

CODE OF CONDUCT FOR FACULTY, OFFICIALS & SUPPORT STAFF

Abide by the rules, regulations and any other instructions that may be framed by the University from time to time and which are in force to regulate the work conduct and behavior of the Employee.

- Maintain all times absolute dignity integrity and devotion to duty and loyalty to JK Lakshmipat University (JKLU) and shall do nothing that would or is likely to tarnish the image or reputation of JKLU, or adversely affect its interests.
- Carry out duties and responsibilities assigned to his/her/her post and shall also carry out any other duties that may be assigned to him from time to time.
- Use his/her position or influence directly or indirectly to secure employment for any person in any Institutions with which he has official dealings in connection with the business of JKLU.
- Bring or attempt to bring any outside influence to bear upon the Management to further his/her personal interests in JKLU.
- Misuse the amenities provided to him by University to discharge his/her official duties.
- Accept any gifts, presents, gratis, payments or other favours from students, suppliers, contractors, dealers or anyone who could directly or indirectly influence/damage/harm the interests/goodwill or reputation of JKLU.
- Under any circumstance divulge or make public any information imparted to or gained by him in the course of his/her duties as an Employee of JKLU or otherwise.
- All information obtained in the course of employment with JKLU shall be deemed to be strictly confidential. All employees are precluded from revealing any such information, directly or indirectly to anyone without express written authority of the Management.
- An Employee who is in breach of the above condition shall be deemed to have breached a material condition of his/her employment with JKLU and the same will render such employee to summarily termination of his/her employment with JKLU in addition, JKLU may initiate legal action against any such employee.
- Engage directly or indirectly in any trade or business or avocation or calling or undertake any other employment, whether for consideration or not, without obtaining prior written consent of the Management.
- Refrain from carrying on activities that create or may potentially create a conflict between his/her personal interest and the interests of JKLU. The activities which create/may potentially create a conflict of interest include (but are not limited to) dealings with suppliers, customers or other entities connected howsoever with JKLU (under a contract or otherwise), including (but not limited to) the following:
- According preferential treatment to entities in which substantive interest is held by the employee, his/her family members, his/her close relatives or by any entity in which substantive interest is held by of the foregoing persons and entering into any contract (written or oral) on a non-arm's length basis by the employee, his/her family members, his/her close relatives or by entity in which substantive interest is held by any of the foregoing persons.

No Employee Shall

- Propagate/indulge in communal, unionism, terrorist or sectarian activity.
- Discriminate against person on the grounds of caste, creed, language, gender, religion, etc.
- Indulge in or encourage any form of malpractice. Accept private tuition.

Properties of JKLU, Every Employee Shall

- Take due care of the property, materials, instruments, to safeguard; machines, furniture, cash, library documents, etc. of JKLU entrusted to his/her care and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the University shall be entitled to recover the assigned/ assessed value of such breakage, damage or loss from the employee.
- Promptly report any occurrence or defect noticed which might endanger lives or persons in JKLU and might result in any damage to the property of JKLU or that of any others.
- Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the University.
- Indemnify JKLU of any loss caused due to his/her negligence. Unauthorized possession of goods, etc.
- An employee found in unauthorized possession of any goods, equipment's, articles materials, etc. which are in use in JKLU or kept in stock in JKLU and are not normally carried by the person, will be deemed to have got into possession of such goods by improper means. The University may confiscate such goods and such unauthorized possession attracts disciplinary action as well as any other action as deemed fit by the University.

Unauthorized persons in the premises

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason, shall leave University premises forthwith unless required to stay back by the Management. Such employees shall not enter JKLU premises without permission.

Possession/Consumption of Intoxicating Drinks and Narcotics

Employee shall not be under the influence of intoxicating drinks/drugs while on duty.

