



## हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

नवाबगंज, कानपुर - 208002, उ.प्र., भारत

**HARCOURT BUTLER TECHNICAL UNIVERSITY**

NAWABGANJ, KANPUR - 208002, U.P., INDIA

**(Formerly Harcourt Butler Technological Institute, Kanpur)**

Phone : +91-0512-2534001-5, 2533812, website : <http://www.hbtu.ac.in>, Email : [vc@hbtu.ac.in](mailto:vc@hbtu.ac.in)

**100** YEARS  
1921 - 2021

### **HEI Response: Metric ID 7.1.10**

HEI Input A. Any 4 or all of the above.


Response:

A single pdf containing:

1) Policy document on code of ethics, 2) Constitution and proceedings of the monitoring committee, 3) Circulars and photographs with date and caption of the activities organized under this metric for teachers, students, administrators and other staff, 4) Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority, 5) Handbooks, manuals and brochures on human values and professional ethics, 6) Report on the student attributes facilitated by the Institution.

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(Prof. S.K. Sharma)  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002



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**100** YEARS  
1921 - 2021

**Code of Conduct**

**Policy Document**

**Rules, Memorandum,  
Leave Regulations  
Conduct Rules  
and  
Bye Laws  
of**

**Harcourt Butler Technological Institute  
(Kanpur) Society**



**H. B. Technological Institute,  
KANPUR.**

**SCHEDULE 'A'**

**H. B. T. I. ( KANPUR ) EMPLOYEES CONDUCT RULES**

1. (a) **SHORT TITLE :** These rules may called the H. B. T. I. Kanpur Employees Conduct Rules.

(b) **Application :** The provisions contained in this Schedule shall apply to all employees of the Institute.

**2. Definition.**

In this Schedule unless the context otherwise requires :

(a) "Competent authority" means :

(i) "Board of Governors" in the case of the Director.

(ii) "Director" in the case of all other employees.

(b) "employee" means a person appointed to the Service and posts in connection with affairs of the Institute.

(c) "Members of the Family" in relation to an employee include.

(i) the wife, son, step-son, unmarried daughter, or unmarried step-daughters of such employee, whether residing with him or not

and, in relation to an employee who is a woman, the husband residing with her and dependent on her, and

(ii) any other person related, whether by blood or by marriage to the employee or to such employee's wife or her husband, an wholly dependent on such employee, but does not include as wife or husband legally separated from the employee or a son, step-son, unmarried daughter or unmarried step-daughter who is no longer, in any way dependent upon him or her, or of whose custody, the employee has been deprived by law.

(d) "Service" means the service under the Institute.

**3. General.**

(a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strict honest and impartial in his official dealings.

(b) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.

(c) Unless otherwise stated specifically in the terms of appointment, every employee is a wholetime employee of the Institute, and may be called upon to perform such duties, as may be assigned to him be competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter alia include attendance

at meetings of committees to which he may be appointed by the Institute.

- (b) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (c) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (f) No employee shall leave station except with the previous permission of competent authority even during leave or vacation.
- (g) Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or Director if he is himself the Head of Department, the address where he would be available during the period of his absence from station.

#### 4. Equal Treatment For All.

Every employee shall accord equal treatment to people irrespective of their caste, sect or religion.

#### 5. Taking Part in Politics And Elections

- (1) No employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of or assist in any other manner, any movement or organisation which is or tends directly or indirectly to be, subversive of the Govt. as by law established.

- (2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends, directly or indirectly to be, subversive of the Government as by law established and where an employee fails to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity he shall make a report to that effect to the Director of the Institute. For purposes of these rules, the Institute will prepare and notify a list of movements organisations or activities considered to be subversive. If any question arises whether any movement or activity falls within the scope of the rule the decision of the Board of Governors thereon, shall be final.
- (3) No employee shall canvass or otherwise interfere or use his influence in connexion with, or take part in, an election to any legislature or local authority.

#### Provided That :

- (i) an employee qualified to vote at such election may exercise his right vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted ;
- (ii) an employee shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in due Performance of a duty imposed on him by or under any law for the time being in force.

**Explanation :**

The display by an employee on his person vehicle, or residence, of any electoral symbol shall amount to using his influence in connexion with an election within the meaning of this sub-rule.

**Illustration :**

Acting as a Returning Officer, Assistant Returning Officer, Presiding Officer, polling Officer or Polling Clerk in connexion with an election does not contravene the provisions of this sub-rule.

**5-A Demonstrations and Strikes.**

No employee engage himself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his conditions of service.

**5-B Joining of Association By Employees.**

No employee shall join or continue to be a member of any service Association of employees.

- (a) which has not, within a period of one month from its formation, obtained the recognition of the Board of Governors, or
- (b) recognition in respect of which has been refused or withdrawn by the Board of Governors.

**6. Connection With Press or Radio.**

- (1) No employee shall, except with the previous

sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.

- (2) No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical :

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

**7. Criticism of the Institute.**

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person, or in any communication to the Press or in public utterance, make any statement of fact or opinion.

- (i) Which has the effect of any adverse criticism of any decision of his superior officers, or of any current or recent policy or action of the Institute, or
- (ii) Which is capable of embarrassing the relations between the Institute and Uttar Pradesh Govt. and the Central Govt. or the Govt. of any other State or any other institution or organisation or member of the public, or

- (iii) Which is capable of embarrassing the relations between the Central Govt. and the Govt. of any foreign State.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in the due performance of the duties assigned to him.

**B. Evidence Before Committee or any other Authority.**

- (1) Save as provided in sub-rule (3) below, no employee shall, except with the previous sanction of the competent authority give evidence in connexion with any inquiry by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule.
  - (1) no employee giving such evidence shall criticise the policy or any action of the Institute, the Central Govt. or any State Govt.
- (3) Nothing in the rule shall apply to-
  - (a) evidence given at an inquiry before an authority appointed by the Institute, by the Central Govt., by a State Legislature or by Parliament, or
  - (b) evidence given in any judicial inquiry.

