joining (Even Semester: 2022-2023)" aims to provide a comprehensive and structured orientation for individuals who have recently joined the organization or academic institution during the even semester of the academic year 2022-2023. The primary objective of the program is to help these new members integrate smoothly into their respective roles, understand the organization's culture and values, and become familiar with policies, procedures, and resources. By facilitating a positive on boarding experience, the induction program seeks to promote a sense of belonging, productivity, and motivation among the new joiners, ensuring they can quickly contribute to the organization's success and achieve their professional or academic goals.
4.	Orientation Program	Orientation Program for 1st Year (Even Semester: 2022-2023)	Offline	11/02/2023	The "Orientation Program for 1st Year (Even Semester: 2022-2023)" aims to welcome and introduce newly enrolled students to the academic institution, ensuring a smooth and successful transition into college life during the even semester of the academic year 2022-2023. The primary objective of this program is to provide essential information about the institution's academic structure, support services, campus facilities, and extracurricular opportunities. By creating a warm and inclusive environment, the orientation

					program aims to help first-year students adapt to their new surroundings, build meaningful connections with peers and faculty, and lay the foundation for a positive and enriching academic journey.
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The members appreciated the efforts made.

The meeting ended with vote of thanks.


Satendra Kumar
Convener

Cc: Chancellor / Vice Chancellor / Secretary / Registrar/ Deans / Directors / COE/ HODs /
Concerned Dept. Coordinators / Concerned Faculty Members

X-X-X




Registrar
Quantum University