Other Terms & Conditions

- Employee will devote whole time to the service of the University and will not, without having first obtained permission of the competent authority, apply or accept any assignment/post or service with/without remuneration or apply and proceed for higher studies.
- During the tenure of engagement with the University, employee will conform to all the rules and regulations of the University governing the services of its employees as applicable from time to time.
- Neither during the engagement with University nor afterwards, employee will give anyone by word of mouth or otherwise any particulars or details of our financial matters, technical know-how, client information, IT software of JKLU, data security arrangements, administrative and/or organizational matters whether confidential, secret or otherwise which employee acquire during the course of employment. Employee will also not use at any time such information, which is of confidential nature for employee personal gains.
- Employee will not seek election to any legislature or local body without permission of the competent authority in writing.
- After joining University, employee will communicate to the appointing authority the changes in their present/permanent address, educational/professional qualifications or of any other particulars given by employee in the application form.
- No employee shall, except with the prior permission of JKLU or in the bonafide discharge of his/her duties, participate in a Radio/TV broadcast, give speech to

public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his/her own name, on a subject which may have a bearing on the affairs of JKLU or detrimental to the image/interests of JKLU.

Criticism of Management

No employee shall criticize the University either in the press or over the radio or on any public platform, social media, provided, however, that nothing in this rule shall apply to any statement made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him.

Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of JKLU, or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person.

Unauthorized Publication of Official Documents

No employee, while in service of the University or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into his/her possession in his/her official capacity, without obtaining prior written permission from the University.

Misconduct

Interpretation

"Misconduct" shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with others, whether amounting to a substantive act, abetment or connivance committed within the premises of JKLU, if related to the maintenance of discipline or pertaining to the interest of the University or other employees or officers of the University. Any act of omission/commission/indiscipline which affects the reputation or prestige of the University or any act or conduct unbecoming of an employee of JKLU or any breach of these service rules shall amount to misconduct whether committed within or outside the premises of JKLU.

Acts of Misconduct

- Misconduct on the part of an employee shall entail disciplinary action as specified herein.
- Followings an illustrative but not exhaustive list of acts of omission and commission and any other action which may be construed as indiscipline or Misconduct.
- Willful insubordination or disobedience of any lawful and reasonable order of the superior.
- Commission of any acts subversive of discipline or good behavior.
- Participation in any strike/demonstration, or any other kind of agitation or abetting and inciting such agitation or abetting and inciting such agitation activities in contravention of any law.
- Theft, fraud, dishonesty, embezzlement, misappropriation in connection with work/property of JKLU.
- Willful damage to property or loss or damage to property owing to negligence or subversive or unethical practices.
- Demanding or accepting or giving bribes or any illegal gratification whatsoever. Absence without leave for more than seven consecutive days.
- Habitual late attendance or habitually leaving work before time or absence from place of work.

Loitering while on duty and after duty in JKLU premises.

- Negligence or neglect of work.
- Accepting service for any consideration inside or outside the institutional/unit premises without the approval of the University.
- Drunkenness, fighting, riotous, disorderly or indecent behavior in JKLU premises and public places, affecting the reputation of JKLU.
- Giving false evidence or statement in any domestic enquiry held by JKLU or in a case conducted in a Court of Law in which JKLU is a party.
- Travelling or carrying unauthorized passengers, materials in any of JKLU's vehicles without valid authority, or otherwise using JKLU's vehicle for personal use without prior approval from the University.
- Collection or canvassing for collection of any money for any purpose within JKLU premises without prior permission.
- Smoking in the office or in any other place where smoking is specifically prohibited.
- Sleeping while on duty.
- Distribution or exhibiting inside JKLU premises hand-bills, pamphlets or posters without written prior permission of the Management.
- Attending or holding any unauthorized meeting within JKLU premises.
- Unauthorized disclosure or information about the business or affairs of JKLU.
- Gambling or canvassing for sale of any commodities, chit funds. Lottery tickets or coupons etc. within JKLU premises.
- Conviction in any Court of Law for any criminal offence.
- Making false statements on matters germane to his/her employment in JKLU or will full suppression of facts at the time of employment or during the course of service in JKLU.
- Threatening, intimidation, coercion, assaulting, quarrelling with any person in the premises of JKLU.
- Use of foul or abusive language or misbehavior with any officer, employee, student or visitors within JKLU premises.
- Refusal to accept memorandum or charge sheet or any other communication issued by the superior or Disciplinary Authority.
- Participation in any activity prejudicial to the interest of JKLU.
- Using JKLU facilities unauthorizedly for personal gains.
- Not allowing JKLU employees/officers/superiors either to enter or come out of the premises or causing ingress or egress of the material or equipment's of JKLU.
- Punching of attendance on behalf of any other employee, or forging the signature another employee in the attendance register/bio metric attendance.
- Tempering with any of the records of the University.
- Slow-down in performance of work or instigating to slow-down or adopting work to rule practices.
- Acts of Immorality or involving moral turpitude within the premises of the University or outside.
- Unauthorised occupation/illegal or immoral use of JKLU premises.
- Not wearing specified uniform while on duty.
- Refusal to work beyond the stipulated period of work or work on holiday when specifically instructed to do so by Management.
- Possession of unlicensed weapons, dangerous or illicit drugs.
- Using JKLU's communication facilities, including but not limited to telephones, facsimiles and e-mails for personal purpose other than with due authorization from the Management.