**9. Unauthorised Communication of Information.**

No employee shall, except in accordance with any general or special order of the competent

authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any person to whom he is not authorized to communicate such document or information;

**10. Subscriptions.**

An employee may, with the previous sanction of the competent authority ask for, or accept or participate in the raising of, a subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility, but it shall not be permissible for him to ask for subscription etc. for any other purpose whatsoever.

**ILLUSTRATION :**

An employee may, with the previous sanction of the competent authority, raise subscription for the boring of a tube-well for the use of the public or for the construction or repair of a public ghat.

**11. Gifts.**

An employee shall not without previous approval of the competent authority :

- (a) accept directly or indirectly on his own behalf or on behalf of any other person, or
- (b) permit any member of his family, who is dependent on him to accept any gift, gratuity or reward from any person other than a close relation;

Provided that he may accept or permit

any member of his family to accept from a personal friend a wedding present or a present on a ceremonial occasion of a value not exceeding Rs. 101/-All employee shall, however, use their best endeavour to discourage even the tender of such present.

#### 12. Public Demonstrations in Honour of an Employee.

No employee shall, except with the previous sanction of the competent authority receive any complimentary or valedictory a dress, or accept any testimonial or attend any meeting or public entertainment held in his honour, or in the honour of any other employee ;

Provided that nothing in this rule shall apply to a farewell entertainment of a substantially private or informal character and held in honour of an employee on the occasion of his retirement or transfer or of any person who has recently quitted service of the Institute.

#### 13. Private Trade or Employment

No employee shall, except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any employment ;

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs the Director of the Institute within one month of his undertaking such a work ; but he shall undertake,

or shall discontinue such work if so directed by the competent authority.

#### 14. Registration, Promotion and Management of Companies.

No employee shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1913, or under any other law for the time being in force ;

Provided that an employee may take part in the registration, promotion or management of a co-operative society registered under the Co-operative Societies Act ( Act II of 1912 ), or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 ( Act XXI of 1860 ), or under any corresponding law in force. Act, 1912 ( Act II of 1912 ) or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 ( Act XXI of 1860 ), or under any corresponding law in force.

#### 15. Insurance Business.

No employee shall except with previous sanction of the competent authority, act as an insurance agent or permit his wife or any other relative who is either wholly dependent on him or is

residing with him, to act as an insurance agent in the district of Kanpur.

**16. Guardianship of Minors.**

An employee may not, without the previous sanction of the competent authority, act as a legal guardian of the person or property of a minor other than his dependent.

**17. Investments, Leading & Borrowing.**

- (1) No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (2) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

**18. Insolvency, Habitual Indebtedness and Criminal Proceedings.**

- (1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.

- (2) An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the Institute unless he has obtained written permission to that effect from the Head of the Institute.

**19. Movable, Immovable and Valuable Property.**

- (1) No employee shall, except with the previous knowledge of the competent authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale gift or otherwise, either in his own name or in the name of any member of his family :

Provided that any such transaction conducted otherwise than through a regular and reputed dealer shall require the previous sanction of the competent authority.

- (2) An employee who enters into any transaction concerning any movable property exceeding five hundred rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the competent authority.

Provided that no employee shall enter any such transaction except with or through



a reputed dealer or agent of standing, or with the previous sanction the competent authority.

- (3) At the time of first appointment and thereafter at intervals of five years, every employee shall make to the appointing authority, through the usual channel, a declaration of all immovable property, owned, acquired or inherited by him or held by him on lease or mortgage, and of shares & other investments, which may, from time to time, be held or acquired by him, or by his wife or by any member of his family living with, or in any way dependent upon him. Such declarations should state the full particulars of the property, shares and other investments.
- (4) The competent authority may, at any time, by general or special order, require an employee to submit within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required by the competent authority, include details of the means by which or the source from which such property was acquired.

## 20. Vindication of Acts and Character of Employees.

No employee shall, except with the previous sanction of the competent authority, have recourse to any court or to the press for the vindication of any official act

which has been the subject matter of adverse criticism or an attack of defamatory character.

## Explanation.

Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in private capacity.

## 1. Litigation on Service Matters.

No employee shall attempt to seek in a court of law a decision on grievances arising out of his employment or conditions of service, even in cases where such a remedy is legally admissible, without first exhausting the normal official channels of redress.

## 12. Canvassing of non-official or other outside Influence.

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

## 23. Unauthorised Pecuniary Arrangements.

No employee shall enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorised manner or against the specific, or implied, provisions of any rule for the time being in force.

**24. Bigamous Marriages.**

- (1) No employee who has a wife living shall contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female employee shall marry any person who has a wife living without first obtaining the permission of the competent authority.

**25. Proper Use of Amenities.**

No employee shall misuse, or carelessly use, amenities provided for him by the Institute to facilitate the discharge of his public duties.

**26. Use of Services without Payment.**

No employee shall, without making proper and adequate payment, avail himself of any service or entertainment for which a hire or price or admission fee is charged.

**27. Use of Conveyances Belonging to others.**

No employee shall, except in exceptional circumstance, use a conveyance belonging to a private person or an employee who is subordinate to him.

**28. Purchase Through Subordinates.**

No employee shall himself ask or permit his wife, or any other member of his family living with him to ask any employee who is subordinate to him, to make purchase, locally or from outstation, on behalf of him, his wife or other members of his family, whether on advance payment or otherwise ;

Provided that his rule shall not apply to the purchases which the inferior staff attached to the employee may be required to make.

**29. Representations.**

- (a) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- (b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.


**30. Punishment, Appeals, etc.**

An employee shall be governed by the provisions of the relevant rules/bye-laws regarding imposition of penalties for breach of any of these

rules, and preference of appeals against any such action taken against him.

**31. Interpretation.**

The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall be final.

  
(Prof. S.K. Sharma)  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002

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**Part II**

**Bye-Laws**



हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

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100 YEARS  
1921 - 2021

## HBTU Code of Conduct Committee

### Minutes of Meeting

Minutes of Meeting of HBTU Code of Conduct Committee held on 23<sup>rd</sup> May, 2022 in the Committee Room, HBTU, Kanpur at 3:30 p.m.

