

**Code of Conduct**  
for  
**PERSONNEL ON CAMPUS OF BANGALORE LIFE  
SCIENCE CLUSTER**

**(Effective from 1<sup>st</sup> June, 2020)**

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## Foreword

As all of us are well aware, both academic and non-academic staff of NCBS, inStem and C-CAMP have been working together to create, a vibrant Campus of dynamic mutual interdependence. We have, for sometime, felt the need to have a Campus-wide Code of Conduct applicable to all the personnel on the Bangalore Life Science Cluster Campus, including the Mandara Campus. The Code of Conduct is a document which provides guidelines for the conduct of personnel on the Campus to ensure a healthy working environment. This is in consonance with the Honour Code already prescribed for Faculty and Students as well as other statutory requirements that govern the campus institutions. The document that has been prepared in consultation with a number of groups on the campus has also been examined by our legal counsel. Its contents are in agreement with policies that govern our institutions. The Code of Conduct document contains provisions that are 'Mandatory' and 'Desirable'. Any infringement of Mandatory provisions will attract sanction. In order to maintain a healthy working environment we hope that all the guidelines will be adhered to by all.

In a Campus of such extensive spread with diverse activities it is quite possible that some of the personnel may have genuine grievances. There are institutional mechanisms for redressal of such grievances. The general email for registering grievances is: [grievance@ncbs.res.in](mailto:grievance@ncbs.res.in) and intranet portal for grievance is: <https://intranet.ncbs.res.in/grievance/>. I would urge anyone who has a grievance to take recourse to the existing institutional grievance redressal mechanisms without any hesitation or apprehension so that the grievance may be adequately and appropriately addressed.

Finally, I would like to highlight that the Code of Conduct is intended to create a healthy working environment for all of us and not serve as an intrusive instrument on individual freedom. Hence, its observance, in letter and more so in spirit, will contribute greatly to the overall well-being of everyone on the Campus.

With Best Wishes,



**Satyajit Mayor**  
**Chairperson**  
**Bangalore Life Science Cluster**

## **Code of Conduct for personnel on Campus of Bangalore Life Science Cluster**

### **1. Code of Conduct:**

This document lays down the code of conduct to be observed by everyone on the campus of Bangalore Life Science Cluster (BLiSC). 'Campus' herein refers collectively to campuses of NCBS-TIFR, inStem and C-CAMP, the institutions that constitute the Bangalore Life Science Cluster and includes their residential areas.

### **2. Applicability and Date of Effect**

The Code of Conduct is applicable to the faculty, all categories of employees, students, post-docs, vendors and visitors (except for casual visitors) ; collectively referred to as Personnel on Campus (PoC). The Personnel on Campus - particularly those who are on the Campus for long durations - are expected to familiarize themselves with the Code of Conduct and observe them, in letter and spirit, with scrupulous care. In regard to visitors and vendors, the persons who deal with them on the Campus will appraise them of the need to abide by the Code of Conduct and the possibility of barring them from entry in to the campus in case of breach of the Code. The Code of Conduct will come into force with effect from 1<sup>st</sup> June, 2020.

### **3. Honour Code**

No member of the campus community shall knowingly cause harm to any other member of the campus community. Members of the campus community shall work for the benefit of one another in the shared pursuit of scientific excellence. The BLiSC community operates on a principle of trust. Research on the Campus depends critically on colleagues being able to trust each other's data. Any form of cheating, plagiarism, or falsification of data is unacceptable and will invite appropriate consequences. The Honour Code prescribed under the Faculty Handbook and Students Handbook shall be applicable to Faculty and students, respectively.

### **4. Distinction between 'Mandatory' and 'Desirable'**

The Code of Conduct is arranged under 'Mandatory' and 'Desirable' sections. Provisions of the Mandatory section are applicable, without exception. Any breach of mandatory provisions will invite appropriate disciplinary action, following due procedures of inquiry, and if violation of any of the mandatory provisions is established, the person in breach of the provisions will be liable to face penal action, as appropriate, as provided for under the relevant statutes applicable to students, faculty members and other staff. Breach of mandatory provisions by contract staff and other outsourced staff will be dealt with in accordance with relevant clauses of the respective contracts. The Desirable section deals with what may be considered as conduct befitting every member of the campus community. It will be expected that PoC adhere to provisions under the Desirable section as well.