Procedure for Enquiries & Punishment

The University shall be authorized to delegate the powers to any member of the University for the purpose of administering these service rules or for ordering and enquiry and awarding punishment.

- Any employee found to commit any act of misconducts shall be served with a charge sheet clearly stating the charges levelled against him. Such and employee shall be given an opportunity to explain and answer the charges levelled against him in an enquiry conducted by an enquiry officer duly appointed by the Management for this purpose.
- The employee concerned shall be given an opportunity to lead evidence to the charges and produce documents and witnesses in support his/her defence and cross examine the witnesses on whose evidence the charges are based. The employee concerned, if he so desires he shall be allowed to be defended by a co-employee of JKL, on the condition that such other employee may not be paid any consideration for such defence. The statements of the Management and the Employee and the evidence lead by either side shall be recorded by the Enquiry Officer. If the Employee concerned fails to attend the enquiry, it shall be proceeded ex-parte. The enquiry officer shall submit his/her findings to the Management based on the evidence recorded and documents produced during the enquiry.
- An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to subsistence allowance. However, the subsistence allowance shall not be payable for the period of any adjournment of postponement of the enquiry expressly sought for by the employee and granted by the enquiry officer.
- If an employee is held guilty of misconduct as a result of the enquiry punishments awarded to him, the employee shall not be entitled to any salary /wages during the period of his/her suspension.
- Result of the enquiry, an employee is found not guilty misconduct, he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been-suspended for the period of this suspension pending enquiry.
- An employee found guilty of misconduct after domestic enquiry may be punished by imposition of one or more minor or major penalties.
- While awarding punishment under these Service Rules; the Management may take into account the gravity of the misconduct, the previous record of the employee, and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the Management shall be served on the Employee concerned.
- In case of dismissal, the employee may appeal within 30 days of receipt of such order to the Appellate Authority whose decision will be final.

Penalties

Any of the following penalties may be imposed for good and sufficient reasons on an employee of JKL by the Management.

Minor Penalties

- (a) Written warning or caution
- (b) Censure
- (c) Withholding/stoppage of increment with or without cumulative effect
- (d) Withholding of promotion.
- (e) Recovery from pay the amount as may be due on account, of any pecuniary loss caused to University by negligence or breach of orders.
- (f) Fines, not exceeding an amount equivalent to 7days salary.

Major Penalties

- (a) Suspension without salary and allowance for a period up to 30 days.
- (b) Demotion to Li lower grade or post or to a lower stage in a time scale of pay for a specified period at the discretion of the Management or permanent reduction in rank.
- (c) Discharge/removal/dismissal/compulsory retirement from service.