The following members were present:

1. Prof. Samsher, Hon'ble Vice Chancellor
2. Registrar
3. Dean, School of Engineering
4. Dean, School of Chemical Technology
5. Dean, Student Welfare

The Code of Conduct Committee in its Meeting held on 23<sup>rd</sup> May, 2022 in the Committee Room; discussed about the existing Code of Conduct of HBTI, Kanpur. The following decisions have been taken:

1. It is resolved to review the guidelines of the existing Code of Conduct, HBTI, Kanpur.
2. It is resolved to constitute three different committees for Administrators, Teaching staff, Students and Non-teaching staff respectively.
3. The constituted committees should resolve the grievances as and when brought to its notice.
4. The Committee reached a consensus to conduct orientation programs to sensitize Administrators, Teaching staff, Non-teaching staff and Students regarding the details of the Code of Conduct.

Meeting ended with Vote of thanks to the Chair.

(Prof. S. K. Sharma)  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002

23/5/2022

कुलपति  
हरकोर्ट बटलर प्राविधिक विश्वविद्यालय  
कानपुर-2

**HARCOURT BUTLER TECHNICAL UNIVERSITY  
KANPUR-208002**

No.: 633 /Adm./GA/2022

Dated : June 5, 2022

**: ORDER :**

**MONITORING COMMITTEE FOR ADHERENCE TO CODE OF CONDUCT**

A committee with the following composition is constituted as Code of Conduct Committee for Staff.

S. No.	Name With Particulars	Designation
1.	Prof. Neeraj Kumar Singh, Registrar	Chairperson
2.	Prof. S.K. Sharma, Dy. Registrar	Member
3.	Mr. M.D. Singh, System Manager	Member
4.	Mr. A.K. Singh, A.E.	Member

The Committee shall :

- Monitor adherence to the prescribed institutional Code of Conduct principles for Staff.
- Investigate the matters leading to violation of Code of Conduct by staff and when noticed, recommend appropriate action if required.
- Organize professional ethics programmes and annual awareness programmes on Code of Conduct for Staff etc.

The committee shall meet as and when it is required.

  
**Dy. Registrar**

**Copy to:**

1. OSD to Hon'ble Vice-Chancellor
2. All Deans/Heads
3. All other concerned

  
**Dy. Registrar**

  
**(Prof. S.K. Sharma)**  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002

**HARCOURT BUTLER TECHNICAL UNIVERSITY  
KANPUR-208002**

No.: 634 /Adm./GA/2022

Dated : June 15, 2022

**: ORDER :**

**MONITORING COMMITTEE FOR ADHERENCE TO CODE OF CONDUCT**

A committee with the following composition is constituted as Code of Conduct Committee for Administrators.

S. No.	Name With Particulars	Designation
1.	Vice Chancellor/Pro Vice Chancellor	Chairperson
2.	Registrar	Member
3.	Finance Controller	Member
4.	Controller of Examinations	Member

The Committee shall :

- Monitor adherence to the prescribed institutional Code of Conduct principles for Administrators.
- Investigate the matters leading to violation of Code of Conduct by Administrators and when noticed, recommend appropriate action, if required.
- Organize professional ethics programmes and annual awareness programmes on Code of Conduct for Administrators etc.

The committee shall meet as and when it is required.

  
**Dy. Registrar**

Copy to:

1. OSD to Hon'ble Vice-Chancellor
2. All Deans/Heads
3. All other concerned

  
**Dy. Registrar**

  
(Prof. S.K. Sharma)  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002

**HARCOURT BUTLER TECHNICAL UNIVERSITY**  
**KANPUR-208002**

No.: 635 /Adm./GA/2022

Dated : June/5, 2022

**: ORDER :**

**MONITORING COMMITTEE FOR ADHERENCE TO CODE OF CONDUCT**

A committee with the following composition is constituted as Code of Conduct Committee for Teachers.

S. No.	Name With Particulars	Designation
1.	Vice Chancellor/Pro Vice Chancellor	Chairperson
2.	Dean, School of Engineering	Member
3.	Dean, School of Chemical Technology	Member
4.	Dean, School of Basic & Applied Sciences	Member
5.	Dean, School of Humanities & Social Sciences	Member

The Committee shall :

- Monitor adherence to the prescribed institutional Code of Conduct principles for Teachers.
- Investigate the matters leading to violation of Code of Conduct by Teachers and when noticed, recommend appropriate action, if required.
- Organize professional ethics programmes and annual awareness programmes on Code of Conduct for Teachers etc.

The committee shall meet as and when it is required.


/

**Dy. Registrar**

Copy to:

1. OSD to Hon'ble Vice-Chancellor
2. All Deans/Heads
3. All other concerned

  
**Dy. Registrar**

  
(Prof. S.K. Sharma)  
Registrar  
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100 YEARS  
1921 - 2021

## HBTU Code of Conduct Committee

### Minutes of Meeting

#### Non-teaching staff

Minutes of Meeting of HBTU Code of Conduct Committee held on 20<sup>th</sup> June, 2022 in the Committee Room, HBTU, Kanpur at 3:00 p.m.

The following members were present:

1. Prof. Neeraj Kumar Singh, Registrar
2. Prof. S.K. Sharma, Dy. Registrar
3. Mr. M.D.Singh, System Manager
4. Mr. A.K.Singh, Asstt. Engineer

The Code of Conduct Committee in its Meeting held on 20<sup>th</sup> June, 2022 in the Committee Room; discussed the roadmap to implement and monitor Code of Conduct in HBTU, Kanpur.

The Committee reached a consensus to conduct orientation programs to sensitize non-teaching staff regarding the details of the Code of Conduct.

The Committee will also resolve the grievances as and when brought to its notice.

It is also resolved to review the guidelines of statutory bodies related to the Code of Conduct in the next meeting.

Meeting ended with Vote of thanks to the Chair.

(Prof. S.K. Sharma)  
Registrar  
Harcourt Butler Technical University  
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100 YEARS  
1921 - 2021

## HBTU Code of Conduct Committee

### Minutes of Meeting

#### Administrators

Minutes of Meeting of HBTU Code of Conduct Committee held on 22<sup>nd</sup> June, 2022 in the Committee Room, HBTU, Kanpur at 3:00 p.m.