## **5. A–Mandatory:**

The Personnel on Campus are required to observe the following mandatory provisions with scrupulous care. As mentioned under paragraph 3, any violation of the mandatory provisions will invite disciplinary and penal action under the relevant conditions prescribed by statutes/admission letters/contracts governing admissions/appointments of the PoC.

### **(i) Honesty & Integrity**

Highest standards of honesty and integrity are expected from all members of PoC, at all times. Acceptance of illegal gratification, in cash or kind, either directly or through a family member or anyone else will constitute lack of honesty and integrity. The Campus, while espousing academic freedom, is driven by intellectual integrity. Various aspects of ‘Scientific Ethics’ expected to be observed by concerned PoC are elaborated in Para 3 ‘Professional Ethics’ under Section-C ‘Campus Professional Activities’ in the Faculty Handbook of NCBS; the link to which is provided under para 6 (e) below.

### **(ii) Violent Activities**

PoC must not indulge in any violent activity involving physical violence on the Campus. PoC must also not abet, encourage or incite others to indulge in any form of physical violence. Damage to assets on the Campus due to willful vandalism will be treated as an act of violence.

### **(iii) Harassment**

#### **a) General:**

Members of PoC are strictly prohibited from subjecting anyone else on the campus to harassment of any kind - verbal, psychological, physical, sexual, etc. Harassment of any person or community on the basis of religion, race, caste, gender and sexual orientation is prohibited (see <https://www.ncbs.res.in/sitefiles/CampusHarassmentPolicyDec2013.pdf>)

If anyone is harassed by a member of PoC, on campus premises or outside, the matter must be brought to the notice of the appropriate authorities of the concerned institute(s). The matter will be dealt with as per the applicable statutory provisions

#### **b) Ragging:**

Institutions on the campus have ‘zero tolerance’ for ragging. Ragging on the campus (including hostels) or outside the campus is prohibited in terms of Prohibition of Ragging in Educational Institutions Act (Act 26 of 1997). . Salient features of the Act covering activities that constitute

ragging and the possible punishments in respect thereof are available on the website of Ministry of Human Resource Development.

**c) Sexual Harassment:**

Sexual harassment is a serious offence. The institutions on the campus have constituted Internal Complaints Committee as required under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. What constitutes sexual harassment is defined in Section 2 (n) of the Act. The following links provide information relating to constitution of Internal Complaints Committee of the campus institutions:

<https://intranet.ncbs.res.in/campus-committee>[under the headings Women's cell (Internal Complaints Committee) NCBS/inStem]

<http://www.ccamp.res.in/womens-cell>

Persons found guilty of sexual harassment, through the mechanism of inquiry by the Internal Complaints Committee, can face punishment of varying severity, including termination of service.

**(iv) Prohibitions**

This is a 'No Smoking' campus. Campus institutions are committed to maintain an environment that is free from substance abuse of any kind. Any breach in this regard will be dealt with under relevant provisions of the CCS (Conduct) Rules, 1964 and such other rules/Campus guidelines as applicable to the respective institutions, as an act of willful disobedience and penal action can be initiated under provisions of the relevant applicable rules.

**(v) Confidentiality**

Unauthorized communication of any official document or any part thereof or any confidential/classified information is strictly prohibited.

**(vi) Website Policy and Email Policy**

The campus has a website policy (please refer link <https://intranet.ncbs.res.in/sites/default/files/WebsitePolicy.pdf>).

The campus also has **some important rules about the use of the mailing lists and internet on campus. (Please refer link - <https://intranet.ncbs.res.in/services/it/guidelines>)**

PoC must abide by the provisions of the website policy and the rules about use of internet, as applicable.