The Guiding Principles of the Code of Conduct

- Provide a safe, healthy, tolerant and disciplined work environment that respects individuals and is free from discrimination.
- Create an environment that attracts, develops, and rewards highly effective people and be recognized as one of the best companies to work for.
- Follow proper accounting and financial reporting procedures as well as, all generally accepted accounting principles & standards, auditing & internal control issues, laws regulations for accounting and financial reporting of transactions, estimates and forecasts.
- Comply with all the applicable rules and regulations of the countries that we operate in and with all applicable policies and procedures of the organization.
- Build customer's confidence and trust by providing high quality services with honesty and integrity.
- Always maintain a professional relationship with the customers; vendors, service providers and other stakeholders.
- Base-business decisions and vendor selections on business merit value and not on personal influence or any other considerations.
- Protect confidential and proprietary information.
- Properly and efficiently use University funds and property.
- It is the duty of all employees to notify the University if they observe or learn of an unethical business conduct or, illegal acts.
- Failure to promptly raise a known or suspected violation is also considered an unethical behavior.
- Any violation of the guiding, Principles of the code of Conduct is a compliance violation.

ACADEMIC STAFF**Responsibility and Accountability**

1. Faculty should handle the courses assigned by the Head of the Institutions.
2. Faculty should complete the syllabus in time. Faculty shall produce good results in the courses handled by them and are accountable for the same.
3. Mentor-mentee system must be effectively implemented. Faculty shall monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.

5. Faculty should be good counselors, Mentors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning process is effective and successful. Value based education must be their motto.
6. Faculty should maintain decorum both inside and outside the classroom and set a good example to the students.
7. Faculty should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

Punctuality and Attendance

1. Faculty must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. Permission for going out of the University shall not be given during the class hours.
3. Faculty should sign the bio-metric attendance while reporting for duty.
4. Faculty are expected to be present in the University campus on time.
5. Faculty should remain in the campus till the end of the University hours.

Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

1. Faculty members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Faculty members are encouraged to take up Research projects.
3. Faculty members should also attend Faculty Development Programmes, Quality Improvement programmes etc. to update their knowledge.
4. Faculty members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – University interaction.
5. Absence from duty in the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.
6. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the University Management.

General Rules

1. No faculty should involve himself/ herself in any act of moral turpitude on his/her part which may cause impairment or bring discredit to the institution.
2. Teachers Associations should not be formed without the permission of the Management.
3. No faculty should involve himself or herself in any form of political activity inside or outside the campus.
4. Faculty should not participate in any strikes or demonstrations either inside or outside the campus.
5. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
6. No faculty shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Director.
7. Faculties are barred from using cell phones while taking classes.
8. Faculties are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
9. Faculties are expected to attend department academic association meetings, seminars etc. and also University functions like Sports Day, Founder's Day, JKLU Laureate Award function, Convocation, Independence Day and Republic Day celebrations without fail.

10. Faculties shall not directly involve in Viva Voce, internal Examination or exam duty any member of their immediate family. All employees are required to disclose immediate family members studying in the University.
11. Programme Coordinators are responsible for all the University properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Director in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.

NON-ACADEMIC STAFF

1. Non- Academic staff must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Non-Academic staff assigned to laboratories should keep the Labs clean.
3. Any Loss or damage to any article in the Lab or Class Room should be reported to the Coordinator in writing immediately.
4. Non-Academic staff, working in the Lab, shall maintain a stock register for all the articles, equipment's, chemicals, etc. It shall be submitted to the Coordinators and the Director at the end of each semester and their signatures obtained.
5. Non-academic staff will carry out their duties as instructed by the authorities to whom they are attached.
6. Non-Academic staff shall not leave the University premises without permission.

Besides Above mentioned code of conduct, the employees of the University are governed by service rules of JK Lakshmipat University.

The recruitment, promotion and superannuation of academic and non-academic staff members, are governed by the service rules of JK Lakshmipat University, Jaipur. The following provisions apply to the recovery of dues from the subsistence allowance proper:

Compulsory deduction: The following deductions should be enforced from the subsistence allowance- Income tax and Profession Tax, License fee and allied charges i.e. electricity, water, furniture and Repayment of loans and advances taken

During the period of your service, you cannot join any college or pursue any course of studies without the prior approval of the Head of Institution.

Issued with the approval of Competent Authority with subject to the revision as and when required.