The following members were present:

1. Prof. Samsher, Hon'ble Vice Chancellor
2. Prof. Neeraj Kumar Singh, Registrar
3. Prof. Pradeep Kumar, Controller of Examinations
4. Finance Controller

The Code of Conduct Committee in its Meeting held on 22<sup>nd</sup> June, 2022 in the Committee Room; discussed the roadmap to implement and monitor Code of Conduct in HBTU, Kanpur.

The Committee reached a consensus to conduct orientation programs to sensitize the administrators regarding the details of the Code of Conduct.


The Committee will also resolve the grievances as and when brought to its notice.


It is also resolved to review the guidelines of statutory bodies related to the Code of Conduct in the next meeting.

Meeting ended with Vote of thanks to the Chair.

  
22/06/22  
CoE



  
(Prof. S.K. Sharma)  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002

  
22/6/22





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100 YEARS  
1921 - 2021

## HBTU Code of Conduct Committee

### Minutes of Meeting

### Teachers and Students

Minutes of Meeting of HBTU Code of Conduct Committee held on 24<sup>th</sup> June, 2022 in the Committee Room, HBTU, Kanpur at 3:00 p.m.

The following members were present:

1. Prof. Samsher, Hon'ble Vice Chancellor
2. Dean, School of Engineering
3. Dean, School of Chemical Technology
4. Dean, School of Basic & Applied Sciences
5. Dean, School of Humanities & Social Sciences


The Code of Conduct Committee in its Meeting held on 24<sup>th</sup> June, 2022 in the Committee Room; discussed the roadmap to implement and monitor Code of Conduct in HBTU, Kanpur.

The Committee reached a consensus to conduct orientation programs to sensitize the Teachers and students regarding the details of the Code of Conduct.

The Committee will also resolve the grievances as and when brought to its notice.

It is also resolved to review the guidelines of statutory bodies related to the Code of Conduct in the next meeting.

Meeting ended with Vote of thanks to the Chair.

  
(Prof. S.K. Sharma)  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002









Approved.  
24/6/2022



हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

नवाबगंज, कानपुर - 208002, उ.प्र., भारत

HARCOURT BUTLER TECHNICAL UNIVERSITY

NAWABGANJ, KANPUR - 208002, U.P., INDIA

(Formerly Harcourt Butler Technological Institute, Kanpur)

Phone : +91-0512-2534001-5, 2533812, website : <http://www.hbtu.ac.in>, Email : [vc@hbtu.ac.in](mailto:vc@hbtu.ac.in)



### Workshop about Code of Conduct

Theme- Awareness about Code of Conduct in HBTU Campus




Date - 25<sup>th</sup> May, 2022

Resource Person- Prof. Narendra Kohli, Head, CSE



A workshop was organized for creating awareness amongst Administrators, Teaching staff and Students of the University regarding following of Code of conduct. Prof. Narendra Kohli, Head, CSE spoke about the national ideal of education, which has already been set forth and which needs to be inculcated amongst all the Administrators, Teaching staff and Students. The workshop was attended by 695 participants.

  
(Prof. S.K. Sharma)  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002



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100 YEARS  
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- (i) Teacher should manage their private affairs in a manner consistent with the dignity of the profession;
- (ii) They must endeavor to make professional growth continuous through study and research;
- (iii) Teachers should express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (iv) Teachers should perform their duties in the form of teaching, tutorials, practical, seminars and research work conscientiously and with dedication;
- (v) Teachers should discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- (vi) Teachers should abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (vii) Student must be disciplined in maintaining respect and dignity of the teacher.
- (viii) Student shall be regular and must complete his/her studies in the University.
- (ix) All students must deter from indulging in any and all forms of misconduct including partaking in any activity off- campus which can affect the Institute's interests and reputation substantially.

(Prof. N. Kohli), Dean, R&D

(Prof. S.K. Sharma)  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002



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## Workshop about Code of Conduct

**Theme-** Awareness about Code of Conduct in Campus for Non-Teaching Staff



**Date -** 27<sup>th</sup> May, 2022

**Resource Person-** Prof. Narendra Kohli, Head, CSE

A workshop was organized for creating awareness amongst the non teaching staff of the University regarding following of Code of conduct.

Prof. Narendra Kohli, Head, CSE shared that it is the responsibility of each employee to be aware of and abide by the code of conduct elucidated in the policy of the University. Additionally, all employees also have the responsibility of behaving/acting in an ethical manner compliant with the applicable laws of the state. Further, each employee is responsible for reporting any violations of the code they observe within the campus to the appropriate authority. He emphasized that all employees are expected to demonstrate the highest standards of honesty and integrity in their conduct at all time. All employees are expected to demonstrate respect and trustworthy behavior in their dealings with other employees as well as external stakeholders. All employees are expected to uphold the spirit of team work and ensure that the best interest of the team and University prevails at all times.

The workshop was attended by Class III and Class IV employees from the University.

(Prof. N. Kohli), Dean,R&D

(Prof. S.K. Sharma)  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002

# Document showing the Code of Conduct for students as approved by the competent authority

## Hostel and Mess Rules

### 3.3 Hostel and Mess Rules

#### (a) Hostel Rules

1. Wardens shall be responsible for managing the hostels. There will be a Hostel Management Committee (HMC), nominated by the Warden for smooth running of the hostel. Wardens may constitute specific committees/subcommittees for specific purposes.
2. Residents should do nothing which may cause noise and distraction in studies or may be deemed vulgar in any manner.
3. Unauthorized persons are not allowed to stay at night (09:00 PM to 06:00 AM) in the hostel. Prior permission must be obtained from the warden. If this is not possible due to some urgent reason, the warden should be informed the next morning explaining reasons for such delay. No female guest is allowed to stay in the boys' hostel and vice-versa under any circumstances either during day or at night.
4. All the inmates must reside in the accommodation allotted to them. No exchange/interchange of hostel/room is allowed without prior consent of the Warden.
5. Furniture provided in the rooms should not be removed and used elsewhere.
6. All the inmates are required to be present in the hostel during night (9:00 PM to 6:00 AM). Absence from the hostel without prior written permission from warden is illegal.
7. Heaters are not allowed in the hostel. Residents may have personal Computers.
8. Complaints/difficulties may be conveyed to the General Secretary/Prefect concerned for redressal with due consultation with the warden.
9. The hostel mess will be run by students under the general supervision of the Warden. The inmates are required to follow the mess rules strictly.
10. No meetings/assembly is permitted in the hostel without prior permission of the warden.
11. All the inmates are required to join the hostel mess. However, the wardens may exempt a student from the hostel mess on medical grounds for a specified period.
12. Students falling sick should inform the warden immediately for making necessary arrangement for their treatment.
13. Gambling of any kind and use of liquor/drugs is strictly prohibited.