**(vii) Conflict of interest:**

A full time employee of a campus institution shall not accept concurrent employment, including consulting assignment, freelancing, directorship or any position of responsibility, with or without remuneration, with any other organization unless authorized in writing by the head of the concerned institution. PoC are expected to abide by the Conflict of Interest Policy that has been reproduced in paragraph 7 under Section-C –‘Campus Professional Activities’ of the Faculty Handbook of NCBS vide link indicated in para 6 (e) below.

**(viii) Political activities**

PoC are strictly forbidden to engage in any kind of political activism on the campus in favour or against any political party or political leader.

**(ix) Influencing**

PoC are strictly forbidden to bring any kind of political, official or financial pressure with a view to influence any decision of the competent authority of an institute on the campus. Any such act will be a breach of the CCS (Conduct) Rules,1964 and such other rules/Campus guidelines, as applicable to the Campus institutions.

**5. B – Desirable:**

It is expected of every member of PoC to:

- a) Maintain personal hygiene as well as cleanliness of the surroundings
- b) Be courteous at all times irrespective of position in the official hierarchy. Be polite without being obsequious
- c) Maintain a dignified demeanour on the Campus and outside
- d) Demonstrate a sense of professional pride in discharging assigned duties
- e) Make conscious efforts to be an invaluable team member where team activities are involved.
- f) Strive to grow professionally and as a socially responsible person.
- g) Be receptive to new ideas and open to different points of view.
- h) Provide every member their personal space and respect.
- i) Avoid littering of waste papers and use of plastics on the Campus.
- j) Take positive steps to save water, conserve energy and preserve the ecosystem (respect right of life of all living creatures).
- k) Avoid activities contributing to any form of pollution. It is incumbent on all Personnel on Campus to ensure that noise levels are kept within reasonable limits, at all times, as

not to create nuisance and annoyance to others on the Campus, including those on residential and hostel premises.

- l) Avoid wastage of resources like stationary, food items, etc.
- m) Desist from keeping pets likely to inconvenience other personnel on Campus.
- n) Be aware of the injurious nature of tobacco, illegal drugs and alcohol.
- o) Be conscious of and guard against stereotypes and prejudices that impose rigid gender roles or indulge in any form of gender discrimination.

## **6. Institutional mechanism for reporting and redressal**

If a PoC has a question, problem or concern, the immediate supervisory officer should be the first point of contact since such officer is likely to be in the best position to take appropriate action. If the PoC does not wish to report to the supervisory officer, for whatever reason, the report can be made to the institutional Grievance Committee or any senior official of the concerned institute. The report can be made through email, drop boxes placed on the Campus, or verbally in person/through a representative. The Institutions also have Helpdesks to attend to requirements/complaints. Whatever be the mode of lodging a complaint, the complainant as well as the concerned institutional authorities will be required to maintain the requisite confidentiality in respect of the complaint. Useful links relating to various aspects of functioning of the campus institutions are given below:

- (a) Helpdesks  
<https://intranet.ncbs.res.in/information/helpdesk>
- (b) Information for students  
<https://intranet.ncbs.res.in/information/student>
- (c) Committees <https://intranet.ncbs.res.in/campus-committee>
- (d) SOP for civil/safety issues  
<https://intranet.ncbs.res.in/information/SOP>
- (e) Manuals <https://intranet.ncbs.res.in/hanbooks-manuals>

The Student Handbook in the above link includes an ‘Honor Code’ and provides information relating to academic integrity, community ethics and sexual misconduct & harassment. In addition to the provisions in this document, students are required to follow the provisions of the Student Handbook.

The Faculty Handbook in the above link includes information relating to responsibilities of faculty members, professional ethics, research misconduct, good research practice and conflict of interest. Faculty members will be governed by the provisions of the Faculty Handbook besides provisions of this document.



(f) Policies

<https://intranet.ncbs.res.in/policies>

### **7.Disclaimer**

While the Code of Conduct provides the basic guidelines to regulate conduct by the PoC on the Campus, it does not cover every situation an employee may face on the Campus. It is, therefore, important for everyone on the Campus to use their best judgment in regard to what would constitute ‘appropriate conduct’ and abide by it in circumstances not covered by the above provisions of Code of Conduct.

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