

## **Code of Ethics and Disciplines for Employees**

Employees should attend to their duties and discharge them faithfully and diligently, while maintaining punctuality. It is desired that the employees come to their working places in a proper dress and work for scheduled hours, during which they shall be present at the place of their duties, except for valid reasons and/or unforeseen contingencies.

No employee should remain absent from the duty and / or leave the station without prior permission from the person authorized to sanction leave. Whenever the employee has to leave the station, he / she should inform the leave sanctioning authority, about the address, telephone numbers etc. where he / she would be available during the period of his / her absence from duty.

Every employee is expected to exhibit the decency in his / her behavior and observe the **code of conduct** as spelled out in this chapter, failing which the University may take the disciplinary action against the defaulter.

### **Code of Conduct**

- (a) Every employee shall deem to have the knowledge of all the rules, regulations, directions and instructions issued by the University from time to time. Ignorance of rules shall be no excuse for any lapse.
- (b) Every employee shall maintain honesty, integrity and devotion towards the duty assigned to him / her and be impartial in his / her official dealings and shall not do anything contrary to the ethics of the University.
- (c) Unless, otherwise stated specifically in the appointment letter, every employee is a full time employee of the University, and may be called at any time to perform urgent duties by the competent authority during or beyond scheduled working hours inclusive that of holidays and Sundays. These duties may include attending the meetings of the committees to which he / she is the member.
- (d) No employee should participate in any kind of demonstration which is prejudicial to the interests of the University, public order, decency, morality, or which involves inciting of students or employees, contempt of court, defamation etc.
- (e) No employee shall be allowed to take part in any kind of strike what so ever it may be including in connection with the matter of his / her service conditions or that any other employee.
- (f) No employee should communicate directly or indirectly, any official document or part thereof or information to any other employee or person to whom he / she is not authorized to do so.
- (g) No employee should give any evidence in connection with any enquiry conducted by any

person, committee or authority without the approval of the competent authority. However, during such circumstances the care should be taken to avoid such evidences / criticism of policies which may damage the image of the University.

- (h) Every employee is required to behave with students, employees of the University and the general public in a manner worthy of their position and dignity of the profession. Further, he / she should extend the necessary courtesy in the dealings without prejudice to the caste, creed, religion, race or sex.
- (i) No employee of the University shall join or continue to be the member of an association whose objectives and activities will be / are against the interests of the University, the Nation and general decency / morality. Further no employee should take part in politics or in any political demonstration or contest the election of any kind without the specific permission of the Chancellor / Vice - Chancellor.
- (j) No employee should ask for / accept contribution to raise funds or other collections in cash or in kind, in pursuance of any object other than for religious or charitable purposes, without the permission from the competent authority.
- (k) No employee or member of his / her family should accept any gift from any person, if it is linked with the services of the employee.
- (l) No employee should, except with the prior permission of the competent authority, engage himself / herself directly or indirectly in any trade / business / private tuition / any other kind of employment, in addition to his / her official assignments.
- (m) Canvassing to promote business / insurance agency / commission agency etc., by the employee is prohibited. Therefore, every employee should inform in writing to the Head of the Department, if he / she is engaged in such a trade or business.
- (n) No employee shall bring or attempt to bring any political or executive influence upon decision-making authorities in respect of matters pertaining to his / her service in the University.
- (o) No employee shall approach any Governing Council member to question about his / her views on any resolution or motion to be moved on a matter connected with his / her condition of service or any disciplinary action initiated against him / her.
- (p) No employee shall take part or subscribe to any political movement.
- (q) No employee who has a living wife / husband shall have another marriage without obtaining the permission from the competent authority, withstanding that such a subsequent marriage will be permissible only under the prevailing law in the country at that time.
- (r) No employee should participate in activities related to press, radio and television etc. without the permission from the competent authority. Further, an employee should not

make any statement of fact / opinion / criticism of any current or earlier policy or action of the University in any radio broadcast or telecast or in any document published anonymously or in his / her own name or in the name of any other person or in any communication to the press, which adversely affect or embarrass the relationship between the University and the Central Government or any State Government or any other Institute or Organization or member of the public.

- (s) Any employee found guilty of any misconduct may be punished by awarding any of the following punishments taking into consideration the gravity of the misconduct.
  - (i) Dismissal / discharge from service.
  - (ii) Stoppage of increments with or without cumulative effect.
  - (iii) Withhold of increments and or promotion.
  - (iv) Recovery of loss from pay, caused to the University by negligence or otherwise.
  - (v) Salary reduction in the same grade, a reduction in post and / or grade.
  - (vi) Warning or censure.
  
- (t) The following shall also include the acts of misconduct.
  - (i) Irregularities in attendance and absence without leave. Willful absence from the duty after the expiry of leave.
  - (ii) Misbehavior, use of abusive language or insolence and / or the criticism of the University.
  - (iii) Participation in a strike, abetting, instigating or acting in furtherance of the same.
  - (iv) Dereliction of duties, insubordination of orders of the superiors, disobedience of any order, noncompliance of a regulation or habitual neglect of duty / work.
  - (v) Theft, fraud, willful damage to the property or dishonesty in connection with the dealings.
  - (vi) Engaging in any trade or profession falling outside the scope of the duties allotted by the University.
  - (vii) Any malpractice committed in the conduct of examinations.
  - (viii) Rendering assistance for committing malpractice in University examinations of the students.
  - (ix) The following shall be the acts of serious misconduct.
    - i. Refusal to accept a charge sheet, order or any other communication.
    - ii. Conviction in the court of law;
  
- (u) The punishment will be imposed only after giving sufficient opportunity to the employee to defend oneself after conducting impartial enquiry.
  
- (v) If an employee is kept under suspension, pending enquiry, such employee will be paid fifty percent of the salary till the enquiry is completed and the case is disposed off as per regulations.

- (w) If the employee is exonerated after the impartial enquiry and is reinstated, the employee shall be paid the balance of the salary for the period of suspension.
- (x) An employee may put forth in writing to redress his / her grievance, through proper channel, for any wrong which he feels has been done to him / her. In case the employee does not listen from his / her superior in a month's time, the representation could be made to the higher authorities such as Registrar / Vice-Chancellor, as the case may be.
- (y) An employee who gets involved in some criminal proceedings, shall immediately inform in writing to the competent authority through proper channel to which he / she is attached, irrespective of the fact whether he / she has been released on bail or not.
- (z) An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours, shall not join his duties in the University unless he has obtained the written permission to that effect from the Head of the Department.