14. Firearms (even licensed) are not permitted in the hostel. Pets such as dogs etc. are not permitted in the hostel.
15. All the inmates are required to vacate the hostel during the summer vacation and handover charge of their rooms, furniture, and fittings etc. before leaving. Warden is authorized to break/open a locked room, if needed. University is not responsible for any loss of belongings of the student.
16. Common room shall be available only from the morning to 10:00 pm in the night. In case of any specific event, the timings for common room may be extended with the written permission of the warden.

#### (b) Mess Rules

All the hostel inmates are required to deposit a sum of Rs. 36000.00 (Thirty Six Thousand) as mess advance per annum. Mess Advance of Rs. 18000.00 will be deposited in respective hostel account in start of each (odd and even) semester. At the end of year, the Mess Manager will prepare the account of the student. No dues will be given to the student by the warden only after all the dues are paid.

1. Mess will be run by the inmates under the general supervision of Warden. An Executive Committee consisting of elected or nominated members will be formed for management of the mess. The duties and responsibilities will be divided amongst the members of the committee for

(Prof. S.K. Sharma)

Registrar  
Harcourt Butler Technical University  
Kanpur-208002

smooth running of the mess.

2. The Mess Manager will prepare the account with the help of the Committee members and circulate it within 3 days of the closure of the month.
3. Only full day Mess offs may be allowed to such inmates who have taken prior station leave permission from the Wardens.
4. Guest will be charged according to the numbers of diets and/or breakfast taken as per the charges fixed by the mess committee from time to time. Guest will not be normally allowed to take meals for more than 03 consecutive days unless the host has taken prior permission from the hostel Warden.
5. Outsider i.e. those not residing in the hostel cannot normally become a member of the mess. However, the Warden is empowered to allow outsiders to take meals in the mess for a brief period only. Outsider means non-hosteller University students or ex-hostellers or members of the staff.

### 3.4 Student Discipline


#### 3.4.1 General Conduct

Each student shall conduct himself, both within and outside the University, in a manner befitting the traditions of this University. Ragging in any form, inside or outside the University is strictly prohibited. The students are advised to go through the standing orders given below under section In case of any act of ragging, indiscipline, vandalism and loss to the University property, necessary disciplinary action will be taken by the Chief Proctor/Proctorial Board of the University. The Wardens, Dean and Associate Dean, Students' Welfare are responsible for welfare issues of all students of the University. The students can also approach the concerned Head of Departments/Wardens/Dean and Associate Dean, Students' Welfare, for solution to their problems and guidance.

#### 3.4.2 Standing Orders for Students

Students of the University should go through these Standing Orders carefully and also make themselves familiar with the rules, regulations and other instructions. Apart from the standing orders mentioned here they have to abide by the notices/orders issued from time to time, pertaining to their academic, curriculum, and other activities. Any amendments and additions to these standing orders will be notified through notices displayed on the notice boards and circulated in the usual manner. In case of any difficulty or requiring assistance, they should contact the authorities concerned as indicated in these orders. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Apart from academic work they are expected to take full part in other student's activities also. Students having attendance less than 75% or as decided by the University will not be eligible for appearing in class test and End semester Examination. They may be debarred from placements, interviews for which they themselves shall be responsible.

Disciplinary matters of students within and outside the University are dealt by the Proctorial Board headed by the Chief Proctor. The Proctorial Board of the University will investigate all the acts of indiscipline reported and shall recommend suitable punishment for approval to the Vice-Chancellor. Violation of the code of conduct by a student or a group of students can be referred to the Chief Proctor.

  
(Prof. S.K. Sharma)  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002

# Code of Conduct for Students

## PROCTORIAL BOARD

Chief Proctor	Prof. Sunil Kumar
Dy. Chief Proctor	Dr. Deepesh Singh
Proctor	Dr. (Mrs.) Anita Yadav
Proctor	Dr. A. K. Shankhwar
Proctor	Mr. Jameel Ahmed

### Conduct of discipline

1. No student is expected to indulge in any activity, which tends to bring down the prestige of the University. Each student shall show due respect and courtesy to the teachers, administrators, officers and employees of the University, and good neighborly behavior to fellow students. They should also pay due courtesy to the visitors and residents of the campus.
2. Lack of courtesy and unbecoming conduct (both within and outside of the University), willful damage or removal of University property or belongings of a fellow student, breach of rules and regulations of the University, and similar other undesirable activities shall constitute violation of the code of conduct.
3. Violation of the code of conduct by any student shall invite disciplinary action and may lead to punishment, such as reprimand, fine, debarring from examination/placement/cancellation of registration and even dismissal from the University.
4. The Warden of the concerned hostel shall have power to reprimand or impose fine against any resident of the hostel who violates the code of conduct. Warden can also take any other suitable actions in consultation with the Dean of Students Welfare or Chief Proctor as required.
5. Students will not be permitted to pursue any other formal course/examination during their stay in the University except with the written permission of the Vice Chancellor.
6. Use of liquor, drugs or any other intoxicants in the University premises including hostels is strictly prohibited.
7. Students are warned against any fraud or irregularities in money related matters. All cases and issues which lead to discredit to the University will invite disciplinary action. The University, however, will not be responsible for any debts, to the students and its consequences.
8. Students must pay all their University, Mess and other dues before the stipulated dates. Failure to deposit the dues in time may result in fine or any other penalty as deemed fit.
9. Students must carefully handle the laboratory equipments, instruments, machines, and plants during the course of their study. Pasting unauthorized notices is strictly prohibited.
10. Any get-together outside the University campus including outings, picnics, visit to lakes & rivers etc., for any reason is strictly prohibited without prior permission of the concerned officials, except for outside visits organized by the concerned department for academic purpose.
11. Students are neither allowed to become members of outside non-academic societies nor to join discussion of a political nature and to take part in any political activity, outside the University.
12. Students are not allowed to use mobile phones in University premises during working hours.
13. Students should always carry their Identity Cards/Registration Cards.



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### 3.5 Anti-Ragging Measures

Ragging is a reprehensible act, which does no good to anyone. Indulging in ragging is deriving a sadistic pleasure and showing off power, authority or superiority over juniors, which is highly undesirable. No act of ragging shall be tolerated and shall not go unnoticed and unpunished. Broadly speaking, ragging is any disorderly conduct by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in a rowdy or indisciplined manner likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect or causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. It is right as well as an obligation of all the students to fight against the menace of ragging. Any instance of ragging to which they are subjected or which comes in their knowledge should be brought to the knowledge of the authorities. It shall be promptly dealt with while protecting the complainants from any harassment by perpetrators. Ragging is banned in the University. Anyone indulging in ragging will be punished appropriately along with filing a First Information Report (FIR) with the local police authorities. The punishment for ragging may include:

- Barring from appearing in placement interviews.
- Withholding results, scholarships or other benefits.
- Fine with a public apology.
- Suspension from the classes for a period.
- Suspension from the University for a period.
- Suspension or expulsion from hostel and/or mess.
- Outright expulsion from the University.

Also, the punishment to be meted out will be exemplary and harsh to act as a deterrent against recurrence of the incidents of ragging. In every single incidence of ragging where the victim or his parents/guardian are not satisfied with the institutional arrangement for action, a FIR will be filed. Besides, the Migration Certificate/Character Certificate shall have an adverse entry. Admission may be refused to such students who have been involved in any act of ragging. According to the Uttar Pradesh Prohibition of Ragging in Educational Institutions Act, 2010 (U.P. Act No. 14 of 2010, as passed by the Uttar Pradesh Legislature), whoever directly or indirectly commits, participates, abets or propagates ragging within or outside University premises shall be punished with imprisonment of either description for a term which may extend to two years or with a fine which may extend to rupees ten thousand or both.

### 3.6 Student Counseling

A system of student counseling by the faculty to provide due care to students exists in the University. The faculty counselors provide guidance and advice to the students in matters related to academic, professional and personal issues. The students are advised to utilize this facility for the best of their benefits. In addition, the student guardians and teacher guardians are appointed for first year students to take care of the freshers.



(Prof. S.K. Sharma)  
Registrar  
Harcourt Butler Technical University  
Kanpur-208002

# Harcourt Butler Technical University Kanpur-02

## CODE OF CONDUCT

Timings for Last Entry in Hostel

Boys  
09:00 PM

Girls  
08:30 PM

S. No.	VIOLATION	ACTION
1.	Entering the Campus Gate/Hostel Gate without ID Card/Late Gate Entry (Hostel Gate)	1 <sup>st</sup> Time : Penalty of Rs. 100 On repetition : A penalty of Rs. 1,000 will be imposed
2.	Misuse of Student ID Card	1 <sup>st</sup> Time : Penalty of Rs. 500 On repetition : Penalty of Rs. 1,000
3.	Giving false information during enquiry for misconduct	Penalty of Rs. 3,000 and/or suspension from hostel
4.	Misuse of Leave Type	Fine of Rs. 3,000 and/or suspension from hostel
5.	Possession/ use of Electrical appliances inside the Hostel room	Penalty of Rs. 500 and Confiscation of Electrical appliances
6.	Fighting/Slandering/Quarreling resulting in a. Minor Injury	Penalty of Rs. 5,000 and/or Suspension for a period of one Month and/or suspension from hostel
	Fighting/Slandering/Quarreling resulting in b. Major Injury	Suspension for One Semester to Expulsion from the University depending on the severity.
7.	Alcohol : Coming in Drunken State (or) Including others to consume alcohol (or) Bringing or Possession of alcohol (even empty alcohol bottles) in Campus (or) Drinking alcohol in the campus.	1 <sup>st</sup> Time Defaulter: Penalty of Rs. 3000 and/or Suspension for One Semester from the University On Repetition : Penalty of Rs. 5000 and/or Suspension for Two Years from the University and/or debar from university placement
8.	Stealing/Theft	Penalty as decided by HOD/ In charge and/or Suspension for One Year from the University
9.	Misbehavior with Faculty and staff members of university	Suspension for One Year from the University to Expulsion from the University

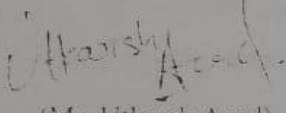
(Prof. S.K. Sharma)


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Harcourt Butler Technical University  
Kanpur-208002

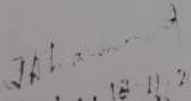
10.	Any type of Cyber Crime/ Defaming HBTU name in any manner	Penalty of Rs. 5,000 and/or Suspension for One Year from the University to Expulsion from the University
11.	Forgery/Multilevel Marketing/ Gambling	Suspension for One Year from the University to Expulsion from the University
12.	Ragging/Harassment of fellow students in any manner	Suspension for One Year from the University to Expulsion from the University
13.	Drugs/Substance Abuse	Suspension for One Year from the University to Expulsion from the University

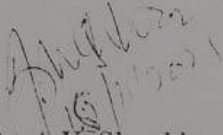
**Note :**


- 1- All Violation will be reported to the Parents.
- 2- A record of violation will be maintained in the student's personal file.
- 3- Students involved in major violation will lose their privileges such as scholarship and placement services.
- 4- All penalties need to be paid as donation to Student Aid Fund of the university.


  
 (Mr. Utkarsh Azad)  
 III rd Year B.Tech. Chem. Engg.  
 Student

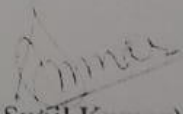
  
 (Ms. Alankrita Mishra)  
 Final Year B.Tech. I.T.  
 Student

  
 (Shri Jameel Ahmad)  
 Proctor

  
 (Dr. A.K. Shankhwar)  
 Proctor


  
 (Dr. Anita Yadav)  
 Proctor

  
 (Dr. Deepesh Singh)  
 Dy. Chief Proctor

  
 (Prof. Sunil Kumar)  
 Chief Proctor

  
 (Prof. S.K. Sharma)  
 Registrar  
 Harcourt Butler Technical University  
 Kanpur-208002


# Notice Board showing Code of Conduct



## Harcourt Butler Technical University, Kanpur-02


### CODE OF CONDUCT

Timings for Last Entry in Hostel **Boys** **Girls**  
09:00 PM 08:30 PM




No.	VIOLATION	ACTION
1.	Entering the Campus Gate/Hostel Gate without ID Card/Late Gate Entry (Hostel Gate)	1 <sup>st</sup> Time : Penalty of Rs. 100 On repetition : A penalty of Rs. 1,000 will be imposed
2.	Misuse of Student ID Card	1 <sup>st</sup> Time : Penalty of Rs. 500 On repetition : Penalty of Rs. 1,000
3.	Giving false information during enquiry for misconduct	Penalty of Rs. 3,000 and/or suspension from hostel
4.	Misuse of Leave Type	Fine of Rs. 3,000 and/or suspension from hostel
5.	Possession/ use of Electrical appliances inside the Hostel room	Penalty of Rs. 500 and Confiscation of Electrical appliances
6.	Fighting/Slandering/Quarreling resulting in a. Minor Injury  Fighting/Slandering/Quarreling resulting in b. Major Injury	Penalty of Rs. 5,000 and/or Suspension for a period of one Month and/or suspension from hostel Suspension for One Semester to Expulsion from the University depending on the severity.
7.	Alcohol : Coming in Drunken State (or) Including others to consume alcohol (or) Bringing or Possession of alcohol (even empty alcohol bottles) in Campus (or) Drinking alcohol in the campus.	1 <sup>st</sup> Time Defaulter: Penalty of Rs. 3000 and/or Suspension for One Semester from the University On Repetition : Penalty of Rs. 5000 and/or Suspension for Two Years from the University and/or debar from university placement
8.	Stealing/Theft	Penalty as decided by HOD/ In charge and/or Suspension for One Year from the University
9.	Misbehavior with Faculty and staff members of university	Suspension for One Year from the University to Expulsion from the University
10.	Any type of Cyber Crime/ Defaming HBTU name in any manner	Penalty of Rs. 5,000 and/or Suspension for One Year from the University to Expulsion from the University
11.	Forgery/Multilevel Marketing/ Gambling	Suspension for One Year from the University to Expulsion from the University
12.	Ragging/Harassment of fellow students in any manner	Suspension for One Year from the University to Expulsion from the University
13.	Drugs/Substance Abuse	Suspension for One Year from the University to Expulsion from the University

**NOTE:** 1- All Violations will be reported to the Parents.  
2- A record of violation will be maintained in the student's personal file.  
3- Students involved in major violation will lose their privileges such as scholarship and placement services.  
4- All penalties need to be paid as donation to Student Aid Fund of the university.



**GPS Map Camera**

**Kanpur, Uttar Pradesh, India**  
 HBTU HBTI East Campus, F8V4+9XH, HBIT East Campus,  
 Nawabganj, Kanpur, Uttar Pradesh 208002, India  
 Lat 26.493447°  
 Long 80.307699°  
 11/02/23 11:28 AM GMT +05:30

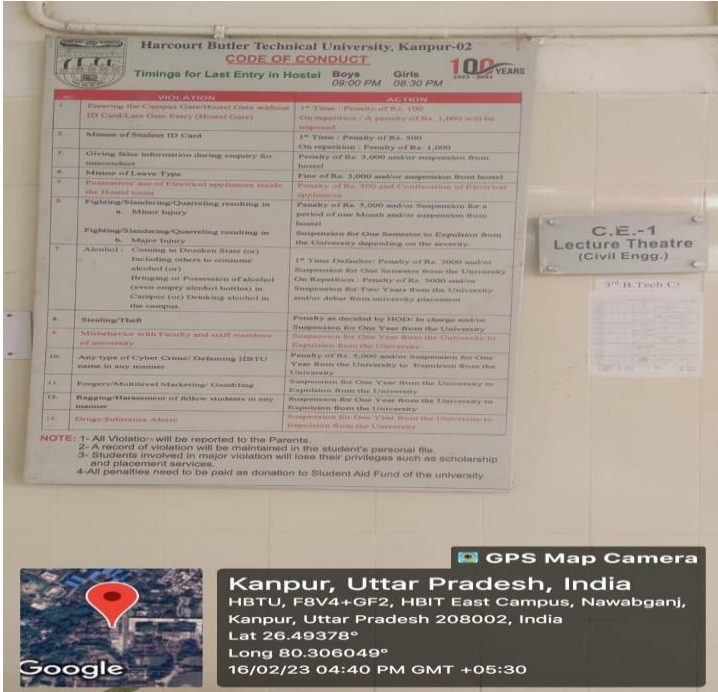


**Google**

# Notice Board showing Code of Conduct



# Notice Board showing Code of Conduct



**Harcourt Butler Technical University, Kanpur-02**  
**CODE OF CONDUCT**  
 Timings for Last Entry in Hostel Boys 08:00 PM Girls 08:30 PM

VIOLATION	PENALTY
1. Entering the Campus Gate/Hostel Gate without ID Card/Late Gate Entry (Hostel Gate)	1 <sup>st</sup> Time - Penalty of Rs. 1,000 On repetition - A penalty of Rs. 1,000 will be imposed.
2. Misuse of Student ID Card	1 <sup>st</sup> Time - Penalty of Rs. 500 On repetition - Penalty of Rs. 1,000
3. Giving false information during enquiry for misbehavior	Penalty of Rs. 1,000 and/or suspension from hostel
4. Misuse of Leave Type	Penalty of Rs. 3,000 and/or suspension from hostel
5. Possession or use of electrical appliances inside the Hostel rooms	Penalty of Rs. 500 and/or Suspension of electrical appliances
6. Fighting/Slandering/Quarreling resulting in a. Minor Injury	Penalty of Rs. 5,000 and/or Suspension for a period of Four Months and/or suspension from hostel
7. Fighting/Slandering/Quarreling resulting in b. Major Injury	Suspension for One Semester to Expulsion from the University depending on the severity.
8. Alcohol: Consuming in Drunken State (or) Including others to consume alcohol (or)	1 <sup>st</sup> Time Defaulters: Penalty of Rs. 3,000 and/or Suspension for One Semester from the University On Repetition - Penalty of Rs. 5,000 and/or Suspension for Two Years from the University and/or debar from university placement.
9. Misbehavior with Faculty and staff members of university	Penalty as decided by HODS in charge and/or Suspension for One Year from the University
10. Any type of Cyber Crime/Defaming HBTU name in any manner	Penalty of Rs. 5,000 and/or Suspension for One Year from the University for Repetition from the University
11. Forgery/Multimedial Marking/ Cheating	Suspension for One Year from the University or Expulsion from the University
12. Raging/Harassment of fellow students in any manner	Suspension for One Year from the University or Expulsion from the University
13. Drugs/Substance Abuse	Suspension for One Year from the University or Expulsion from the University

**NOTE:** 1- All Violation will be reported to the Parents.  
 2- A record of violation will be maintained in the student's personal file.  
 3- Students involved in major violation will lose their privileges such as scholarship and placement services.  
 4- All penalties need to be paid as donation to Student Aid Fund of the university.

**C.E.-1 Lecture Theatre (Civil Engg.)**  
 3<sup>rd</sup> B Tech C

**GPS Map Camera**  
 Kanpur, Uttar Pradesh, India  
 HBTU, F8V4+GF2, HBIT East Campus, Nawabganj, Kanpur, Uttar Pradesh 208002, India  
 Lat 26.49378°  
 Long 80.306049°  
 16/02/23 04:40 PM GMT +05:30



**सहाकृष्णन सभागार**

**GPS Map Camera**  
 Kanpur, Uttar Pradesh, India  
 HBTU, Auditorium, HBIT East Campus, Nawabganj, Kanpur, Uttar Pradesh 208002, India  
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 Long 80.306185°  
 16/02/23 04:34 PM GMT +05:30




**NOTICE**  
 Feedback Facility for Business and Faculty members is available on PRAXIS Matrix  
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**GPS Map Camera**  
 Kanpur, Uttar Pradesh, India  
 HBTU HBTI East Campus, F8V4+9XH, HBIT East Campus, Nawabganj, Kanpur, Uttar Pradesh 208002, India  
 Lat 26.49339°  
 Long 80.307639°  
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**अतिथि गृह**

**GPS Map Camera**  
 Kanpur, Uttar Pradesh, India  
 F8V5+4H7, HBIT East Campus, Nawabganj, Kanpur, Uttar Pradesh 208002, India  
 Lat 26.492816°  
 Long 80.308896°  
 11/02/23 11:30 AM GMT +05:30

  
 (Prof. S.K. Sharma)  
 Registrar  
 Harcourt Butler Technical University  
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हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

नवाबगंज, कानपुर – 208002, उ.प्र., भारत

HARCOURT BUTLER TECHNICAL UNIVERSITY

NAWABGANJ, KANPUR - 208002, U.P., INDIA

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Phone : +91-0512-2534001-5, 2533812, website : <http://www.hbtu.ac.in>, Email : [vc@hbtu.ac.in](mailto:vc@hbtu.ac.in)

**100** YEARS  
1921 - 2021

### **Handbooks, manuals and brochures on human values and professional ethics:**

As a human being; we live as an individual human being, as a member of the family (human - human relationship), as a part of the society (social systems) and as a unit of nature / existence. This comprehensive understanding or holistic perspective is developed through the course of Universal Human Values.

The Institution follows the **Universal Human Values-I (UHV-I) Mentors' Manual for Student Induction Program, Version 2.1, July 2020**; prepared by AICTE NCC-IP Sub-committee for Mentor Manual.

During the Students Induction Program, the Mentors teach the course of Universal Human Values by following the above-mentioned manual.

The link for the manual is as follows:

[https://fdp-si.aicte-india.org/download/G008%20Facilitator%20\(Mentor\)%20Manual%20Version%202.1.pdf](https://fdp-si.aicte-india.org/download/G008%20Facilitator%20(Mentor)%20Manual%20Version%202.1.pdf)

(Prof. S.K. Sharma)  
Registrar  
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हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

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### Report on the University Initiatives for facilitating student attributes:

Various initiatives are taken for facilitating student attributes. Some of them are as follows:

1. Induction Program:

Link: <https://hbtu.ac.in/naac/criterion5/INDUCTION%20PROGRAMMES.pdf>

Student attributes facilitated are: Behavioral decorum, Punctuality, Discipline, etc.

2. Career counseling and guidance for competitive examinations:

Link: <https://hbtu.ac.in/naac/criterion5/2021-22.pdf>

Student attributes facilitated are: Behavioral decorum, Punctuality, etc.

3. Personality Development & Life Skills (Yoga, Physical fitness, health and hygiene)

Link: <https://hbtu.ac.in/naac/criterion5/yoga,physical%20fitness,health%20hygiene.pdf>

Student attributes facilitated are: Professional ethics, leadership, interpersonal skills, etc.

4. Innovation & Incubation Hub:


Link: <https://hbtu.ac.in/dean-incubation-hub/>

Student attributes facilitated are: Innovation, Self-confidence, Team work, etc.

5. Proctorial Board activities for indiscipline:

Link: <https://hbtu.ac.in/chief-proctor/>

Student attributes facilitated are: Behavioral decorum, Punctuality, Discipline, etc.

  
(Prof. S.K. Sharma)  
Registrar  
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